

Administering Institutions Application for Registration Form – Instructions

All Institutions are required to fill out the application for registration form in order to register as an Administering Institution under the revised policy. The application form should be completed with reference to the Administering Institution Policy, which is available from <http://www.nhmrc.gov.au/grants/admininst.htm> .

The following information is provided to assist with the new application form and the provision of the required accompanying documents.

Please note:

- The application form must be filled out in full.
- The named Responsible Officer must have the authority to sign the Funding Agreement between the Institution and the NHMRC and, therefore, should be someone at DVC-R or CEO level.
- In submitting the application form the Responsible Officer is declaring that the information provided is true and accurate.
- The term 'Affiliated Institutions' as it is used in the application form, refers to 'Participating Institutions' as defined in the NHMRC Funding Agreement 2010 found at <http://www.nhmrc.gov.au/grants/admin/deeds.htm>

Process:

- Following completion, please submit the form using the 'Submit to NHMRC' button on the last page of the form. This will ensure all correct details, as entered into the form, are updated in NHMRC records.
- Pressing the 'Submit to NHMRC' button will check that all mandatory fields have been entered and will package the information in the form into a data file. Your email client (e.g. MS Outlook or Lotus Notes) will automatically generate an email, with the data file attachment, ready for you to submit to ai.details@nhmrc.gov.au .
- In addition to submitting the application form, Institutions are required to email the following documents, as described in the application form, to pa.info@nhmrc.gov.au :
 - Policies and procedures relating to:
 - Responsible Conduct of Research
 - Ethical Human Research
 - Ethical Animal Research
 - Reporting of research (including progress and final reports)
 - A template or example employment contract demonstrating that the Institution employs CIA(s) on NHMRC grants
 - A template or example agreement between the Institution and Institutions employing or responsible for other Chief Investigators on NHMRC grants
- It is expected that the application form (emailed to ai.details@nhmrc.gov.au) and the document attachments (emailed to PA.info@nhmrc.gov.au) will be submitted within 2 days of each other.

Following submission of the application for registration form, staff at NHMRC will assess that the Institution meets the criteria as set out in the revised Policy. Following this assessment, eligible Institutions will be required to sign the NHMRC Funding Agreement and will be registered as an NHMRC Administering Institution.

If you encounter any issues don't hesitate to contact the Program Assurance Section on 02 6217 9050 or pa.info@nhmrc.gov.au