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| * This form is required to be submitted by the lead UQ Researcher to the Research Office with proposals for funding under [UQ policy](https://policies.uq.edu.au/document/view-current.php?id=116). * Please check you are using the correct version of this form. ARC, MRFF, NHMRC and other high volume/strategic schemes may have a bespoke version accounting for grantor specific certification requirements. * Except for grant rounds where specified UQ internal closing dates apply, applications should be submitted to the Research Office at least ten **(10) working days prior to the external (funding body) closing date**. Applications received after this date will be reviewed for UQ compliance only, grantor eligibility will not be checked. For more information on the UQ application process, see the [website](https://research-support.uq.edu.au/applying-competitive-research-grants). * The information supplied in this form is used for certification against UQ and funder requirements. Information in this form will be used to include your application in UQs grant management systems and establish your project at UQ if awarded. * Some fields may not be relevant to all applicants. Please complete only the sections that apply to your circumstances and application. Your local unit may have specific instructions regarding their requirements. |

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| SUMMARY PROJECT INFORMATION | |
| Administering UQ School/Centre/Institute |  |
| UQ Faculty/Institute |  |
| Lead Organisation (*if not UQ*) |  |
| Project title |  |
| Granting body or funding agency |  |
| Name of Grant scheme |  |
| Application reference /Grantor ID *(If applicable)* |  |
| Proposed start date (dd.mm.yyyy) |  |
| Proposed end date (dd.mm.yyyy) |  |

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| **GRANT SUBMISSION AND REVIEW INFORMATION** | |
| Granting body closing date (dd.mm.yyyy) | **​​​** |
| (*UQ led grants only*) Have you confirmed that all Investigators listed on your application have notified their organisation or local UQ unit of their involvement? | **​​☐​ Y ​☐​ N** |
| Is this project to be marked as confidential on UQ’s corporate database?  *Normally in exceptional circumstances e.g. commercial-in-confidence. If yes is selected, this grant will not be visible in the funding section of your UQ researcher profile.* | **​​☐​ Y** **​☐​ N** If yes, reason: |

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| **CHIEF INVESTIGATOR/S** *(Add rows as necessary)*  *For externally led grants, list the first named UQ investigator first (CIA), followed by the external lead as CIB.  For external investigators, only name and email address are required.* | | | |
| **CIA (First named UQ CI)** | | | |
| Title, First Name, Family Name |  | Email Address |  |
| UQ School/Centre/Faculty/Institute |  | UQ Username |  |
| Employment type: fixed term/continuing |  | End date of current appointment (if applicable) |  |
| FTE committed to this project |  | Appointment type: Academic; Adjunct; Research; Conjoint; Honorary; Emeritus) |  |

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| **CIB** | | | |
| Title, First Name, Family Name |  | Email Address |  |
| UQ School/Centre/Faculty/Institute |  | UQ Username |  |
| Employment type: fixed term/continuing |  | End date of current appointment (if applicable) |  |
| FTE committed to this project |  | Appointment type: Academic; Adjunct; Research; Conjoint; Honorary; Emeritus) |  |

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| **CIC** | | | |
| Title, First Name, Family Name |  | Email Address |  |
| UQ School/Centre/Faculty/Institute |  | UQ Username |  |
| Employment type: fixed term/continuing |  | End date of current appointment (if applicable) |  |
| FTE committed to this project |  | Appointment type: Academic; Adjunct; Research; Conjoint; Honorary; Emeritus) |  |

