

# FLINDERS UNIVERSITY CERTIFICATION FORM – NON RESEARCH

This form must be completed and approved for all external funding applications above \$10,000, which will require the commitment of University resources such as consulting, services, grants or where an application for infrastructure levy exemption is required. The relevant approver is the Director of College Services, or Director of the business unit for non college funds.

## Section A: Person and Project Details

<b>Primary Flinders Applicant</b>					
<b>College / Portfolio</b>					
<b>Project Title</b> (no more than three lines of text)					
<b>Project Type</b>	<input type="checkbox"/> Application	<input type="checkbox"/> EOI	<input type="checkbox"/> Tender	<input type="checkbox"/> Contract	<input type="checkbox"/> Other
<b>Application/Agreement ID</b> (if any)					
<b>Funder</b>					
<b>External Deadline</b>					
<b>Project Dates</b>	<b>Start:</b>		<b>End:</b>		
<b>Provide a short description of the activity</b> (no more than three lines of text)					

## Section B: Funding

<b>Total Applied for or Contract Value</b> (exclusive of GST) <i>Where exact value is not known tick box to indicate indicative figure</i>	<input type="checkbox"/>	<b>\$</b>
<b>Cost Centre</b> <i>An account for incoming funding will be established upon acceptance of funding.</i>		

## Section C: Resource Requirements

<b>Will this project have implications in terms of University resources (alterations, additional space, and equipment)?</b>	
<b>Will the project require additional staff resources?</b>	
<b>Please confirm that the above has been discussed and agreed in your College / Portfolio.</b>	
<i>Please specify any anticipated resource requirement, if applicable (no more than three lines of text)</i>	

## Section D: Certification

**Note: When submitting this form for approval by the Director of College Services, please attach a copy of the project application / agreement and detailed information on how the costings/budget have been calculated.**

Certification of applicant or account holder				College / Portfolio Approval of Activity		
1. I certify to the best of my knowledge that the details provided in this application and any supporting documentation are true and complete. 2. I accept responsibility for the management and conduct of the activity. 3. This project will not commence until all required approvals have been finalised and the contract has been signed. 4. To the best of my knowledge and belief, there are no actual or potential conflicts of interest in this project.				1. I am prepared to have the project carried out in my area. 2. I agree the project falls within the applicant's experience and field of expertise and will not interfere with their normal duties.		
Surname, title & initials of applicant or account holder	Signature	Date	FTE*	Primary College / Portfolio	Signature of Relevant Approver	Date

\*refers to average time involvement over the duration of the project (as a full time equivalent fraction)

## Section E: Infrastructure Levy

The University requires a minimum overhead of 35% to be included on **external** funding applications.

Please indicate in the drop down box whether the standard levy applies, or whether any exemption applies to this application as per section 2.6.1 of the Cost Recovery and Pricing Guidelines

**Please specify exemption reason(s) and reduced levy amount.** (No more than three lines of text)

*This section only requires completion if Infrastructure levy exemption/reduction is requested.*

**Approval of levy exemption/reduction by VP & Executive Dean (or Delegate) of Primary College**

**I have noted and support the commitments made on this form.**  
Please indicate infrastructure Levy Exemption approval (if requested in Section E).

Print Name, Sign and Date below

**Submission Instructions:** The completed and signed Certification Form along with all necessary supporting documentation, including application or contract documents where applicable, should be submitted to the relevant College Contract Officer via Service One prior to the application for the funding being submitted.