**Investigator Endorsement Process for CIs and AIs**

**Chief Investigator A to read and action the following:**

UNSW requires the endorsement of all Investigators prior to submitting your grant to the NHMRC.  **This is an absolute requirement**. It is the requirement of CIA to ensure all members of their research team certify their involvement in the application by obtaining emails from all members by the time of application submission. Copies of these emails must be forwarded to and retained by the GMO and provided to the NHMRC if requested.

**To use this template:**

1. Copy and paste the text into an email and send to the CIs and AIs listed in your application.
2. Once all endorsement emails are received, **combine into a single email or PDF** and send it to your GMO Compliance Advisor, or to mygrants.gmo@unsw.edu.au.

**Chief Investigator Endorsement:**

Dear (Name)

For Project Grants 2018, Chief Investigator A (CIA) is required to certify the application for submission via RGMS and seek agreement from all other CIs to be named on the application outside of RGMS.

Please **reply to this email using the text below and with your email signature intact** as endorsement of the application and of your involvement in the grant.

Dear UNSW GMO,

RE: NHMRC Project Grant APPXXXXXXX

I certify that:

1. I agree to be named on the application, to participate in the manner described in the application and to the use of their personal information as described in the [NHMRC Privacy Policy](http://www.nhmrc.gov.au/about/privacy);
2. All details on this Proposal are true and complete and I have complied with the NHMRC Project Grants Funding Policy for funding commencing in 2018 and its related documents (Note: the application will be excluded from consideration if found to be in breach of any requirements in accordance with section 10.7 of the NHMRC Funding Rules);
3. I have the support of my School and Faculty and am prepared to devote the time stated to the Project;
4. I have familiarised myself with the [*Australian Code for the Responsible Conduct of Research*](http://www.nhmrc.gov.au/guidelines/publications/r39), the [*National Statement of the Ethical Conduct of Human Research*](http://www.nhmrc.gov.au/guidelines/publications/e35), the [*Australian Code for the Care and use of Animals for Scientific Purposes*](http://www.nhmrc.gov.au/book/australian-code-care-and-use-animals-scientific-purposes-8th-edition-2013) and other relevant NHMRC policies concerning the conduct of research, and agree to conduct myself in accordance with those policies;
5. If funded:
* the research will be carried out in strict accordance with the conditions governing NHMRC grants at the time;
* the Head of Department of the Administering Institution (and Participating Institution/s, if applicable) will ensure the appropriate facilities will be available;
* the research may be used for internal NHMRC quality evaluations/reviews.
1. The final application can be certified and submitted to the NHMRC

Yours sincerely,

[email signature block]

#### Associate Investigator Endorsement:

#### Dear (Name)

#### For Project Grants 2018, Chief Investigator A (CIA) is required to certify the application for submission via RGMS and seek agreement from all AIs to be named on the application outside of RGMS.

#### Please reply to this email using the text below and with your email signature intact as agreement of your involvement in the grant.

#### Dear UNSW GMO,

#### RE: NHMRC Project Grant APPXXXXXXX

#### I certify that:

#### 1. I agree 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;

#### I have familiarised myself with the [Australian Code for the Responsible Conduct of Research](http://www.nhmrc.gov.au/guidelines/publications/r39), the [National Statement of the Ethical Conduct of Human Research](http://www.nhmrc.gov.au/guidelines/publications/e35), the [Australian Code for the Care and use of Animals for Scientific Purposes](http://www.nhmrc.gov.au/book/australian-code-care-and-use-animals-scientific-purposes-8th-edition-2013) and other relevant NHMRC policies concerning the conduct of research, and agree to conduct myself in accordance with those policies;

#### Yours sincerely,

#### [email signature block]

#### For further information on certification, see the NHMRC Funding Rules, Section 10.4.1. CIA Certification at <https://www.nhmrc.gov.au/book/nhmrc-funding-rules-2017/10-submitting-application>