# Template for Chief Investigator Certifications

After customising the highlighted text to match the details of your current application, please copy the text into an email and send it to your Chief Investigators to collect the necessary certifications from them.

**Subject: Chief Investigator (CI) Certification**

Dear NAME(S) OF THE CHIEF INVESTIGATOR(S),

To meet the requirements of the funding body and allow Macquarie to submit our application, I need a certification from you in relation to role as CI on our grant application. To that end, please review the statement below and then send me an email with a brief statement confirming that you agree to all of these requirements, with your name and email “signature block” below the statements (as shown in red). If there are steps that you still need to do (e.g. confirming support for your involvement with your Head of Department or School), please do so before responding.[[1]](#footnote-1)

*As a Chief Investigator (CI) on grant application TITLE and/or NUMBER (e.g. APP1234567 “Developing a novel approach for detecting something”), under the NAME OF FUNDER AND SCHEME (e.g. NHMRC Ideas Grant) scheme, I certify that:*

* *the information contained in the application form is true and correct, and I am satisfied with the content of the application and am willing to be a CI on the project;*
* *I am eligible to apply for support under the abovementioned scheme;*
* *I have familiarised themselves myself with the Australian Code for the Responsible Conduct of Research, the National Statement on Ethical Conduct in Human Research, the Australian Code for the Care and Use of Animals for Scientific Purposes and other relevant NHMRC policies concerning the conduct of research, and agree to conduct themselves in accordance with those policies.*
* *I consent to the proposal being referred to and handled confidentially by third parties, who may remain anonymous, for assessment purposes, and consent to the funding body copying, modifying and otherwise dealing with information contained in the proposal;*
* *I will meet all statutory requirements before the proposed research can begin and will abide by the Scheme's Funding Agreement for the duration of the grant, if awarded;*
* *I have notified Macquarie University of any conflicts of interest, and will notify Macquarie of any conflicts that arise after submission of the proposal; and*
* *I will notify Macquarie University of any changes in circumstances that may impact on my eligibility to be a CI or my ability to carry out the project. Also, for* NHMRC or other proposals that are potentially seeking funding from third parties*:*
* I consent to the application, and my personal information included therein, being provided to a third party or third parties for the purposes of consideration for funding*.*

CI TO INSERT HIS/HER NAME AND EMAIL SIGNATURE HERE

1. You may wish to send the HoD certification along with this email to the first CI from each department (apart from the home department) to allow him/her to obtain the formal HoD approval too. [↑](#footnote-ref-1)