# MRFF Eligible Organisation (EO) Status

## MRFF Eligible Organisations

The Medical Research Future Fund (MRFF) funds research through organisations that it has approved to administer MRFF grants. These approved organisations are known as Eligible Organisations (EOs). The process for the approval of an organisation to become an EO is managed by the grant hub administering the relevant MRFF funding, that is, the National Health and Medical Research Council (NHMRC) or the Business Grants Hub (BGH). This document outlines the process for obtaining EO status to apply for MRFF funding through the NHMRC grant Hub.

The object of the *Medical Research Future Fund Act 2015* (the MRFF Act) is to improve the health and wellbeing of Australians. The role of an EO is to support this object by undertaking medical research and medical innovation activities in accordance with the terms and conditions set out in any MRFF Funding Agreement to which the EO is a party. EOs must ensure that each MRFF-funded research activity is carried out in an ethical, responsible, diligent, and competent manner and in accordance with the approved application and MRFF Funding Agreement.

The requirements of Section 24 of the MRFF Act mean that **only** bodies of the following types can be EOs:

* a medical research institute[[1]](#footnote-2)
* a university
* a corporate Commonwealth entity
* a corporation

If your organisation does not meet the requirements for EO status and your researchers want to apply for MRFF funding, you may wish to partner with an existing EO as a [Participating Institution](https://www.nhmrc.gov.au/funding/manage-your-funding/nhmrcs-administering-institutions#PI) in order to apply for and, if successful, receive MRFF funding via an approved EO.

## Prior to applying for EO status

Applicants should satisfy themselves as to their organisation’s ability to meet the terms and conditions set out in the MRFF Funding Agreement before proceeding with certification for EO status. A template MRFF Funding Agreement is available on [NHMRC’s website](https://www.nhmrc.gov.au/file/17762/download?token=v8G1lBxi). Applicants should note that the MRFF Funding Agreement is standard and no changes will be made prior to execution. Grant Opportunity Guidelines are published with each grant opportunity on [GrantConnect](http://www.grants.gov.au). Grant Opportunity Guidelines are unique to every grant opportunity and may contain additional, grant opportunity specific terms and conditions that EOs should be aware of.

## Applying for EO status

The certification form that must be filled out by organisations wanting to apply for EO status is at [Attachment A](#_Attachment_A). Organisations should ensure that they provide all required information and that all information is true and correct.

Guidance on completing the certification form is at [Attachment B](#_Attachment_B).

Organisations may apply for EO status at any time. It is recommended that an organisation applies for EO status as early as possible – ideally prior to the opening of a grant opportunity you wish to apply for or, if that is not feasible, as soon as the opportunity opens. An organisation must be certified as an EO before a grant application can be submitted to an open grant opportunity.

The purpose of the EO certification form is to determine the eligibility of an organisation to receive funding in the form of grants from the MRFF. Other eligibility criteria may be applied to specific grant opportunities. If certified as an EO, it will be the responsibility of the EO to check any other eligibility criteria that apply before lodging an application for a grant opportunity.

## How to lodge

Submit completed certification form (that is, completed [Attachment A](#_Attachment_A)) via email to the NHMRC at [mrff.postaward@nhmrc.gov.au](mailto:mrff.postaward@nhmrc.gov.au)

**Note: Applications with incomplete information will not be assessed.**

## EO assessment process

Following receipt of your completed EO certification form, NHMRC will review your form. NHMRC may request further information to determine whether you are eligible for EO certification.

Once a decision has been made, NHMRC will notify you of the outcome and let you know the next steps (including getting EO access to NHMRC’s grants management system).

NHMRC endeavours to complete assessments of EO status in 5 business days from receipt of a completed certification form (that is, a form with all information provided).

