

Annual Reporting Responsibilities of the ARC Research Networks

The Funding Agreement for ARC Research Networks for funding commencing in 2004 requires Administering Organisations to provide two components of reporting:

- Annual Report; and
- End of Year Report

Annual Report:

Attachment 1 describes reporting requirements that are based on the Research Networks Funding Agreement. It includes Attachment 2 which is a menu of Performance Indicators that might assist Network Convenors/Administrators in providing their Annual Reports.

Attachment 3 is a Financial Statement pro-forma. This must be completed and forwarded with the Annual Report.

End-of-Year Report:

A spreadsheet template was forwarded by the ARC to Administering Organisation Research Offices for each scheme in early January 2009.

The Annual and End of Year Reports covering the period from 1 January 2008 until 31 December 2008 are due on **31 March 2009**.

Two hard copies of both the Annual Report and the Financial Statement should be forwarded to:

The Executive Director
ARC Research Networks
Australian Research Council
GPO Box 2702
CANBERRA ACT 2601

Annual Report

The Annual Report should be set in the context of the Research Network's overall goals and objectives, programs and research priorities, performance indicators outlined in the application (or subsequently developed), activities and strategies. It should report on the operation of the Research Network in accordance with the Approved Proposal, the Funding Agreement and the Funding Rules for Research Networks for funding commencing in 2004.

The following information must be included in the Network's Annual Report:

- a summary of the overall goals and objectives, programs and research priorities and any changes to these that may have occurred during the past year;
- the extent to which the objectives of the Research Network and the Approved Proposal have been met;
- the achievements of the Research Network, Network Participant contributions to the Research Network and other outputs achieved resulting from the use of the Funds, including any advances in knowledge, relevant publications, or international collaboration. Networks should report on all aspects of importance to their particular area of research and environment, and may select from the menu of reporting items/performance indicators (**Attachment 2**) that may be relevant to their particular Network, noting that the menu list is not inclusive;
- any contributions to the Research Network of particular significance during that year;
- the Register of Participants, current up to the date of the Annual Report;
- contribution to the National Benefit;
- the Network's activities and strategic plans for 2009 (including KPIs and targets) ; and
- the *URL* of the Research Network's web site.

Please note that the above information must be placed on the Research Network's web site. It must also list all sources of funding support, the Participants and their institutional affiliation, the activities supported by the Funding, and the Annual Report.

The Annual Report must include a Financial Statement (pro-forma provided at Attachment 3) which reports on:

- expenditure of 2008 ARC funding under the Approved Proposal by the Research Network;
- expenditure of funding provided by the Contributing Organisations, or any other Institution, towards meeting the objectives of the Research Network; and
- details of any in-kind contributions provided to the Network.

Other information:

Please indicate how the Research Network:

- has tackled or plans to tackle issues in a manner that may not otherwise have been achievable without the mechanism of a Research Network;
- has increased or is planning to increase the scale and focus of research activities; and
- has facilitated the internationalisation of research and international linkages.

Menu of Performance Indicators

The following (non-exclusive) list contains possible activities on which Networks might report.

Quantitative

Include, as appropriate:

- Number of ECRs and post-graduate students funded to do various activities;
- Number of proposals from participants to the Network and the number of activities funded;
- Governance: provide details of management meetings. For example, membership, frequency, attendance, the nature of the meetings and the outcomes.
- Number of workshops, conferences or seminars conducted and the number of attendees (include the number of early career researchers and/or post-graduate students attending);
- Number of international visits, both by Network members in Australia to overseas destinations, international events, and short and long term visits by international researchers to Australia;
- Number of outreach activities including public lectures (or other forms of engagement with people outside the research community including schools, industry and government agencies);
- Number of publications produced, and their impact factors (only identify those publications that are directly related to the research network activity);
- Number of targeted activities:
 - involving research interaction for postgraduate students; and
 - industry stakeholder interaction.
- Number of universities receiving funding;
- Number of Network web hits and articles downloaded;
- Survey of Network participants to ascertain usefulness and user-friendliness of web site;
- Number of National Competitive Grants Program (NCGP) proposals and number of successful proposals as a result of Network membership; and
- What/how much additional funding was generated because of the Network.

