



Australian Government

National Health and Medical Research Council

Administering Institution Status Application Form



Prior to applying

Institutions considering applying for Administering Institution (AI) status need to consider how the institution supports NHMRC's purposes, which are to fund high-quality health and medical research and 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 AIs is to support NHMRC by ensuring that each research activity is conducted in accordance with these purposes. Therefore, AIs are expected to demonstrate significant capacity, capability and track record in research for improving health and medical outcomes for Australia.

AIs 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 AIs include all necessary arrangements to ensure compliance with:

- the requirements for being an AI
- 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 are to review their internal procedures and policies to assure compliance with [NHMRC's policies and requirements](#) and ensure that if Administering Institution status is granted, the institution 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

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

Enquiries

Submit enquiries via email to administering.institutions@nhmrc.gov.au or call the Help Centre on 1800 500 983



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AUSTRALIA

Receipt and assessment of applications

Allow three business days for confirmation of receipt of your 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 your institution to be eligible to apply for AI status are to:

1. Conduct health and medical research in Australia
2. Have a minimum of **two years** proven track record of:
 - a. operating under your legal name that is registered with your ABN
 - b. having the objective to improve health and medical outcomes for Australia by conducting health and medical research at location/s in Australia
 - c. operating as one of the entity types listed in question 5 of this form
 - d. operating a publically 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 like administration, insurance, rent, taxes, repairs, salaries, communications and utility charges, as demonstrated by annual reports and where relevant financial audit reports
3. Have successfully completed a review of your internal procedures and policies to assure compliance with [NHMRC's policies and requirements, 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 is able to enter into and meet the requirements of the NHMRC [Funding Agreement](#).

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

Responses to eligibility criteria 1 and 2

1	Has your institution conducted health and medical research in Australia over the past two years or more?
	<input type="checkbox"/> Yes <input type="checkbox"/> No If your answer is no, your institution is not eligible and your application will not be assessed.

2	What is the legal name of your applying institution?

3	What is your ABN?
	ABN:

4	What is/are the street address/es of the physical location/s in Australia where you conduct health and medical research

5	Select the legal entity type that is relevant to your institution from the following list:
	<input type="checkbox"/> Incorporated association under Australian State/Territory legislation <input type="checkbox"/> Incorporated co-operative incorporated under Australian State/Territory legislation <input type="checkbox"/> Aboriginal Corporation incorporated under the <i>Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth)</i> <input type="checkbox"/> Body established under specific Commonwealth or State/Territory legislation <input type="checkbox"/> Company incorporated under the <i>Corporations Act 2001 (Cth)</i> <input type="checkbox"/> Partnership <input type="checkbox"/> Trustee on behalf of a trust <input type="checkbox"/> Australian local government entity <input type="checkbox"/> Australian State/Territory government entity <input type="checkbox"/> Australian Commonwealth government entity <input type="checkbox"/> Other:

6	Select the organisation type that is relevant to the institution from the following list:
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	<input type="checkbox"/> University that is a listed provider under Section 16-10 of the <i>Higher Education Support Act 2003</i> <input type="checkbox"/> University that is not a listed provider under the <i>Higher Education Support Act 2003</i> <input type="checkbox"/> Other Health and Medical Research Institutions – Medical Research Institutes <input type="checkbox"/> Other Health and Medical Research Institutions – Non-government hospitals <input type="checkbox"/> Government Department – Hospital or area health service <input type="checkbox"/> Government Department – Other <input type="checkbox"/> Other:
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7a	What is /are your institution's objective/s in applying for AI status?
	<input type="checkbox"/> to lodge applications for and if successful administer NHMRC funding from the Medical Research Endowment Account (MREA) <input type="checkbox"/> to lodge applications for and if successful administer funding from the Medical Research Future Fund (MRFF) that is administered through NHMRC * <input type="checkbox"/> Other:
	* Please note that receiving and administering MRFF funding also requires a separate agreement with the Department of Health being in place
7b	Describe how the objectives of your organisation align with the objectives of the NHMRC

8	What is the Uniform Resource Locator (URL) for your institution's website

9	Provide details of your governing board or council: arrangements, membership (including biographical information) and include a hyperlink

10	Provide hyperlinks to your two most recent annual reports or, if not accessible online, explain why not and attach the annual reports to your application email

11	Provide details on your two most recent financial audits: audit date, name of auditor and auditing organisation, availability of audit report

12	Are you, or have you been active as a Participating Institution (PI) with any current or past Administering Institution/s (AI/s)? If yes, please list the name/s of the AI/s and time period/s in the field below, confirming this has been within the past two years.

