



NHMRC Administering Institution Status Application Form



Prior to applying

Institutions/organisations considering applying for NHMRC Administering Institution status need to consider how the institution/organisation supports NHMRC's purposes, which are:

- to fund high-quality health and medical research
- build research capability
- support the translation of health and medical research into better health outcomes, and
- promote the highest standards of ethics and integrity in health and medical research.

The role of Administering Institutions is to support NHMRC by ensuring that each research activity is conducted in accordance with these purposes. Therefore, Administering Institutions are expected to demonstrate significant capacity, capability and track record in research for improving health and medical outcomes for Australia.

Administering Institutions must ensure that each research activity is carried out in an ethical, responsible, diligent and competent manner and in accordance with the approved application. The responsibilities of Administering Institutions include all necessary arrangements to ensure compliance with:

- the requirements for being an Administering Institution
- the NHMRC [Funding Agreement](#)
- the Funding Policy applicable to each scheme
- any Funding Conditions
- all [applicable NHMRC Approved Standards and Guidelines](#), including [NHMRC's Open Access Policy](#), the NHMRC Research Integrity and Misconduct Policy and gender equity policies.

Therefore, prior to applying, institutions/organisations are to review their internal procedures and policies to assure compliance with [NHMRC's policies and priorities](#) and ensure that if Administering Institution status is granted, the institution/organisation is ready to enter into a [Funding Agreement](#). Do not sign the declaration in response to eligibility criterion 2 in this form until successful completion of this review.

How to lodge

To apply for Administering Institutions status complete the [Administering Institutions application form](#) available on NHMRC website at [Administering Institutions](#).

Submit application via email to: administering.institutions@nhmrc.gov.au

Please note that Medical Research Future Fund (MRFF) funding is managed through the MRFF Eligible Organisation (EO) list. To apply for MRFF EO status please go to the [MRFF Eligible Organisations](#) webpage.

Enquiries

Submit enquiries via email to administering.institutions@nhmrc.gov.au.

Receipt and assessment of applications

Allow 3 business days for confirmation of receipt of the application.

NHMRC endeavours to process applications within 30 business days; however, applications may take longer during peak periods and where more information is required from applicants.



Preparing an application

To apply you must

- Complete and email this form
- Provide all the information requested
- Meet all eligibility criteria
- Include all necessary/requested attachments as a PDF.

Eligibility criteria

The criteria for the institution/organisation to be eligible to apply for NHMRC Administering Institution status are to:

1. Conduct health and medical research in Australia.
2. Have a minimum of **2 years** proven track record of:
 - a. operating under the legal name that is registered with the ABN – in some circumstances the track record under a prior legal name or ABN may be considered.
 - b. having the objective to improve health and medical outcomes for Australia by conducting ethical and responsible health and medical research at locations in Australia.
 - c. operating as one of the legal entity types listed in Question 8 of this form.
 - d. operating a publicly searchable website under the applicant's name.
 - e. having an independent governing board or council with scientific and administrative experience, skills and qualifications.
 - f. successfully applying for and administering research grants from any government or non-government entity, for example by operating as a Participating Institution under the leadership of an NHMRC Administering Institution.
 - g. being financially viable and of sufficient size to provide assistance, resources, facilities and services to support research activity and cover all other expenses such as administration, insurance, rent, taxes, repairs, salaries,



communications and utility charges, as demonstrated by annual reports and where relevant financial audit reports.

- h. have the necessary research infrastructure in place, as demonstrated by annual reports and where relevant, financial audit reports.
3. Have successfully completed a review of the institution's/organisation's internal policies and procedures to assure compliance with [NHMRC's policies and priorities](#), including [NHMRC's Open Access Policy](#), the [NHMRC Research Integrity and Misconduct Policy](#) and [gender equity policies](#), ensuring that if Administering Institution status is granted, the institution/organisation is able to enter into and meet the requirements of the NHMRC [Funding Agreement](#).
4. Name the required individuals in each of the positions, with at least 2 Research Administration Officers (RAOs), 2 Responsible Officers (ROs), at least one Financial Officer (FO) and one Chief Financial Officer (CFO). The CFO must be a qualified public accountant or a member of one of the following organisations, CPA Australia, Chartered Accountants in Australia and New Zealand, or the Institute of Public Accountants.