## Enquiries

Submit enquiries via email to [mrff.postaward@nhmrc.gov.au](mailto:mrff.postaward@nhmrc.gov.au)

## Attachments

[Attachment A](#_Attachment_A): MRFF Eligible Organisation Certification Form

[Attachment B](#_Attachment_B): Guidance for Applying for MRFF Eligible Organisation Status

### Attachment A

# MRFF Eligible Organisation (EO) Status Certification Form

## PART A – Profile information

The information in **PART A** must be provided for the purposes of establishing a profile for this organisation within the grants management systems operated by the NHMRC, if EO status is approved.

|  |  |  |
| --- | --- | --- |
| **1** | What is the **legal name** of your organisation? | |
|  |  | |
| **2** | What is your organisations **trading name?** | |
|  |  | |
| **3** | What is your organisation’s ABN? | |
|  | ABN: | |
| **4** | Is your organisation registered for Goods and Services Tax (GST) purposes? | |
|  | Yes |  No | |
| **5** | Does your organisation have a Recipient Created Tax Invoice Agreement (RCTI)[[2]](#footnote-3)? If yes, what is your Vendor Number? The Vendor Number can be located via your organisation’s Commonwealth Department of Health and Aged Care RCTI | |
|  | Yes |  No  Vendor number: | |
| **6** | What is your organisation’s Australian bank account? | |
|  | BSB number: |  |
|  | Bank account number: |  |
|  | Bank name: |  |
|  | Bank account in name of: |  |
|  | Email address (to receive remittance and RCTI) |  |

|  |  |  |
| --- | --- | --- |
| **7** | Name and main physical address of the CEO / Vice Chancellor or equivalent, with the authority to enter into a legally binding Funding Agreement: | |
|  | Title |  |
|  | Name |  |
|  | Email |  |
|  | Building/ floor |  |
|  | Business address |  |
|  | Suburb/ town |  |
|  | State/ Territory |  |
|  | Postcode |  |
| **8** | Your organisations’s main postal address (must be an Australian address): | |
|  | Building/ floor |  |
|  | Business address |  |
|  | Suburb/ Town |  |
|  | State/ Territory |  |
|  | Postcode |  |

### Contact information

|  |
| --- |
| InformationPrivacy Policy: NHMRC is committed to protecting privacy in accordance with the *Privacy Act 1988*. Information about NHMRC's collection, use and disclosure policies in relation to personal information, how to access or correct personal information, and how to submit a complaint to NHMRC about a breach of privacy is set out in NHMRC's [Privacy Policy](https://www.nhmrc.gov.au/privacy).  NHMRC considers that where information (including personal information) provided in this application is collected and combined with information that is required at grant submission, the combined information may be used for assessing this application.  A Research Administration Officer’s and/or Media Contact Officer’s contact information may be provided to other government agencies and federal parliamentarians for the purposes of grant announcements and other grant reporting, as required by the NHMRC and Department of Health and Aged Care. |

To coordinate accurate and time-sensitive communication between the organisation and NHMRC, the organisation is asked to nominate several key contacts. They are referred to as the Research Administration Officer (RAO), the Responsible Officer (RO), Finance Officer (FO), the Chief Financial Officer (CFO) and Media Contact Officer.

Please ensure that you have listed your RAO, RO, FO and CFO with separation of duties in mind. Refer to clause 1 of the [MRFF Funding Agreement](https://www.nhmrc.gov.au/sites/default/files/documents/attachments/final_mrff_funding_agreement_-_22.2.19_clean.pdf) for definition of these roles. Mandatory roles are indicated with an asterisk (\*). NHMRC also requires different individuals to be nominated for each role to support two-step processing of all necessary grant transactions in Sapphire. Specific requirements for separation of duties across roles are described below. Further information is also available on [Sapphire Help](https://healthandmedicalresearch.gov.au/help.html).

If you are unable to meet the requirements for separation of duties, your application for EO status will not be approved.

The RAO is the first point of contact between NHMRC and the organisation. The RAO is a staff member of the organisation who has the authority to act on behalf of the organisation with the NHMRC regarding the information provided in this application form, if EO status is granted. The Primary and Secondary RAO contacts must be different individuals.

|  | **Primary RAO****[[3]](#footnote-4)\*** | | **Secondary RAO** |
| --- | --- | --- | --- |
| Full name |  | |  |
| Position |  | |  |
| Phone |  | |  |
| Mobile |  | |  |
| Email |  | |  |
| RAO Generic Email | |  | |

