**Application ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SECTION 1 – Certification (Organisation)**

**WRITTEN EVIDENCE FOR DISCOVERY EARLY CAREER RESEARCHER AWARD (DE24)**

**(For evidence of agreement from organisations)**

**The Administering Organisation is required to obtain written evidence of all parties necessary to allow the proposed project to proceed as specified in the** [***Discovery Program Grant Guidelines (2021 edition) Variation No 1***](https://www.grants.gov.au/Fo/Show?FoUuid=a7f42e2b-c84c-44b6-8577-798b33ff3d67) **(the grant guidelines). The written evidence must be retained by the Administering Organisation.**

**Please note: The use of this pro forma is not mandatory.** Each Administering Organisation may determine their own required format for the written evidence (for example, correspondence on an organisation’s letterhead or an email with a detailed electronic signature). The ARC reserves the right to seek the evidence from the Administering Organisation to support the certification of applications if requested. If a different type of written evidence is used, please ensure that the participants provide the same level of certification as detailed below.

**Certification by the Head of Department/Centre Director if applicable**

1. I agree that the Award can be accommodated within the general facilities in my Department/Centre/School/Institute and that sufficient working and office space is available for any proposed additional staff;
2. I am prepared to have the Award carried out in my Department/Centre/School/Institute under the circumstances set out in the application; and
3. I agree that the project will not be permitted to commence until there is an ethics plan in place to ensure that the appropriate clearances or other statutory requirements will be met before the part/s of the project that require those clearances commence.

**Certification by organisation/s contributing to the project (CEO/DVCRI or their delegate) if applicable**

I certify that:

1. my organisation supports the application and will contribute the resources outlined in the application; and
2. I have complied with the grant guidelines, and if the application is successful I agree to abide by the relevant Commonwealth grant agreement.

**In the section below, for each organisation please obtain the signature(s) of the Head of Department/Centre Director (if applicable) and organisation DVCRI/CEO or delegate OR attach written evidence of agreement. This written evidence needs to be firsthand confirmation in written form (e.g. handwritten or electronic letters or emails).**

Please tick one box: **[ ]** Head of Department/Centre Director  **[ ]** Organisation (DVCRI/CEO)

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name:** |  | **Position:** |  |
| **Signature:** |  | **Date:** |  |

Please tick one box: **[ ]** Head of Department/Centre Director  **[ ]** Organisation (DVCRI/CEO)

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name:** |  | **Position:** |  |
| **Signature:** |  | **Date:** |  |

**Note: Please copy this page if further signatures are required. Each signatory need only sign once.**

**SECTION 2 – Conflict of Interest (CoI) Declaration (Investigator if applicable)**

As per Section 13 Probity of the ARC [***Discovery Program Grant Guidelines (2021 edition) Variation No 1***](https://www.grants.gov.au/Fo/Show?FoUuid=a7f42e2b-c84c-44b6-8577-798b33ff3d67)*Australian Laureate Fellowships, Future Fellowships, Discovery Early Career Research Award, Discovery Indigenous and Discovery Projects:*

**Conflict of interest**

13.8. Our purpose is to support the highest quality research and as such Our conflict of interest policy is designed to ensure that all material personal interests are disclosed. Conflicts of interest are identified and managed in a rigorous and transparent way to ensure the integrity, legitimacy, impartiality and fairness of Our processes and to maintain public confidence in Our business processes.

13.9. Any conflicts of interest could affect conduct of the selection processes and/or the performance of the grant. There may be a conflict of interest, or perceived conflict of interest, if the relevant ARC staff, an assessor, member of a committee or advisor and/or You or any of Your personnel:

has a professional, commercial or personal relationship with a party who is able to influence the application selection process, such as an Australian Government officer or SAC member;

has a relationship with, or interest in, an organisation, which is likely to interfere with or restrict the applicants from carrying out the proposed activities fairly and independently; or

has a relationship with, or interest in, an organisation from which they will receive personal gain because the organisation receives a grant under the NCGP.
13.10. You will be asked to certify, as part of Your application, any perceived or existing conflicts of interests or that, to the best of Your knowledge, there is no conflict of interest. Each individual or organisation named in an application must declare any conflict of interest that exists or is likely to arise in relation to any aspect of the application or project to You at the date of submission.

13.11. If a conflict of interest exists or arises, You must have documented processes in place for managing the Conflict of Interest for the duration of the project. Such processes must comply with the *Australian Code for the Responsible Conduct of Research* (2018), the *ARC Conflict of Interest and Confidentiality Policy* and any relevant successor documents.

13.12. If You later identify that there is an actual, apparent, or potential conflict of interest or that one might arise in relation to an application, You must inform Us in writing immediately.

13.13. We will handle any conflicts of interest as set out in Australian Government policies and procedures. Conflicts of interest for Australian Government staff will be managed as set out in the Australian Public Service Code of Conduct (Section 13(7)) of the *Public Service Act 1999*. Committee members and other officials must also declare any conflicts of interest.

13.14. We publish Our *Conflict of Interest and Confidentiality Policy* on the ARC website.

**If an Investigator/Candidate/Participant on the Application has a Conflict of Interest to declare, please complete the following:**

|  |  |  |
| --- | --- | --- |
| Title: | Full Name: | Application ID: |
| Briefly describe the Conflict of Interest and how this will be managed: |
| Signature: |

*Copy and paste table for several CoIs.*