



Australian Government

Department of the Environment and Energy

Australian Antarctic Division

Guidance for Certifications

The following applies to signatures for certifications related to applications submitted as part of the 2018–19 round which closes at 5 pm Australian Eastern Standard Time (AEST) on Tuesday, 9 October 2018.

**All signed certifications must reach Science Planning and Coordination
by 5 pm AEST Tuesday, 30 October 2018.**

If the Chief Investigator (CI) or the relevant institution does not submit the fully signed certification by the due date, the expert assessment panel will not consider the application.

Each CI should receive an acknowledgement email from planning@aad.gov.au when they submit their application that has the application (including attachments), and certification as a pdf attachment. If you do not receive this email notification, or there are no attachments, contact planning@aad.gov.au.

Each researcher's signature **MUST** be accompanied by a signature from the relevant Head of Institution or Research Unit. This signature is required as the expert assessment panel needs confirmation that the institution is aware of the researcher's time and budgetary commitments and supports the researcher's involvement in the project. If you are not part of an institution, contact planning@aad.gov.au to discuss.

The CI must ensure the front page (with conditions a–h) is included with their signature.

Scanned certifications with written signatures are preferred—send to planning@aad.gov.au. You are not required to send the original form in the mail; you (or your institution) should keep the original as you may need it for verification purposes.

If researchers are unable to physically sign the certification in order for it to be submitted by the due date (for example, if they are on leave or in the field), contact planning@aad.gov.au to make other arrangements. Electronic signatures will only be accepted if there is no alternative, and researchers must seek approval through planning@aad.gov.au before submitting.

Signed certifications can be sent separately by each CI/investigator or their institution to Science Planning and Coordination (SP&C), who will collate all signatures for the expert assessment panel. If the CI's institution requires a copy of one or all investigators' signed certifications, this should be organised through the CI or the CI's institution, not SP&C.

If you are having any problems obtaining signatures, contact planning@aad.gov.au **BEFORE** the due date.

Hard copies of certifications can be sent to:

Science Planning and Coordination
Australian Antarctic Division
203 Channel Highway
Kingston TAS 7050
AUSTRALIA

Please address any questions on certifications to planning@aad.gov.au.

Science Planning and Coordination
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