During assessment, NHMRC may request further evidence of compliance with the eligibility criteria.



Responses to eligibility criteria 1 and 2

1. Has the institution/organisation conducted ethical and responsible health and medical research in Australia over the past 2 years or more?

☐ Yes

☐ No

If the answer is no, the institution/organisation is not eligible and the application will not be assessed.

2. What is the legal name of the institution/organisation, as per [ABN Lookup](#)?

3. If different from the legal name, what is the registered business name that the institution/organisation operates under, as per [ABN Lookup](#)?

4. What is the Australian Business Number (ABN), as per [ABN Lookup](#)?

ABN:

5. Is the institution/organisation registered for Goods and Services Tax (GST) purposes?

☐ Yes

☐ No

6. If known, what is the Research Organization Registry (ROR) ID for the institution/organisation?

7. What is/are the street address/es of the physical location/s in Australia where the institution/organisation conducts health and medical research?



8. Select the legal entity type that is relevant to the institution/organisation from the following list:

- ☐ Incorporated association under Australian State/Territory legislation
- ☐ Incorporated co-operative incorporated under Australian State/Territory legislation
- ☐ *Aboriginal Corporation incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)*
- ☐ Body established under specific Commonwealth or State/Territory legislation
- ☐ Company incorporated under the *Corporations Act 2001* (Cth) (i.e., Australian Private Company, Australian Public Company and other incorporated entities)
- ☐ Partnership
- ☐ Trustee on behalf of a trust
- ☐ Australian local government entity
- ☐ Australian State/Territory government entity
- ☐ Australian Commonwealth government entity
- ☐ Other:

9. Select the organisation type that is relevant to the institution/organisation from the following list:

- ☐ University (Higher Education institutions, excluding University affiliated hospitals and medical centres)
- ☐ Research (Medical Research Institutes, excluding Government owned organisations i.e., CSIRO)
- ☐ Government (all government departments and bodies, whether local, state, federal or international)
- ☐ Health (all public and private health care providers, including all hospitals, primary and allied health services, regional health districts and community services)
- ☐ Other (all other organisations including but not limited to philanthropic organisations, private companies and professional bodies):

10. What is/are the institution's/organisation's objective/s in applying for Administering Institution status?

- ☐ to lodge applications for, and if successful administer, NHMRC funding from the Medical Research Endowment Account (MREA)
- ☐ Other:

* Please note that receiving and administering MRFF funding is now managed through the MRFF Eligible Organisation (EO) list. To apply for MRFF EO status please go to [MRFF Eligible Organisations | NHMRC](#)



11. Describe how the objectives of the institution/organisation align with the objectives of NHMRC.

12. What is the URL of the institution's/organisation's website?

13. Provide details of the institution's/organisation's governing board or council: membership appointments (including publicly available biographical information). Include a hyperlink to the board or council section of the website.

14. Has the institution/organisation implemented the [Australian Code for the Responsible Conduct of Research \(2018\)](#) (the Code)?

15. Please indicate from the list below which of the Guides that support the Code have been implemented. The guides are available at: [Australian Code for the Responsible Conduct of Research \(2018\)](#). (Select as many options as needed)

- ☐ Guide to Managing and Investigating Potential Breaches of the Australian Code for the Responsible Conduct of Research (2018)
- ☐ Authorship
- ☐ Management of Data and Information in Research
- ☐ Peer review
- ☐ Disclosure of Interests and Management of Conflicts of Interest
- ☐ Supervision
- ☐ Collaborative research
- ☐ Publication and dissemination of research
- ☐ Research Integrity Advisors

16. Provide details on the resources the institution/organisation has available to support the necessary activities under the Code?