	<input type="checkbox"/> Yes <input type="checkbox"/> No
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13	Please provide an overview of research grants received from any government or non-government entity in the last two years (grant scheme, grant maker, time, topic)

14	<p>What is the number of full time equivalent staff employed? Note: If your answer is between 1 and 20, please provide the following as attachment to your application email:</p> <ul style="list-style-type: none"> • evidence that your institution is able to support indirect costs of research • a description on how you operate your ethics committee (or access one if you do not operate your own) • a copy of your misconduct policy (or equivalent) <p>and describe your attachments in the field below</p>
	<input type="checkbox"/> 1-20 <input type="checkbox"/> 21-100 <input type="checkbox"/> 100-200 <input type="checkbox"/> 200+

About the institution

15	Is your institution affiliated with one or more consortiums or peak bodies (for example: Universities Australia, Association of Australian Medical Research Institutes)? If yes, please list the name/s of the peak bodies in the field below.
	<input type="checkbox"/> Yes <input type="checkbox"/> No

16	Is your institution registered for Goods and Services Tax (GST) purposes?
	<input type="checkbox"/> Yes <input type="checkbox"/> No

17	Is your institution registered with the Australian Charities and Not-for-profits Commission?
	<input type="checkbox"/> Yes <input type="checkbox"/> No

18	Is your institution a registered Indigenous Corporation? If yes, please provide the ICN in the field below.
	<input type="checkbox"/> Yes <input type="checkbox"/> No ICN:

19	Does your institution have a Recipient Created Tax Invoice Agreement (RCTI)? If so, what is your Vendor Number? The Vendor Number can be located via your institution's Commonwealth Department of Health RCTI
	<input type="checkbox"/> Yes <input type="checkbox"/> No Vendor number:

20	What is your institution's Australian bank account?	
	BSB number:	
	Bank account number:	
	Bank name:	
	Bank account in name of:	

Response to eligibility criterion 3



This declaration must be signed by an authorised representative of the institution. 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.

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 declares the following:

A. About the institution

I declare that the institution:

- conducts health and medical research as one of the institution'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 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:

- 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:

- 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
- 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
- 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

D. Governance

I declare that the institution:

- has the capacity to undertake any research activities for which it receives NHMRC funding, including 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
- 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 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 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 equality 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 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 findable through listing in Source IP as per NHMRC's [Open Access Policy](#).
- ensure that all Administering Institution records for nominated contact staff are up to date

- ensure any officer of the organisation is not involved in any activities involving dishonesty including potential misappropriation of monies.

I declare that the institution 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 as per <https://www.nhmrc.gov.au/applicable-laws-and-obligations#1>

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

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 organisation will enter into a Funding Agreement.
- I acknowledge that entering into a Funding Agreement does not guarantee funding from either the NHMRC or from the MRFF.
- The institution has conducted a review of internal procedures and policies that has demonstrated compliance with NHMRC's policies and requirements and ensures that the institution 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 their permission for those details to appear in this application.

As the institutions 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/institution
- I acknowledge that giving false or misleading information to the NHMRC is a serious offence under *Section 137.1* of the *Criminal Code*
- I confirm that if granted Administering Institution status the Institution would be able to act in accordance with the Countering Foreign Interference Guidelines
- I confirm that the institution 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)

Full name of authorised officer	Position held	Date
Signature	Email	Phone

Contact information

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 and NHMRC, the institution must nominate several key contacts. They are referred to as the Research Administration Officer (RAO), the Responsible Officer (RO), the Chief Financial Officer (CFO) and the Finance Officer (FO).

The RAO is the first point of contact between the NHMRC and the institution. The RAO is the staff member of the institution who has the institution's authority to act on behalf of the institution with the NHMRC regarding the information provided in this application form if Administering Institution (AI) status is granted.

Research Administration Officer (RAO) contact details:

	Primary RAO	Secondary RAO
Title		
First name		
Last name		
Position		
Phone		
Mobile		
Email		
RAO signature		
Date		

A Responsible Officer (RO) must be a person authorised to execute grant schedules on behalf of the institution

Responsible Officer (RO) contact details:

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

The Chief Financial Officer (CFO) must be a person authorised to approve grant financial information and other financial reporting.

The Financial Officer (FO) must be a person authorised to be contacted regarding grant financial information and other financial reporting

	CFO	FO
Title		
First name		
Last name		
Position		
Phone		
Mobile		
Email		

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	
Business address	



Suburb / town			
State / Territory		Postcode	

The institution's main postal address:

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