For the purpose of grants from the MRFF, Responsible Officer (RO) means a senior manager (for example, Pro-Vice-Chancellor, Deputy Vice-Chancellor (Research), Executive Director) to execute grant schedules on behalf of the organisation and to be accountable for the administration of the funds, the conduct of a research activity, or other matters. The Primary and Secondary RO contacts must be different individuals. The Primary RO contact must be a different individual to the Primary RAO contact; however, it is acceptable for the Primary RO contact to be the same individual as the Secondary RAO contact listed above. Similarly, it is acceptable for the Secondary RO contact to be the same individual as the Primary RAO contact listed above.

|  | **Primary RO**\* | **Secondary RO** |
| --- | --- | --- |
| Full name |  |  |
| Position |  |  |
| Phone |  |  |
| Mobile |  |  |
| Email |  |  |

The FO contact must be authorised to act on behalf of the organisation regarding grant financial information and other financial reporting. It is preferred that the FO contact is a different individual to the Primary and Secondary RAO and RO contacts listed above; however, if necessary the same individual can be listed.

|  | **FO**\* |
| --- | --- |
| Full name |  |
| Position |  |
| Phone |  |
| Mobile |  |
| Email |  |

The CFO must be the person with principal responsibility for accounting and financial management within the Eligible Organisation, or another person nominated by the Eligible Organisation who is a qualified public accountant or a member of one of the following organisations: CPA Australia, the Institute of Chartered Accountants in Australia, or the Institute of Public Accountants. The CFO contact cannot be the same individual as the FO contact listed above.

|  | **CFO**\* |
| --- | --- |
| Full name |  |
| Position |  |
| Phone |  |
| Mobile |  |
| Email |  |

The media contact must be a person authorised to be contacted for the purposes of grant announcements and other relevant matters.

|  |  |
| --- | --- |
|  | **Media Contact**\* |
| Title |  |
| Name |  |
| Phone |  |
| Mobile |  |
| Email |  |

## PART B – Eligibility requirements

The information in **PART B** must be provided for the purposes of determining your organisation’s eligibility to be granted EO status and receive funding from the MRFF. See [**Attachment B**](#_Attachment_B) for guidance on completing this section.

| **No.** | **Requirement** | **Yes** | **No** | **Not applicable** | **Comment/ ref** | **QA Check** |
| --- | --- | --- | --- | --- | --- | --- |
| **Eligible organisation type** | | | | | | |
|  | What type of entity is your organisation: |  |  |  |  |  |
| * A medical research institute? | ☐ | ☐ |  |  |
| * A university? | ☐ | ☐ |  |
| * A corporate Commonwealth entity? | ☐ | ☐ |  |
| * A corporation? | ☐ | ☐ |  |
|  | If your organisation is a medical research institute: |  |  |  |  |  |
| * Is ‘conducting medical research’ one of your organisation’s primary purposes? | ☐ | ☐ | ☐ |  |  |
| * Is your organisation registered with the Australian Charities and Not-for-Profits Commission? | ☐ | ☐ | ☐ |  |  |
|  | If your organisation is a university is your organisation listed in either [Table A or Table B](https://dochub/div/ausindustry/programmesprojectstaskforces/rfhmr/admin/Tables%20A%20and%20B%20Higher%20Education%20Support%20Act.docx) of the *Higher Education Support Act 2003*? | ☐ | ☐ | ☐ |  |  |
|  | Is your organisation identified on the [Australian Government Organisations Register](https://www.finance.gov.au/resource-management/governance/australian-government-organisations-register/) as a corporate Commonwealth entity? | ☐ | ☐ | ☐ |  |  |
|  | If your organisation is a corporation: |  |  |  |  |  |
| Is your organisation incorporated in Australia? | ☐ | ☐ | ☐ |  |  |
| What type of incorporated body is your organisation: |  |  |  |  |  |
| * Australian Private Company? | ☐ | ☐ | ☐ |  |  |
| * Australian Public Company? | ☐ | ☐ | ☐ |  |  |
| * Other Incorporated Entity? | ☐ | ☐ | ☐ |  |  |
|  | Is your organisation applying for Eligible Organisation status in the capacity of trustee for another body? | ☐ | ☐ | ☐ |  |  |
| If yes, what is the name of that other body: |  |  |  |  |  |