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| FINANCIAL INFORMATION  *Budget preparation guidance and the UQ Costing & Pricing Tool can be found on the* [*UQ R&I website*](https://research-support.uq.edu.au/applying-funding/budget-preparation) *(login required).* | |
| Have **Indirect Costs (overheads)** been included as specified in [University Procedure](https://policies.uq.edu.au/document/view-current.php?id=353)?  A list of existing approved variations is available on the [UQ Indirect Costs Variation Register](https://research-support.uq.edu.au/uq-indirect-costs-variation-register). Please contact the [Research Office](https://research-support.uq.edu.au/resources-and-support/research-office/research-office-contacts) if you are applying to a scheme that has an indirect costs recovery rate lower than UQ’s standard rate (50%) and is not yet on the Register. | **Y  N**  **UQ overheads/indirect costs rate applied (%):**  **Total UQ overheads/indirect costs: $** |
| Have you attached a **Costing & Pricing Tool?** | **Y  N** |
| **Indicative Budget** (*optional - please seek guidance from your local unit regarding whether this is required for their purposes*)  *Add rows as needed*   |  |  |  | | --- | --- | --- | | **Budget Year** | **Total requested/received from funder** **(*UQ-led/administered grants only*)** | **Funding coming to UQ (*externally-led/administered grants only*)** | | Year 1 |  |  | | Year 2 |  |  | | Year 3 |  |  | | Year 4 |  |  | | Year 5 |  |  | | **Total** |  |  | | |

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| STATISTICAL INFORMATION | | | | |
| Type of research (must total 100%). Information is available from the [UQ R&I website](https://research.uq.edu.au/research-support/institutional-reporting/research-classifications), this information is collected for ABS. | Strategic | Experimental | Pure | Applied |
| % | % | % | % |

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| Fields of Research (FoR) codes (up to 3)  FoR codes are available via the [UQ R&I website](https://research.uq.edu.au/research-support/institutional-reporting/research-classifications).  **Please ensure you use 6-digit codes, totalling 100%.** | FoR1 | FoR2 | FoR3 |
| Enter 6-digit FoR | Enter 6-digit FoR | Enter 6-digit FoR |
| % | % | % |

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| Socio-Economic Objective (SEO) codes (up to 3)  SEO codes are available via the [UQ R&I website](https://research.uq.edu.au/research-support/institutional-reporting/research-classifications).  **Please ensure you use 6-digit codes, totalling 100%.** | SEO1 | SEO2 | SEO3 |
| Enter 6-digit SEO | Enter 6-digit SEO | Enter 6-digit SEO |
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| ETHICS REQUIREMENTS | |
| Will you require UQ ethics/other clearance? | **Y**  **N** If yes, what category:  [Human](https://research.uq.edu.au/research-support/ethics-integrity-and-compliance/human-ethics)  [Animal](https://research-support.uq.edu.au/research-support/ethics-integrity-and-compliance/animal-ethics)  [Biosafety/Other](http://www.uq.edu.au/ohs/index.html?page=29969):  Date clearance will be required (*if known*):  [Export controls/ sanction requirements](https://policies.uq.edu.au/document/view-current.php?id=343)  **Y**  **N**  If ethical/biosafety/other clearance has been obtained, **please attach a copy.** |

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| **LIBRARY OF SUCCESSFUL GRANT APPLICATIONS (*not required for externally led grants*)**  The Research Office maintains a library of successful applications to assist applicants in forthcoming rounds. | |
| Are you willing to include your successful application in our [Grants Library](https://research-support.uq.edu.au/resources-and-support/research-office/uq-library-successful-grants)? | Y  N |
| If ‘Yes’ to the previous question, please indicate the category under which you are willing for copies of the application to be loaned. The Library has two categories:   * Restricted - we seek your permission before providing confidential access to any UQ researcher. * Unrestricted - we provide any UQ researcher with confidential access to the application on request. | Restricted  Unrestricted |

