**WRITTEN EVIDENCE FOR ARC PROJECTS**

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

RMS has been updated to collect participant certification (CI/PI) information to replace the previous written evidence process, by incorporating questions as part of the Participant Details.

However, the update does not include a process for obtaining written evidence from participating organisations. **The Administering Organisation is still required to obtain written evidence from all participating organisations (Other Eligible Organisations and Other Organisations) included on applications.**

In the section below, for each organisation please obtain the signature(s) of the organisation DVCR/CEO or delegate OR attach written evidence of agreement from the delegate. This written evidence needs to be firsthand confirmation in written form (for example, handwritten or electronic letters or emails).

**Step 1:** Save certification form below with your Proposal ID number (from RMS)

**Step 2:** Forward form to ALL organisations listed on the Proposal

**Step 3:** Collect ALL responses from organisations.

**Step 4:** Attach and send ALL responses in ONE (1) email to research-applications@newcastle.edu.au by the University of Newcastle internal deadline for final applications ***(10 working days prior the funding body deadline).***

Please note:

The Administering Organisation must obtain the agreement, attested to by written evidence of all the relevant organisations to allow the proposed project to proceed as specified in the grant guidelines. **This excludes the employing organisations of overseas Partner Investigators (PIs) and any participant’s current organisation which is not their relevant organisation for the application.** This written evidence must be retained by The Administering Organisation and must be provided to the ARC if requested.

**Certification by organisations (other than the Administering Organisation) contributing to the Project (DVCR, CEO or delegate)**

I certify that:

* my organisation supports the application and will contribute the resources outlined in the application; and
* I have 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
* 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; and
* I approve the cash and/or in-kind contributions to be provided by my Organisation as detailed below.

**Signature(s)**

In the section below, for each organisation please obtain the signature of the 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).

|  |  |
| --- | --- |
| **Organisation** |  |
| **Full Name:** |  | **Position** |  |
| **Signature:** |  | **Date:** |  |

Please summarise your organisation’s approved contribution to the proposed project in the table below:

|  |  |  |
| --- | --- | --- |
| **$ Cash** | **$ In-kind** | **$ Total**  |
|  |  |  |

|  |
| --- |
| Please tick one of the boxes below to indicate whether an actual, potential or perceived conflict of interest exists. **Yes [ ]  No [ ]**  If yes, please provide details of the conflict below: |

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

Note: The above certification can be provided in an email. Simply cut and paste the relevant certification section into an email and return to the Lead Investigator of the project.