

**CHECKLIST - ETHICS APPLICATION TO EXTERNAL BODY E.G. RMH  
FOR ETHICS APPLICATION TO EXTERNAL BODY, COMPLETION OF THIS BOX IS ALL THAT IS REQUIRED.**

When completed, please leave with Personal Assistant to Head of Department

External body submitted to: \_\_\_\_\_ Date: \_\_\_\_\_

Project title: \_\_\_\_\_

This following part of this form is to be completed for each **research application** submitted for Head of Dept signature.  
When completed, please leave with Personal Assistant to Head of Department

**Name of Scheme**

**Granting body**

**Type (please circle)**                      **Grant**                      **Contract**                      **Consultancy**

**Project title**

**Total \$ budget sought from external funding body**

Year 1 \$ \_\_\_\_\_; Year 2 \$ \_\_\_\_\_; Year 3 \$ \_\_\_\_\_; Year 4 \$ \_\_\_\_\_; Year 5 \$ \_\_\_\_\_;

**\$ Assistance sought from Dept/University**

Year 1 \$ \_\_\_\_\_; Year 2 \$ \_\_\_\_\_; Year 3 \$ \_\_\_\_\_; Year 4 \$ \_\_\_\_\_; Year 5 \$ \_\_\_\_\_;

**Completed budget form attached to application** (see Themis Budget for Research Form / Grants (MDHS)  
<http://www.research.unimelb.edu.au/rms/forms/create/index.html>)

**Has min. 35% Overhead\* been applied for Non-competitive grant/contract**  
(consultancies are exempted from this specific requirement but must be both commercial and profitable)

**YES / NO**

- o **If no Overhead applied, exemption request signed by HOD must be attached**

**YES / NO**

**Person responsible for forwarding to FMDHS Faculty office**

Name: \_\_\_\_\_ Contact details: \_\_\_\_\_

**Application signed by HOD (insert date):** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Application submitted to FMDHS (insert date):** \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*Overhead:** For some grants we do not include any cost recovery amount:

- granting bodies defined by the Department of Education, Science and Training as Australian Competitive Granting Bodies;
- research grant applications to research sponsors defined as charitable organisations or donors, that do not provide indirect costs;
- fellowships or scholarships which have a fixed stipend;
- grants advertised by the sponsor for a fixed amount;
- equipment grants;
- travel grants; and
- internal University grant schemes.