



# Approved research institute – application checklist

**Include this checklist with your ARI application form to the ATO**

Applicant organisation

Australian business number (ABN)

Contact name

Phone

**Ensure your application includes:**

**Check**

**a. organisation details including:**

- i. activities, organisational structure and key personnel ☐
- ii. a copy of the most recent annual report, including financial statements. Newly established organisations applying before the end of their first annual reporting period may not need to provide these documents. ☐

**b. the nature and the purpose of the research, its likely value to Australia and the date from which it was first undertaken, with details including:**

- i. the use of scientifically qualified staff to supervise research ☐
- ii. the location of, and facilities available for research ☐
- iii. whether the research is under the direct control of the applicant organisation or is being undertaken elsewhere by another body ☐
- iv. availability of research results including patents, and where normally published in the scientific press ☐

**c. a brief CV for each member of the research committee. Information should include the institutions which awarded their qualifications, their relevant research history, and their publications relating to that research** ☐

**d. written statements from:** ☐

- i. each proposed member of the research committee indicating agreement to serve on the committee ☐
- ii. each current member indicating agreement to the proposed member(s) serving on the committee ☐

**e. any other explanatory documents, for example particulars and extent of any other activities in which the organisation is engaged** ☐

**Ensure your application includes:**

**Check**

**f. a copy of the constitution, memorandum and articles of association or other founding documentation reflecting the following:**

- i. that the organisation is not-for-profit ☐
- ii. the establishment of a research committee, consisting of no fewer than five members, the majority of whom shall be suitably qualified for assessing the relevant area of research ☐
- iii. that the research committee will determine research activities and maintain effective control over the application of money for research ☐
- iv. that changes in the membership of the research committee will be subject to the approval of the relevant approving authority ☐
- v. that research results will be openly published and that any patent licensing will be available on equal terms to all interested parties ☐
- vi. all gifts received to be used exclusively for approved scientific research in the fields of natural or applied science ☐
- vii. the establishment of a separate research fund account for gifts ☐
- viii. the provision for an annual review or audit of the research fund by a suitably qualified and independent person ☐
- ix. that the ATO will be notified of any changes to the founding documentation that may affect deductible gift recipient (DGR) endorsement ☐
- x. an appropriate dissolution clause which provides that, in the event of winding-up or revocation of DGR endorsement, any surplus funds in the research fund account must be transferred to an institute with similar objects and entitled to receive tax-deductible gifts ☐

Signature

Date

Day / Month / Year  
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