## PART C – Eligibility declaration

|  |
| --- |
| InformationThis declaration must be signed by an authorised representative of the organisation. The authorised representative is to be a person who is legally empowered to enter into legally binding contracts and commitments on behalf of the organisation.  An application that does not provide all required information or contains false or misleading information may be excluded from consideration.  Giving false or misleading information is a serious offence under *Section 137.1* of the Criminal Code. |

The authorised representative of the organisation declares the following:

1. About the organisation

I declare that the organisation:

* has a physical location in Australia

1. Legal

I declare that the organisation:

* is an entity with a separate legal personality, able to enter into legally binding agreements in its own right
* complies with all relevant Commonwealth and State legislation
* is a body of a type that is eligible to receive funding from the MRFF, being:
  + a medical research institute; or
  + a university; or
  + a corporate Commonwealth entity; or
  + a corporation.

1. Finance and insurance

I declare that the organisation:

* is not bankrupt or subject to insolvency proceedings and is financially solvent, and has systems in place that ensure that it will remain solvent
* has an Australian Business Number (ABN)
* has an Australian bank account in the name of the applicant organisation
* maintains at all times Certificates of Currency for Public Liability insurance to a minimum $10 million in respect of any claim or series of related claims, Professional Indemnity insurance to a minimum $10 million in respect of any claim or series of related claims and Worker’s Compensation insurance for all employees and sub-contractors involved in delivery of the services

1. Organisational capacity

I declare that the organisation has, or if successful in securing an MRFF grant would be able to put in place, the ability to meet all obligations under the MRFF Grant Opportunity Guidelines and Funding Agreement, to support the administration of MRFF funding and the conduct of MRFF-funded research. The organisation has nominated individuals in each of the roles specified in the Contact Information section of this document in agreement with the requirements for separation of duties.

1. Information and privacy

I declare that:

* the information contained in this form is true and correct
* any changes to the information provided herein will be made known to NHMRC as soon as those changes become known to the organisation
* contact information for the organisation has been provided and will be kept current
* if and where any personal details of a third party are included, the third party has been made aware of, and given their permission for those details to appear in this application.

As the organisation’s nominated representative, I declare that:

I understand the above and make the declaration in accordance

I warrant that I have the appropriate authority to make the declaration on behalf of my organisation

I acknowledge that giving false or misleading information is a serious offence under *Section 137.1* of the *Criminal Code*

I acknowledge that obtaining EO status does not guarantee funding from the MRFF

The organisation is aware of the National Redress Scheme for Institutional Child Sexual Abuse and has signed up to the scheme, if named in applications to the [Redress Scheme or to the Royal Commission](https://www.finance.gov.au/government/commonwealth-grants/grants-connected-policies)

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Full nameof authorised officer | Position held | Date |
|  |  |  |
| Signature | Email | Phone |

## Recommendation (office use only)

# Assessor’s recommendation

The application meets all of the eligibility criteria. Yes  No

If no, which does it not meet?

**Assessor name:**

**Assessor’s signature:**

**Date**:

# Approver’s recommendation

I have reviewed this eligibility checklist and I agree with the Assessor’s recommendation.

**Approver’s name**:

**Approver’s signature:**

**Date**:

### Attachment B

# MRFF Eligible Organisation (EO) Status Guidance for Applying

The below provides guidance on completing [PART B](#_PART_B_–) of the MRFF Eligible Organisation Certification Form at [Attachment A](#_Attachment_A).

All questions must be answered as yes, no, or not applicable.

Guidance for individual questions in [PART B](#_PART_B_–) of the certification form is as follows:

1. What type of entity is your organisation?

Tick all boxes that are applicable. It is possible to be more than one type of body. For example, the Australian National University (ANU) is a University and a corporate Commonwealth entity; many medical research institutes are also Australian Public Companies. Your answers to this question should be consistent with your answers to the questions that follow.

1. If your organisation is a medical research institute:

In order to be considered a **medical research institute** for the purposes of the *Medical Research Future Fund Act 2015* an organisation must:

* 1. have a primary purpose of conducting medical research; **and**
  2. be registered with the Australian Charities and Not-for-profits Commission.

