Deakin University is required to obtain written evidence from all relevant parties necessary to allow the proposed project to proceed as specified in the *Grant Guidelines for the Linkage Program (2019 edition)*, *Linkage Projects* (grant guidelines).

The written evidence must be retained by Deakin University. The ARC reserves the right to seek evidence to support the certification of applications.

|  |  |
| --- | --- |
| **PROJECT ID:** | LP2101xxxxx |

|  |  |
| --- | --- |
| **NAME OF LEAD CHIEF INVESTIGATOR:** |  |

|  |  |
| --- | --- |
| **PROJECT TITLE:** |  |

***Instructions:***

*Each CI or PI must complete and sign a LP20 Certification Form and this must be co-signed by their relevant Head of School/Department, DVCR, CEO or Delegate (see Section B, page 2).*

*CIs and PIs from the same School/Department or Organisation may sign the same certification form by adding additional rows to the signature table on page 1.*

*Participating Organisations that are not providing a named CI/PI must still complete a LP20 Certification Form and sign at Section B only*

**Section A: Certification by Chief or Partner Investigator**

I certify that:

1. I have Head of School/Department/Faculty/Institutional or Organisational support for this application;
2. all the details on this application are true and complete;
3. proper inquiries have been made and **I am satisfied that I meet the eligibility criteria as specified in the grant guidelines – refer to ‘Project Limits for CIs’ below**;
4. 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;
5. I have complied with the grant guidelines and the *Linkage Projects Instructions to Applicants for funding applied for in 2021* and if the application is successful I agree to abide by the relevant Commonwealth grant agreement;
6. I understand and agree that all statutory requirements must be met before the proposed research can commence;
7. 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;
8. 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
9. 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 application, 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;
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.

**Conflicts of Interest (COI)** *(Chief and Partner Investigators to complete)*

Do you have any actual or perceived conflict of interest or is there any risk of you having any actual or perceived conflict of interest arising through engaging in any activity, participating in any association, holding any membership or obtaining any interest that is likely to conflict with or restrict your participating in the Project?

**Indicate in the signature block below if you have a conflict of interest.**

**Project Limits for CIs** *(to be determined by all Chief Investigators)*

A named participant can apply for and be concurrently funded through the Linkage Program for a maximum of four Linkage Program projects (not including LIEF) as a CI or Director (refer to 4.32 of the Linkage Projects Grant Guidelines).

At the date of submission of applications the ARC will count:

a. the number of Linkage Program projects that the named participant will hold as a CI or Director on **active projects** as at the active project assessment date; and

b. the number of Linkage Projects **applications** the ARC are currently assessing which include that participant as a CI.

**Dates of Assessment**

* For Linkage Projects for funding submitted by *30 June 2021*, the active project assessment date is **1 Jan 2022**.
* For Linkage Projects for funding submitted from *1 July 2021*, the active project assessment date is **1 July 2022**.

If you are unsure on your limits, seek guidance from your Research Office.

**SIGNATURE BLOCK**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **NAME** | **ROLE**  (CI or PI) | **FTE on this LP** | **SIGNATURE** | **DATE** | **COI**  (Yes\* or No) |
|  |  |  |  |  |  |

(add rows as necessary)

\* If ‘Yes’, please provide details as a separate attachment.

(Continue to next page to complete Section B)

**Section B: Certification by Participating Organisation**

***Instructions:***

***For Deakin University Investigators, please obtain the signature of your Head of School or Department.***

***For non-Deakin University Investigators, please obtain the signature of your DVCR, CEO or delegate.***

I certify that my School / Budget Centre / Organisation:

1. supports the application and will contribute the resources outlined in it;
2. will participate for the duration of the project;
3. will provide, if requested, a schedule of in-kind cost calculations to Deakin University so these can be verified and stored for audit purposes;
4. 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
5. 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.

**Partner Organisations:**

* **MANDATORY SECTION:** I certify that this organisation meets the ARC definition of a:

(definitions provided below)

Exempt Archive and Public Record Office Exempt Charity Exempt Herbarium

Exempt Non-profit Organisation Exempt Small Business Exempt Start-up

Exempt Museum and Collecting Organisation None of the above

* I certify that this organisation is **not:**
  + an entity where more than 50% is owned by one or more Eligible Organisation; or
  + a controlled entity of any Eligible Organisation

|  |  |
| --- | --- |
| **ORGANISATION:** |  |
| **NAME & POSITION:** |  |

(PRINTED)

|  |  |  |  |
| --- | --- | --- | --- |
| **SIGNATURE:** |  | **DATE:** |  |

(ELECTRONIC SIGNATURE ACCEPTED)

**THIS FORM MUST BE COMPLETED AND RETURNED TO DEAKIN RESEARCH GRANTS OFFICE AT THE SAME TIME AS THE FIRST COMPLIANCE CHECK IS UNDERTAKEN. APPLICATIONS CANNOT BE SUBMITTED TO THE ARC UNTIL FORMS ARE RECEIVED FROM ALL PARTIES.**

**Return form to** [**research-grants@deakin.edu.au**](mailto:research-grants@deakin.edu.au)

**Exempt Organisation Definitions (from page 36 to 37 of Grant Guidelines)**

***Exempt Archive and Public Record Office -*** *means a non-profit organisation which holds a significant national, state or regional collection of data or documents for the purposes of public information and record-keeping and available for the purposes of research.*

***Exempt Charity -*** *means an organisation which meets the definition of a charity under the Charities Act 2013.*

***Exempt Herbarium -*** *means a non-profit, established institution in the service of society, which acquires, conserves, and researches preserved and labelled plant specimens, arranged to allow easy access and archival storage with a mission to preserve and document the diversity of plants.*

***Exempt Museum and Collecting Organisation -*** *means a non-profit, established institution in the service of society and its development, open to the public, which acquires, conserves, researches, communicates and exhibits the tangible and intangible heritage of humanity and its environment for the purposes of education, study and enjoyment.*

***Exempt Non-Profit Organisation -*** *means an organisation which meets the Australian Taxation Office (ATO) definition of a non-profit organisation – an organisation that does not operate for the profit or gain of its individual members, either directly or indirectly. This applies both while the organisation is operating and when it winds up. This definition is available**on the ATO website.*

***Exempt Small Business -*** *means an organisation which has fewer than twenty full-time employees.*

***Exempt Start-up -*** *means a company that is commercialising research and development (R&D) activities and has an average annual revenue over the previous two years of income that does not exceed $5 million per year. The start-up must have a majority of its employees (by number) and assets (by value) inside Australia.*