17. Provide a description of the institution's/organisation's policy for ensuring that research projects, for which you are responsible, undergo appropriate ethics review. Select all relevant options from the list below.

- ☐ HREC under the governance of this institution/organisation
- ☐ HREC under the governance of an external institution/organisation
- ☐ Ethics review body or process other than an HREC (for lower risk research) under the governance of this institution/organisation
- ☐ Ethics review body or process other than an HREC (for lower risk research) under the governance of an external institution/organisation
- ☐ Animal ethics committee under the governance of this institution/organisation
- ☐ Animal ethics committee under the governance of an external institution/organisation

18. Provide PDF documents of the institution's/organisation's 2 most recent annual reports as attachments to the application email.

19. Provide PDF documents of the institution's/organisation's 2 most recent audited financial statements as attachments to the application email.

**20. What is the number of full-time equivalent (FTE) staff employed at the institution/organisation?**

- ☐ 1-20
- ☐ 21-100
- ☐ 101-200
- ☐ 201+

Note: If the answer is between 1 and 20, please provide evidence that the institution/organisation has the resources to implement the requirements of the Funding Agreement and is able to support indirect costs of research. This includes facility and administrative costs that would be provided in the normal course of undertaking and supporting health and medical research (see [Direct Research Cost Principles](#)).

21. In the past 2 years, has the institution/organisation directly received research grants from any government or non-government entity?

If yes, please provide the following grant details for each grant in the field below or as an attached file:

- name of funding organisation
- grant scheme
- grant ID
- grant title/topic
- funding period.

- ☐ No
- ☐ Yes, in the last two years



22. In the past 2 years, has the institution/organisation indirectly received research grant funding from any government or non-government entity to perform research activities in accordance with a formal agreement with, and under the leadership of another institution/organisation?

If yes, please provide the following grant details for each grant in the field below or as an attached file:

- name of lead institution/organisation
- name of funding organisation
- grant scheme
- grant ID
- grant title/topic
- funding period
- brief description of the institution's/organisation's role/contribution to the grant.

☐ No

☐ Yes, in the last two years

Response to eligibility criterion 3



This declaration must be signed by an authorised representative of the institution/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 institution/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 to NHMRC is a serious offence under Section 137.1 of the Criminal Code.

The authorised representative of the institution/organisation declares the following:

A. About the institution/organisation

I declare that the institution/organisation:

- conducts health and medical research as one of the institution's/organisation's main objectives
- has a physical location in Australia where it conducts the research
- has an independent governing board or council with scientific and administrative experience, skills and qualifications
- will ensure contact information for the institution/organisation is provided and updated regularly
- has adequate facilities and equipment for research
- has the capacity to cover indirect costs of research.

B. Legal

I declare that the institution/organisation:

- is a legal entity, able to enter into legally binding agreements
- complies with all relevant Commonwealth and State legislation.

C. Finance and insurance

I declare that the institution/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 institution/organisation
- has sufficient and available resources for the administration and acquittal of Commonwealth funds in accordance with the NHMRC Funding Agreement



- has sufficient resources to establish and maintain research infrastructure and additional staffing costs associated with funded research
- at all times maintains Certificates of Currency for Public Liability insurance and Worker's Compensation insurance for all employees and sub-contractors involved in delivery of the services as outlined in the Funding Agreement Schedule 19.

D. Governance

I declare that the institution/organisation:

- has the capacity to undertake any research activities for which it receives NHMRC funding, including having the sufficient number of staff with the appropriate experience, skills, qualifications and time available to commit to the activities
- has a mechanism for planning, monitoring, evaluating and managing the achievement of research aims (e.g., a formal performance review scheme) as an institution/organisation
- has a governance and management structure in place that has:
 - formal reporting lines and responsibilities
 - a current risk management plan
 - an annual report published on its website each year
 - the capacity to establish formal agreements with participating institutions
 - the capacity to comply with the requirements of the *Australian Code for the Responsible Conduct of Research* and NHMRC's requirements for notification of research integrity matters
 - clear intellectual property arrangements.

