



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) the name and address of the organisation together with details of its activities, its organisational structure and key personnel, a contact person and a copy of the most recent annual report including audited financial statements

(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, and the provision for independent annual audit of the research fund

viii. that the ATO will be notified of any changes to the founding documentation that may affect deductible gift recipient (DGR) endorsement

ix. an appropriate dissolution clause which provides that, in the event of winding-up or revocation of DGR endorsement, any surplus funds in the account must be transferred to an institute with similar objects and entitled to receive tax-deductible gifts

Signature

You MUST SIGN here

Date

Day Month Year

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