



Australian Government

National Health and Medical Research Council

# Administering Institution Status Application Form



## Prior to applying

Institutions considering applying for Administering Institution status need to consider how the institution 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 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 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 - [Administering Institutions | NHMRC](#).

Submit application via email to: [administering.institutions@nhmrc.gov.au](mailto: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 ([MRFF Eligible Organisations | NHMRC](#)).



BUILDING  
A HEALTHY  
AUSTRALIA

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## Enquiries

Submit enquiries via email to [administering.institutions@nhmrc.gov.au](mailto:administering.institutions@nhmrc.gov.au), NHMRC Research Help Centre [help@nhmrc.gov.au](mailto:help@nhmrc.gov.au) or call the Help Centre on 1800 500 983.

## 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 Administering Institution 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 – 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 entity types listed in question 5 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.

3. Have successfully completed a review of your 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 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 two Research Administration Officers (RAOs), two 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 your institution conducted ethical and responsible health and medical research in Australia over the past two years or more?

Yes |  No

If your answer is no, your institution is not eligible and your application will not be assessed.

**2a** What is the legal name of your applying institution? Also note any past names (if applicable).

**2b** What is the trading name of your applying institution?

**3** What is your ABN? Also note any past ABNs the institution has held.

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:

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)  
 Partnership  
 Trustee on behalf of a trust  
 Australian local government entity  
 Australian State/Territory government entity  
 Australian Commonwealth government entity  
 Other:

<b>6</b>	<b>Select the organisation type that is relevant to your institution from the following list:</b>
<p>University that is a listed provider under Section 16-10 of the Higher Education Support Act 2003</p> <p>University that is not a listed provider under the Higher Education Support Act 2003</p> <p>Other Health and Medical Research Institutions - Medical Research Institutes</p> <p>Other Health and Medical Research Institutions - Non-government hospitals</p> <p>Government Department - Hospital or area health service</p> <p>Government Department - Other</p> <p>Other:</p>	

<b>7a</b>	<b>What is /are your institution's objective/s in applying for Administering Institution status?</b>
<p><input type="checkbox"/> to lodge applications for and if successful administer NHMRC funding from the Medical Research Endowment Account (MREA)</p> <p><input type="checkbox"/> Other:</p> <p>* 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 <a href="https://www.nhmrc.gov.au/funding/manage-your-funding/mrff-eligible-organisations">https://www.nhmrc.gov.au/funding/manage-your-funding/mrff-eligible-organisations</a></p>	

<b>7b</b>	<b>Describe how the objectives of your institution align with the objectives of NHMRC.</b>

<b>8</b>	<b>What is the website (URL) of your institution?</b>

<b>9</b>	<b>Provide details of your governing board or council: arrangements, membership (including publicly available biographical information) appointments, and include a hyperlink</b>

<b>10a</b>	<b>Have you implemented the Australian Code for the Responsible Conduct of Research (2018)?</b>

**10b** 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

**10c** Provide details on the resources you have available to support the necessary activities under the Code?

**11** Provide a description of your 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
- HREC under the governance of an external institution
- Ethics review body or process other than an HREC (for lower risk research) under the governance of this institution
- Ethics review body or process other than an HREC (for lower risk research) under the governance of an external institution
- Animal ethics committee under the governance of this institution
- Animal ethics committee under the governance of an external institution

**12** 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.

**13** Provide details on your two most recent financial audits: audit date, name of auditing organisation. Where is the audit report available? Please attach if not already included in your annual reports.

**14** Are you, or have you been active as a Participating Institution with any current or past Administering Institution/s? If yes, please list the name/s of the Administering Institutions and time period/s in the field below and confirm this has been within the past two years.

Yes |  No

**15** Please provide an overview of research grants received from any government or non-government entity in the last two years (grant scheme, funder, time, topic) including MRFF as an Eligible Organisation.

**16** What is the number of full-time equivalent staff employed?

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

Note: If your answer is between 1 and 20, please provide evidence that your institution has the resources to implement the requirements of the Funding Agreement and is able to support indirect costs of research including 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).

## About the institution

17 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.

Yes |  No

18 Is your institution registered for Goods and Services Tax (GST) purposes?

Yes |  No

19 Is your institution registered with the Australian Charities and Not-for-profits Commission?

Yes |  No

20 Is your institution a registered Indigenous Corporation? If yes, please provide the ICN in the field below.

Yes |  No

ICN:

21 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.

Yes |  No

Vendor number:

22 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 institution
- 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 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:

- 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 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 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 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.



I declare that the institution 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 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 that's 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 will enter into a Funding Agreement.
- I acknowledge that entering into a Funding Agreement does not guarantee funding from NHMRC.
- 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 permission for their 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 institution.
- 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 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 would be able to act in accordance with the Guidelines to Counter Foreign Interference in the Australian University Sector.
- 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).
- I confirm that the institution 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	Date
Signature	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 and NHMRC, the institution 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 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 position holder.
- Position Holders agree to access and use information on a need-to-know basis only.
- Institutions must ensure that the RAO, RO, CFO and FO are nominated with separation of duties in mind.
- 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 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 need to be made aware of and to abide by the institution's practices and policies.

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 status is granted, the RAO will be the primary person that researchers will contact and send applications to for review and submission to NHMRC.

NHMRC recommends that only those with an essential need to access the system are provided access.

Research Administration Officer (RAO) contact details:

	<b>Primary RAO</b>	<b>Additional RAO</b>
Title		
First name		
Last name		
Position		
Phone		
Mobile		
Email		

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

Responsible Officer (RO) contact details:

	<b>Primary RO</b>	<b>Additional RO</b>
Title		
First name		
Last name		
Position		
Phone		
Mobile		
Email		

	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	