E. Policies and procedures

I declare that the institution/organisation has policies, procedures and training, staffing and infrastructure in place to:

- enable the employment of Chief Investigators (CIs) named on research grants funded by NHMRC
- ensure that the institution/organisation maintains a high standard of research integrity and ethical governance in compliance with the *Australian Code for the Responsible Conduct of Research*
- meet NHMRC's gender equity requirements, which include supporting the progression and retention of women in health and medical research
- ensure the identification, declaration, management, and reporting to NHMRC of any Conflicts of Interest
- support research environments that are free from bias, discrimination and sexual or other harassment, and have procedures in place to fairly address any instances of such behaviour
- ensure that researchers comply with the requirements in the NHMRC Funding Agreement, including but not limited to:
 - the conduct of research in an ethical, responsible, diligent and competent manner
 - compliance with all applicable NHMRC approved standards and guidelines



- ensure that reports are submitted to NHMRC by appropriate personnel by specified due dates
- ensure that NHMRC has access at all times to financial records associated with any funding provided to the institution/organisation by NHMRC
- ensure open access sharing of publications, encourage innovative open access to research data and ensure that patents resulting from NHMRC funding are made in alignment with NHMRC's Open Access Policy.
- ensure that all Administering Institution records for nominated contact staff are up to date
- ensure any officer of the institution/organisation is not involved in any activities involving dishonesty including potential misappropriation of monies.

I declare that the institution/organisation is aware of the Australian Government's [Guidelines to Counter Foreign Interference in the Australian University Sector](#) when assessing and managing the risks of foreign interference.

I declare that the institution/organisation is aware of the Australian Government's [Commonwealth Child Safe Framework](#) and agrees to ensure that it, and its Participating Institutions' Research Activities and applications, where relevant, will comply with the [National Principles for Child Safe Organisations](#) which set out a nationally consistent approach to promoting a culture of child safety and wellbeing within organisations.

I declare that the institution/organisation is aware of the [National Redress Scheme](#) for Institutional Child Sexual Abuse (the Redress Scheme) and with the requirements of the Redress Scheme Grant Connected Policy. I note that, as per <https://www.nhmrc.gov.au/applicable-laws-and-obligations> if a non-government institution/organisation that is named in applications to the Redress Scheme or to the Royal Commission have not joined the redress scheme, NHMRC funding will not be awarded and/or paid.

F. Miscellaneous

I declare that:

- the information contained in this form is true and correct.
- I have read the NHMRC Funding Agreement, and I understand and agree that should this application be successful, my institution/organisation will enter into a Funding Agreement.
- I acknowledge that entering into a Funding Agreement does not guarantee funding from NHMRC.
- the institution/organisation has conducted a review of internal procedures and policies that has demonstrated compliance with NHMRC's policies and requirements and ensures that the institution/organisation is able to enter into a Funding Agreement.
- if and where any personal details of a third party are included, the third party has been made aware of, and given permission for their details to appear in this application.



As the institution's/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 institution/organisation.
- ☐ I acknowledge that giving false or misleading information to the NHMRC is a serious offence under *Section 137.1* of the *Criminal Code*
- ☐ The institution/organisation is aware of the Australian Government's Guidelines to Counter Foreign Interference in the Australian University Sector when assessing and managing the risks of foreign interference and
- ☐ I confirm that if granted Administering Institution status, the institution/organisation would be able to act in accordance with the Guidelines to Counter Foreign Interference in the Australian University Sector.
- ☐ I confirm that the institution/organisation is aware of the Redress scheme and has signed up to the scheme if named in applications to the Redress Scheme or to the Royal Commission (Non-government institutions).
- ☐ I confirm that the institution/organisation is aware of the [Commonwealth Child Safe Framework](#) and if granted Administering Institution status, agree to adhere to the [National Principles for Child Safe Organisations](#) and require all relevant third parties also adhere to the Principles.

