*The CIA must send an email using the following template to*[***research.funding@federation.edu.au***](mailto:research.funding@federation.edu.au) *once satisfied that their NHMRC Grant Application is ready for submission to the NHMRC.*

**Subject:** **CIA Certification for Submission – APPxxxxxxxx – Surname, Initial**

Dear FedUni RAO,

I confirm that NHMRC Investigator/Ideas/Synergy Grant application APPxxxxxxx is complete, eligible and ready for submission to the NHMRC.

I, as the CIA, make the following assurances, acknowledgements and undertakings in relation to APPxxxxxxxx:

• All required information has been provided and is complete, current and correct, and all eligibility and other application requirements have been met.

• All personnel contributing to the Research Activity have familiarised themselves with the *Australian Code for the Responsible Conduct of Research*, the *National Statement on Ethical Conduct in Human Research*, the *Australian Code for the Care and Use of Animals for Scientific Purposes* and other relevant NHMRC policies concerning the conduct of research, and agree to conduct themselves in accordance with those policies.

• Provide this written agreement to be named on the application, to participate in the manner described in the application and to the use of my personal information as described in the *NHMRC Privacy Policy*.

• Provided this written agreement for the final application to be certified.

• The application may be excluded from consideration if found to be in breach of any requirements.

And if funded,

• The research will be carried out in strict accordance with the conditions governing NHMRC grants at the time of award. Conditions may change during the course of the grant, for example, reporting obligations may change. I as the CIA will need to meet any new/changed conditions.

• The reported outcomes of the research may be used for internal NHMRC quality evaluations/reviews.

• Grant offers may be withdrawn and action taken over the life of the grant, if eligibility criteria to accept and/or continue holding a grant are not met.

Regards,

*[Your official FedUni email signature]*