**Once the application for funding has been successful and you have reviewed the contract/agreement, this form must be completed and submitted** to research.funding@federation.edu.au **for processing.**

**The Research Funding Team will assist with agreement negotiations and arrange for full execution.**

A research project code will not be established until receipt of this form and upon full execution of the funding agreement.

For all externally funded projects an updated Budget [Costing Pro Forma](http://federation.edu.au/staff/business-and-communication/finance-at-feduni/finance) must be submitted prior to the project code being established.

For general information on research grants and contracts please visit our [Research Funding Webpage](https://federation.edu.au/research/support-for-students-and-staff/research-funding).

# Internal IRMA Project ID \* required: G

# Lead Federation Uni Investigator

|  |  |  |  |
| --- | --- | --- | --- |
| Title | Name | Centre/Dept | Campus |
|  |  |  |  |

|  |  |
| --- | --- |
| Project Title |  |

# Supporting Documentation

|  |  |
| --- | --- |
| Application | [ ]  Attached [ ]  Previously Provided  |
| Outcome Notification | [ ]  Attached [ ]  Previously Provided  |
| Funding Agreement/Contract | [ ]  Attached [ ]  Previously Provided |
| Other Attached (please specify)  |   |

# Award Details

|  |  |  |  |
| --- | --- | --- | --- |
| Project Start Date |       | Project Completion Date |       |
| Total Amount awarded (exc. GST) | $      |
| Amount awarded to Federation (exc. GST) | $      | Amount awarded to Partners (exc. GST) | $      |

# Project and Funding Agreement/Contract Establishment

|  |  |  |  |
| --- | --- | --- | --- |
| **Is the funding to be split across Centres?** If yes please advise percentage split.Centre 1:       Centre 2:      Percentage:      % Percentage:      % | [ ]  Yes  | [ ]  No | [ ]  To be determined |
| **Does the funding agreement/contract:**  |  |  |  |
| * **require milestone reporting? (progress reports, financial reports, etc).**
 | [ ]  Yes  | [ ]  No |  |
| * **require a financial audit and/or acquittal at the end of the project?**
 | [ ]  Yes  | [ ]  No |  |
| * **allow retention of any unexpended funds?**
 | [ ]  Yes  | [ ]  No | If ‘YES’ please ensure the Director Declaration at the end of this form is complete. |

# Intellectual Property

|  |  |  |
| --- | --- | --- |
| **Intellectual Property considerations have been assessed by the Lead Federation Investigator and comply with** [**Statute 8.2**](https://federation.edu.au/__data/assets/pdf_file/0013/45004/r82_IntellProp.pdf) **and the University’s** [**Intellectual Property Policy**](http://federation.edu.au/staff/policy-central)**?** | [ ]  Yes  | [ ]  No |

# Application Details

**Does this Project require any of the following approvals/notifications: e.g. Ethics Approvals, Safety approvals or Clearances?**

The Federation Lead Investigator must obtain approvals prior to starting the research. The Federation Lead Investigator is responsible for ensuring all relevant approval notices are registered with Research Services. Please see the [Research ethics and integrity website](https://federation.edu.au/research/support-for-students-and-staff/ethics) for further details.