Qualitative

Describe, as appropriate, aspects of:

- How research undertaken by the Network is different to what might have occurred without the Network (e.g. identify those activities/outcomes which may not have occurred without the formation of the Network);
- What sort of different sharing /collaboration (research ideas, facilities, etc) arose because of the Network;
- Effectiveness of governance processes in place;
- Different kinds of research generated – research building capacity, or removing impediments to research;
- Breadth of Network - qualitative aspects;
- Increased boundary crossing (multi-disciplinary collaboration);
- Increased or new collaboration and partnerships as a result of Network activities, and with different types of end users (e.g. industry, government and community groups);
- What workshops and similar meetings the Network provided financial support to – number, the level of engagement, the purpose and the outcomes (including the number of opportunities for inter-disciplinary research);
- What mechanisms are in place for communication with the Network membership (e.g. email, newsletters, website, etc);
- Increased interest in Network, in Australia and overseas;
- International activities and/or visitor programs - information about the level of engagement at seminars and workshops (e.g. number of participants) and how these events have contributed or are likely to contribute to the strategic goals of the network;
- What exceptional successes, if any, have occurred during the reporting period;
- What disappointments, if any, occurred during the reporting period;
- How new skills have been acquired as a result of research technology;
- Any surveys carried out of members to ascertain any benefits gained from membership of the Network;
- Outreach activities and how these may have been reported by the media;
- Collaborations between Networks in Australia;
- Linkages with international Research Networks;
- Development of tools, software, databases; and
- How the networks between researchers are being strengthened as a result of using web-based and other technologies.

Financial Statement

ARC Research Network name:

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Administering Organisation:

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Sources of Funding:

	Cash	In-kind
<ul style="list-style-type: none"> ARC Research Network Funding 		
<ul style="list-style-type: none"> Contributing Organisations (cash and in-kind contributions by each organisation) 		
TOTAL:		

Expenditure ARC Research Network Funding and Contributing Organisation cash and in-kind contributions:

(Please report on the expenditure on the budget items as stated in the Approved Proposal (or any revised budget approved by the ARC) for the Research Network. Where applicable, provide details of items of expenditure as indicated below, e.g. salary components should be listed by individual, the cost of each workshop, individual working group, or other meetings should be given, as well as any research project funds expended).

Description	2008 ARC Research Network Funding (Please ensure that complete information is provided in regard to the expenditure of all ARC funding received in 2008.)	Contributing Organisation contributions	
		Cash	In-kind
<ul style="list-style-type: none"> ❖ Personnel Salaries and on-costs, for example: <ul style="list-style-type: none"> The Network Convenor Research Associates, professional officers, technicians, laboratory attendants, administrators, organisers Specialist professional staff located within major facilities and other appropriate settings ❖ Shared Research Resources, for example: <ul style="list-style-type: none"> Social Surveys Software tools Databases 			

<p>❖ Bringing People Together, for example:</p> <ul style="list-style-type: none"> • Workshops • Meetings • Seminars • Conferences • Planning, co-ordination activities • Travel • Accommodation <p>❖ Purchase of specific Assets or Intellectual Property</p> <p>❖ Other expenditure: Any other expenditure not falling under the specified expenditure headings above.</p>			
TOTAL EXPENDITURE			
Carryover amount:			

Provide the reason for carryover in the column below:
It is essential that reasons be provided by carryover requests

It is the responsibility of the Research Network to ensure that the carryover amount requested in this document has been discussed with the Administering Organisation's Research Office and that it is consistent with the carryover amount, which is forwarded electronically, and in hard copy, to the ARC in a separate End of Year Report.

Research Network Convenor or Delegate:

Signature: _____

Date: _____