



Approved research institute – application checklist

Include this checklist with your ARI application form to the ATO

Applicant organisation

Australian business number (ABN)

<input type="text"/>							
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Contact name

Phone

<input type="text"/>							
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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

<input type="text"/>	<input type="text"/>	Day	<input type="text"/>	<input type="text"/>	Month	<input type="text"/>	<input type="text"/>	Year
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