| **Proposal ID:** |  **DP230** |  |
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**SECTION 1**

**WRITTEN EVIDENCE FOR DISCOVERY PROJECTS (DP23)**

**(For evidence of agreement from application participants and organisations)**

**The Administering Organisation is required to obtain written evidence of all relevant parties necessary to allow the proposed project to proceed as specified in the** [***Grant Guidelines for the Discovery Program (2021 edition)* (grant guidelines)**](https://www.grants.gov.au/Go/ViewDocuments?GoUuid=f53a309d-bd5a-4c63-8e86-6ba8e6d78007)**. The written evidence must be retained by the Administering Organisation.**

***All approvals are to be firsthand confirmation in written form (for example, handwritten or electronic signatures on this form, correspondence on the organisation’s letterhead or an email with a detailed electronic signature) and must be obtained prior to the submission of the application to the ARC.***

Please note: The ARC reserves the right to seek the evidence from the Administering Organisation to support the certification of applications if requested.

**Certification by Chief/Partner Investigators**

I certify that:

1. all the details on this application are true and complete;
2. proper inquiries have been made and I am satisfied that I meet the eligibility criteria as specified in the grant guidelines;
3. as a participant listed on the application I have responsibility for the authorship and intellectual content of this application, and have appropriately cited sources and acknowledged significant contributions, including third parties, where relevant.
4. I have complied with thegrant guidelines,and the *Discovery Projects Instructions to Applicants for funding commencing in 2023* and if the application is successful I agree to abide by the relevant Commonwealth grant agreement*;*
5. I understand and agree that all statutory requirements must be met before the proposed research can commence;
6. I have notified the Administering Organisation of all material, personal and financial interests and actual or perceived Conflicts of Interest I may have in relation to the application and I undertake that I will notify the Administering Organisation of any personal material interests or Conflicts of Interest which arise subsequent to the submission of the application and will update my personnel details in my ARC Research Management System profile; and
7. I will notify the Administering Organisation if there are any changes in my circumstances which may impact on my eligibility to participate in, or ability to perform, the project subsequent to the submission of this application.

In participating in this application, I consent to:

1. this application being referred to third parties, including to overseas parties, who will remain anonymous for assessment purposes;
2. this application being provided to third parties for the purposes of assessment for potential other funding opportunities; and
3. the ARC copying, modifying and otherwise dealing with information contained in the application for the purpose of conducting the funding round.

**Certification by the Head of Department/School/Institute if applicable**

1. I agree that the proposed project can be accommodated within the general facilities in my Department/School/Institute and that sufficient working and office space is available for any proposed additional staff; and
2. I am prepared to have the proposed project carried out in my Department/School/Institute under the circumstances set out in the application.

**Certification by Organisation/s contributing to the project (DVCR, CEO or delegate) if applicable**

I certify that:

1. my organisation supports the application and will contribute the resources outlined in the application;
2. I have read, understood and complied with the grant guidelines, and if the application is successful I agree to abide by the relevant Commonwealth grant agreement including the requirement to enter arrangements for intellectual property; 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.

**SIGNATURES**

In the table below, for each Participant (CI, PI and organisation) please obtain the Signature(s) of Chief Investigators/Partner Investigators/Organisation DVCR/CEO or delegate OR attach written evidence of agreement. This written evidence needs to be firsthand confirmation in written form (for example, handwritten or electronic letters or emails).

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| --- | --- | --- | --- | --- | --- |
| **Person** **Indicate if CI/PI/Org** | **Title, Full Name (printed)** | **Signature of Chief/Partner Investigator** | **Conflict of Interest (CoI) Declaration****(Y/N)**If Yes, please complete **Section 2** below  | **Signature of Dean/Head of Dept or Investigator’s employer or contributing organisation (DVCR, CEO or delegate)** | **Name of Institution/****Organisation** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **5** |  |  |  |  |  |
| **6** |  |  |  |  |  |

Please collate all signatures, electronic letters or emails into **one document** and send in electronic format to Federation University Research Funding Team at research.funding@federation.edu.au

Individual emails will not be accepted.

*Federation University Admin Only*

**Approval of Deputy Vice-Chancellor Research and Innovation or nominee:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_**

**Section 2 conflict of Interest (CoI) Declaration**

As per Section 13 Probity of the ARC [***Grant Guidelines for the Discovery Program (2021 edition)* (grant guidelines)**](https://www.grants.gov.au/Go/ViewDocuments?GoUuid=f53a309d-bd5a-4c63-8e86-6ba8e6d78007)**.***Australian Laureate Fellowships, Future Fellowship, Discovery Early Career Research Award, Discovery Indigenous and Discovery Projects:*

Conflict of Interest

* + 1. Our (the ARC’s) 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. As a result, conflicts of interest are identified and managed in a rigorous and transparent way to ensure the integrity, legitimacy, impartiality and fairness of Our processes. Management of Conflicts of Interest in this way is designed to maintain public confidence in Our business processes.
		2. 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:
1. 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;
2. 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
3. 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.
	* 1. 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.
		2. 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.
		3. 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.
		4. 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.
		5. We publish Our *Conflict of Interest Policy* on the [ARC website](http://www.arc.gov.au/).

**If a Conflict of Interest (CoI) has been declared in Section 1 of this form, please complete the following:**

*Copy and paste table for several CoIs.*

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