**WRITTEN EVIDENCE FOR ARC LINKAGE PROJECTS**

**(For evidence of agreement from Proposal 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 Linkage Program (2018), Linkage Projects For funding applied for in 2019* (grant guidelines). The written evidence must be retained by the Administering Organisation.**

In the section below, for each Participant and organisation please obtain the signature(s) of Chief/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).

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

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

Step 3: Collect ALL responses from participants and organisations.

Step 4: Attach and send ALL responses in ONE (1) email to [research-applications@newcastle.edu.au](mailto:research-applications@newcastle.edu.au) ***1 week prior to intended submission date.***

Please note that as per the *Linkage Projects for funding applied for in 2019 – Instructions to Applicants*

The Administering Organisation must obtain the agreement, attested to by written evidence of all the relevant persons and 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.

**UON LP19 Written Evidence Form for Proposal ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

LP19

**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 where relevant;
4. I have complied with thegrant guidelinesand the *Linkage Projects Instructions to Applicants for funding applied for in 2019* and if the application is successful I agree to abide by the terms of the *Grant Agreement for the Linkage Program (2018), Linkage Projects for funding applied for in 2019;*
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 any actual or potential Conflicts of Interest I may have in relation to the application and I undertake that, if the application is successful, I will notify the Administering Organisation of any Conflicts of Interest which arise subsequent to the submission of the application;
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; and
8. To the best of my knowledge, the Partner Organisations involved in this application are solvent at the time of submission of this application.

In participating in this Proposal, I consent to:

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

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

I certify that:

1. my organisation supports the application and will contribute the resources outlined in the application; and
2. I have read, understood and complied with the grant guidelines, and if the application is successful I agree to abide by the terms of the *Grant Agreement for the Linkage Program (2018), Linkage Projects for funding applied for in 2019.*

**Conflict of Interest Management**

Conflicts of interest can arise in many situations. It is not unusual or wrong to have a conflict of interest. Actual, potential or reasonably perceived conflicts of interest may arise in decision making or in actions, and need to be managed. Conflicts of interest in the research area are common and it is important that they are disclosed and dealt with properly. Further information is available in the [Conflicts of Interest Policy](http://www.newcastle.edu.au/about-uon/governance-and-leadership/policy-library/document-record?RecordNumber=D12/113355P) in the UON Policy Library.

* Conflict (or actual conflict) of interest arises when a person’s private-capacity interests could adversely affect the proper performance of their official function or duty. A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage – whether financial or otherwise.
* Perceived (or apparent) conflict of interest exists where it could be reasonably perceived by a disinterested third party that a person’s private interests could improperly influence the performance of their duties – whether or not this is in fact the case.
* Potential conflict of interest arises where a person has private interests that could conflict with their official duties in the future.

Failure to declare a conflict of interest may impact eligibility and may be a breach of the Australian Code for the Responsible Conduct of Research.

By signing this form you agree that you understand the obligation to disclose actual, potential or perceived conflicts of interest is ongoing and that individuals are required to inform Research Grants of conflicts of interest as soon as possible if any significant changes occur to their or their immediate family/partner’s interests. You also agree to declare all Conflicts of Interest (as defined below) relating to parties involved in or associated with this proposal, and, if the proposal is successful, agreed to manage all Conflicts of Interest relating to this proposal in accordance with the Australian Code for the Responsible Conduct of Research (2007).

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| If an actual, potential or perceived conflict of interest exists, please provide details below:  *(Please indicate if “None”)* |

Please tick one box: Chief InvestigatorPartner Investigator Organisation

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

**Note: Please copy this page if further signatures are 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.