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| CONFLICT OF INTEREST | |
| Does the UQ lead CI have a [Conflict of Interest](https://policies.uq.edu.au/document/view-current.php?id=68&version=1)\*? | **Y  N** If yes, please provide a copy of your supervisor approved [Conflict of Interest Management Plan](https://about.uq.edu.au/sites/default/files/2025-01/conflict-of-interest-management-plan-examples-recruitment-selection.pdf) via email |
| (***UQ led grants only***) Do any other members of the investigative team have a Conflict of Interest\*? | **Y  N** If yes and a UQ employee, please provide a copy of the [Conflict of Interest Management Plan](https://about.uq.edu.au/sites/default/files/2025-01/conflict-of-interest-management-plan-examples-recruitment-selection.pdf).  If yes and external to UQ, a Conflict of Interest Management Plan in line with the Employing Organisation’s framework and the funding provider will need to be in place. |
| \*Applications must be consistent with the University’s [Conflict of Interest Policy](https://policies.uq.edu.au/document/view-current.php?id=68&version=1) and its [Responsible Research Management Framework Policy](https://policies.uq.edu.au/document/view-current.php?id=121).  A conflict of interest involves:   * A perceived conflict where it could reasonably be perceived, or give the appearance, that a competing interest or obligation, whether personal or involving a third party, could improperly influence the performance of a staff member’s duties and responsibilities to the University. * A potential conflict of interest where a staff member has an interest or obligation, whether personal or involving a third party, that could conflict with the staff member’s duties and responsibilities to the University. * An actual conflict where a staff member has a competing interest or obligation, whether personal or involving a third party, that directly conflicts with the staff member’s duties and responsibilities to the University.   While a conflict may relate to financial interests, it can also relate to other material personal interests, private, professional or institutional benefits or advantages that depend on the conduct of the research or its outcomes. A **material personal interest** is an interest of a type that can give rise to a real or perceived conflict of interest that could affect the ability of the person to discharge their duties or obligations appropriately.  Where external for-profit partner organisation/s are part of the Application, to help Investigators identify when a conflict of interest is likely to arise, they should consider the following statements:   1. I hold a paid or unpaid fiduciary/governance/management role, such as being a Director, of one or more of the external partners on this grant Application. 2. I am a paid employee, such as a Chief Scientific Officer, of one or more of the external partners on this grant Application. 3. I or a family member/close associate hold shares (equity) in one or more of the external partners on this grant Application that are not publicly traded entities (i.e. listed on the ASX or similar stock exchange).   Any of these associations may be incompatible with UQ being able to support the Application.  For participants external to UQ, the management of the Conflict of Interest should be agreed with the employing organisation, of which UQ will seek confirmation should the application be successful. | |

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| **Certification by FIRST NAMED UQ applicant (on behalf of all investigators)** | |
| I certify, to the best of my knowledge, that:   1. All the details in this Certification and the associated funding application are true and complete; 2. All parties identified in the application/proposal have agreed to its submission (*UQ led grants only*); 3. I understand and agree that, before the proposed research can commence, all required UQ ethical, biosafety and other clearances must be obtained and that all statutory requirements must be met; 4. I have declared any [Conflicts of Interest](https://policies.uq.edu.au/document/view-current.php?id=68&version=1)\* to UQ prior to the submission of this application; and 5. I have prepared this application and will conduct activities under the grant in compliance with UQ policies and procedures. | |
| **Signature of applicant** | **Date** |

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| **Certification by HEAD OF SCHOOL/Centre/Institute Director/eXECUTIVE deAN**  *In instances where the Head of School/Centre/Institute is an applicant, the relevant Executive Dean or Director should sign this certification.* | |
| I certify:   1. That the project can be accommodated within the general facilities in my School/Centre/Institute/Faculty, and that sufficient working and office space is available for any proposed additional staff; 2. I agree to have the project carried out in my School/Centre/Institute/Faculty as set out in the proposal and agree that the research be carried out in strict accordance with the conditions governing the research grant at the time | |
| **Name** | **Signature** |
| **Organisational Unit** | **Date** |

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| ***IF APPLICABLE* CASH/IN-KIND CONTRIBUTIONS** (add rows as needed)  *If your application includes a cash or in-kind contribution from a UQ organisational unit or a partner organisation, the Research Office will require written approval from the relevant approving authority (the person who is authorised to expend the cash or resources).*  *This part of the form is* ***optional*** *to assist you in collecting that approval, you are welcome to organise approvals via email or a combination of both email and this form if preferred.*  *This form should not be used for the purposes of* [*UQ Central cash*](https://research-support.uq.edu.au/cash-contributions) *requests.* | | | | |
| **UQ Organisational Unit or**  **Partner Organisation** | **Cash** | **In-Kind** | **Name of approving authority** | **Signature** |
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