| **Activity/Clearance Type** | **Requires Approval?** | **Already Approved?** | **Approval No.** |
| --- | --- | --- | --- |
| Ethics: [Humans, or Data from Humans](http://monash.edu/researchoffice/ethics) | [ ]  Yes | [ ]  N/A | [ ]  Yes  | [ ]  No |  |
| Ethics: [Animals](http://monash.edu/researchoffice/ethics) | [ ]  Yes | [ ]  N/A | [ ]  Yes  | [ ]  No |  |
| Ionising radiation/sealed sources | [ ]  Yes | [ ]  N/A | [ ]  Yes  | [ ]  No |  |
| Genetically Modified Organisms | [ ]  Yes | [ ]  N/A | [ ]  Yes  | [ ]  No |  |
| Human body fluids or tissue | [ ]  Yes | [ ]  N/A | [ ]  Yes  | [ ]  No |  |
| Chemically Hazardous material (Chemwatch/Hazchem) (MSDS required) | [ ]  Yes | [ ]  N/A | [ ]  Yes  | [ ]  No |  |
| Fieldwork/off-site activity (HIRAC Required) | [ ]  Yes | [ ]  N/A | [ ]  Yes  | [ ]  No |  |
| Recombinant DNA | [ ]  Yes | [ ]  N/A | [ ]  Yes  | [ ]  No |  |
| Biologically hazardous micro-organisms | [ ]  Yes | [ ]  N/A | [ ]  Yes  | [ ]  No |  |
| Off-site radiation work (e.g. ANSTO, Synchrotron, etc – HIRAC required) | [ ]  Yes | [ ]  N/A | [ ]  Yes  | [ ]  No |  |
| Material Transfers | [ ]  Yes | [ ]  N/A | [ ]  Yes  | [ ]  No |  |
| *Please refer to the website links before responding to the following:* |
| Autonomous or other Sanctions<https://www.dfat.gov.au/international-relations/security/sanctions/Pages/sanctions-regimes> | [ ]  Yes | [ ]  No | [ ]  Yes  | [ ]  No |  |
| Defence Export Controls approval<https://portal.exportcontrolsforms.defence.gov.au/>  | [ ]  Yes | [ ]  No | [ ]  Yes  | [ ]  No |  |
| Foreign Arrangements Scheme (FAS) <https://policy.federation.edu.au/global_and_community/procedures/foreign_arrangements_notification/ch01.php> If your project includes any international involvement, please complete [FAS Notification Checklist](https://policy.federation.edu.au/forms.php?book_id=598) and forward to Research Funding with this form | [ ]  Yes | [ ]  No | [ ]  Yes  | [ ]  No |  |

# Training Requirements

All researchers at Federation University are required to undertake training in responsible research conduct (see [Australian Code for the Responsible Conduct of Research](https://www.nhmrc.gov.au/sites/default/files/documents/attachments/grant%20documents/The-australian-code-for-the-responsible-conduct-of-research-2018.pdf), R16).

|  |  |  |
| --- | --- | --- |
| Have all named Federation University researchers involved with this project completed the online Research Integrity training modules provided by the University ([Research Integrity, Second Edition](https://federation.edu.au/research/new-research-ia/research/internal/ethics/research-integrity))?For further information contact research.integrity@federation.edu.au ) | [ ]  Yes | [ ]  No |

# Declarations:

Director/Equivalent Declaration – Unexpended funds *please check one box only*

I, as the Centre Director or equivalent, agree to the transfer of eligible, unexpended funds to the Lead Federation Uni Investigator’s consultancy account at the end of the Research Project.

**[ ]  N/A due to contractual restrictions [ ]  Yes, transfer to consultancy account**

**[ ]  No, transfer to general dept. code [ ]  To be determined closer to the project end date**

Lead Federation Investigator & Director Declaration

* I have read the Funding Agreement/Contract and understand my obligations in meeting the Terms and Conditions
* I understand that as the Lead Federation Investigator, it is my responsibility to ensure that all investigators are aware of the Terms and Conditions, and any other obligations in delivering this activity
* I agree to adhere to the Australian Code for the Responsible Conduct of Research and all related University Research Policies.
* I agree all university and statutory approvals will be obtained before the research commences
* I have fully disclosed the complete extent of all cash and in-kind commitments required to conduct the research.
* Any additional, unforeseen or unbudgeted funding shortfalls will be underwritten by the Centre/Dept.

|  |  |  |
| --- | --- | --- |
| Lead Federation Uni Investigator signature: |  | Date      |
| Director/Equivalent or nominee signature: |  | Date      |

Please forward completed form to research.funding@federation.edu.au

For general information on research grants and contracts please visit our [Research Funding Webpage](https://federation.edu.au/research/support-for-students-and-staff/research-funding).

Once this form and supporting documentation is received, Research Services will:

* Facilitate the Contract/Agreement execution through Legal Services
* Negotiate the completion of a Multi-Institution Agreement or Collaboration Agreement if applicable
* Following Contract execution, request the creation of a Finance Project Code
* Refer any scholarship/s through to the Graduate Research School for establishment.