Full name of authorised officer	
Position held	
Signature	
Date	
Email	
Phone	

Contact information - eligibility criterion 4



Privacy 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](#).

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 (RAO) 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.

To coordinate accurate and time sensitive communication between the institution/organisation and NHMRC, the institution/organisation must nominate several position holders. The position holders are referred to as Research Administration Officer (RAO), Responsible Officer (RO), Chief Financial Officer (CFO) and Finance Officer (FO).

Terms of use

- ☐ Position holders will be required to agree to the Terms of use, and use of their position holder access is considered as agreement.
- ☐ Position holders are expected to act in accordance with the requirements of the NHMRC [Funding Agreement](#) and the [Australian Code for the Responsible Conduct of Research](#), which sets out the overall framework for responsible research practices in Australia.

Institutions/organisations must make position holders aware of practices and policies to manage any conflicts of interest, privacy obligations including the protection of personal information, and the ownership, promotion, dissemination, exploitation, and protection of Intellectual Property (IP) or proprietary data that the individual may have access to through duties or access as an institution/organisation position holder.

- ☐ Position Holders agree to access and use information on a need-to-know basis only.
- ☐ Institutions/organisations must ensure that the RAO, RO, CFO and FO are nominated with separation of duties in mind to support two-step processing of all grant transactions in Sapphire.
- ☐ NHMRC recommends:
 - Position holders should not have more than one primary role.
 - Researchers are not nominated as position holders. If this is unavoidable, the institution/organisation must have procedures in place to manage conflicts of interest including to prevent a nominated position holder from certifying their own application.
 - Any position holders nominated from an external institution/organisation need to be made aware of and to abide by the institution's/organisation's practices and policies.
 - that only those with an essential need to access the system are provided access.



The RAO is the officer nominated by the institution/organisation as its contact person for the purpose of the NHMRC [Funding Agreement](#) and is the primary contact for researchers at the institution/organisation relating to the submission of NHMRC applications, grant acceptances and management, and acts as the intermediary between the institution's/organisation's and Participating Institution's researchers and NHMRC on matters relating to grants administration.

Research Administration Officer (RAO) contact details:

	Primary RAO	Additional RAO
Title		
First name		
Last name		
Position		
Phone		
Mobile		
Email		

A Responsible Officer (RO) must be a senior manager (e.g. Chief Financial Officer, Pro-Vice-Chancellor, Deputy Vice Chancellor (Research), Executive Director) or person appointed by the institution/organisation to be accountable for the administration of the funds, the conduct of a research activity or other matters.

Responsible Officer (RO) contact details:

	Primary RO	Additional RO
Title		
First name		
Last name		
Position		
Phone		
Mobile		
Email		

The Chief Financial Officer (CFO), as defined in the NHMRC [Funding Agreement](#), must be:

- the person with principal responsibility for accounting and financial management within the Administering Institution



OR

- a qualified public accountant or a member of one of the following organisations, CPA Australia, Chartered Accountants Australia and New Zealand, or the Institute of Public Accountants.

The Financial Officer (FO) is an officer appointed by the institution/organisation as its primary contact person for the financial reporting of grants. This person cannot be the same person listed as the CFO.

	CFO	FO
Title		
First name		
Last name		
Position		
Phone		
Mobile		
Email		
	☐ I declare the nominated CFO meets the definition from the NHMRC Funding Agreement - Glossary	

Provide the institution's Research Office or organisation's generic email address.

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Name and main physical address of the CEO / Vice Chancellor or equivalent, with the authority to enter into a legally binding Grant Agreement:

Title	
Name	
Building / floor	
Business address	
Suburb / town	
State / Territory	
Postcode	



Institution's/organisation's main postal address:

Building / floor	
Business address	
Suburb / town	
State / Territory	
Postcode	