**Is ‘conducting medical research’ one of your organisation’s primary purposes?**

In order to determine whether your organisation has a primary purpose of conducting medical research, the following should be considered:

* medical research includes research into health
* having a primary purpose of conducting medical research would usually entail an organisation conducting its own research activities – not simply supporting the research activities of others
* a medical research institute might undertake other activities, such as diagnostic and treatment services for certain conditions. However, medical research should be identifiable as one of the main activities of the body.

**Is your organisation registered with the Australian Charities and Not-for-Profits Commission?**

In determining whether your organisation is registered with the Australian Charities and Not-for-profits Commission, the ACNC website provides the option to search by either your organisation’s name or Australian Business Number. The relevant URL is: <https://www.acnc.gov.au/charity>

1. If your organisation is a university is your organisation listed in either [Table A or Table B](https://dochub/div/ausindustry/programmesprojectstaskforces/rfhmr/admin/Tables%20A%20and%20B%20Higher%20Education%20Support%20Act.docx) of the *Higher Education Support Act 2003*?

For the purposes of the MRFF, the definition of university is taken to be the same as the definition of **Australian university** provided by the *Higher Education Support Act 2003* (HESA).

All Australian universities are listed in Table A and Table B of the HESA.

1. Is your organisation identified on the [Australian Government Organisations Register](https://www.finance.gov.au/resource-management/governance/australian-government-organisations-register/) as a corporate Commonwealth entity?

There are three types of Commonwealth bodies:

1. A non-corporate Commonwealth entity – these are Commonwealth entities that are not a body corporate, for example a Department of State. A non-corporate Commonwealth entity cannot apply for MRFF funding.
2. A corporate Commonwealth entity – for the purposes of the MRFF a **corporate Commonwealth entity** has the same meaning as in the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). The PGPA Act defines a corporate Commonwealth entity as a Commonwealth entity that is a body corporate. A corporate Commonwealth entity may be eligible to receive MRFF funding.
3. A Commonwealth Company is a *Corporations Act 2001* company that the Commonwealth controls. A Commonwealth Company may be eligible to receive MRFF funding as a consequence of being a corporation (see question 5).

The entity status of all Commonwealth bodies can be found by searching for the relevant body at [Australian Government directory](https://www.directory.gov.au/).

The Department of Finance also provides a [flipchart detailing all Commonwealth bodies and their entity status](https://www.finance.gov.au/government/managing-commonwealth-resources/structure-australian-government-public-sector/pgpa-act-flipchart-and-list).

1. If your organisation is a corporation:

Is your organisation incorporated in Australia?

For the purposes of the MRFF, it is currently taken that a corporation must be incorporated in Australia under Commonwealth law to be eligible for MRFF funding.

What type of incorporated body is your organisation:

* Australian Private Company?
* Australian Public Company?
* Other Incorporated Entity?

The above-listed body types are regarded as corporations for the purposes of the MRFF. The Australian Business Register lists all Australian entities with an Australian Business Number and provides details of the entity type that describes an organisation: <https://abr.business.gov.au/>

Examples of entity types which are not regarded as corporations for the purposes of the MRFF include:

* state/territory government entities
* state/territory government statutory authorities
* state/territory government other incorporated entities
* partnerships

1. Is your organisation applying for Eligible Organisation status in the capacity of trustee for another body?

A trustee is a person or member of a board given control or powers of administration of property in trust with a legal obligation to administer it solely for the purposes specified. An organisation can apply for Eligible Organisation status in order to act as trustee for another body provided that the organisation meets the criteria for being an Eligible Organisation in its own right.

It is not necessary for a body being represented by a trust to meet the criteria for being an Eligible Organisation in its own right, except that is expected that such a body will be domiciled in Australia, and have an Australian Business Number.

1. For the purposes of the MRFF a **medical research institute** is defined as an institute which has a primary purpose of conducting medical research and which is registered as a charity with the Australian Charities and Not-for-profits Commission. [↑](#footnote-ref-2)
2. An RCTI agreement provides for the general tax invoice rule to be varied when taxable supplies are made to a government entity such as the Department of Health and Aged Care. In these circumstances Health may provide a RCTI in acknowledgement that the value of the goods and services is determined by Health rather than the supplier, including when making grant payments. [↑](#footnote-ref-3)
3. \* Mandatory role [↑](#footnote-ref-4)