

**Appendix III**

**Application for Recognition as a Host Institution**

**Information Required**

Name of the Chief Executive Officer	
Official authorised to sign research awards on behalf of the Institution Name: Job title: Email:	
Companies Registration Office number (if any)	

**Required Documentation**

	<b>Enclosed</b> √
<ul style="list-style-type: none"> <li>• A copy of the most recent Annual Report</li> </ul>	
<ul style="list-style-type: none"> <li>• A signed copy of the most recent audited financial statements</li> </ul>	
<ul style="list-style-type: none"> <li>• Copy of the Institution's current tax clearance certificate</li> </ul>	
<p>A signed statement from the CEO stating that the institution is in compliance with the following:</p> <ul style="list-style-type: none"> <li>• "The HI shall ensure that all members of the team are sufficiently qualified or will receive training appropriate for their duties involving health and safety training" (HRB General Terms and Conditions for Research Awards 8.2.10)</li> <li>• " The HI shall have in place procedures for governing good research practice and reliable systems for the prevention of misconduct and clearly defined procedures for the investigation of allegations of misconduct" (HRB General Terms and Conditions for Research Awards 15.1.1)</li> <li>• "The Institution shall at all times take out and maintain adequate insurance coverage in respect of employers' liability insurance, professional indemnity and public liability insurance ((HRB General Terms and Conditions for Research Awards 10.1–10.9)</li> </ul>	