



Australian Government

Australian Research Council

PROGRESS REPORT
ARC-FUNDED RESEARCH – 2018
Industrial Transformation Research Hubs

Hub Directors please note:

- A Progress Report must be completed by the **Hub Director** named on the Project annually.
- While there is no limit to the amount of text that can be included in answers to questions, the ARC is generally seeking a maximum of **2 to 3 paragraphs of information**.
- A completed Report should be saved as a Microsoft Word or PDF document. The file name for the Report should conform to the following naming convention: [ProjectID]_[HubDirectorSurname]_[Year].doc or .pdf;
- Hub Directors should submit **electronic copies** of completed Reports to the Research Office of their Administering Organisation. **Paper copies should not be submitted.**

Research Administrators please note:

- Please ensure that file names conform to the naming convention detailed above.
- Progress Reports should be submitted to the ARC in **electronic (Word or PDF) format only**.
- Electronic copies should be emailed to the ARC at ARC-Reports@arc.gov.au.

**Progress Reports for 2018 are due back to the ARC by no later than
31 March 2019**

PROGRESS REPORT FOR ITRH PROJECT FUNDING IN 2018

1. PROJECT IDENTIFICATION

- 1.1 Project ID:
- 1.2 Administering Organisation:
- 1.3 Project Title:
- 1.4 Hub Director:

2. VARIATIONS

- 2.1 Were any Variation of Funding Agreement (VFA) request(s) submitted in 2018?

- Yes
- No

3. OBJECTIVES

- 3.1 Indicate the extent to which the objectives of the Scheme and the Proposal have been met to date.

4. HIGHLIGHTS AND ISSUES

- 4.1 Provide a summary of highlights and achievements arising from your project/research, including any advances in knowledge, national or international collaboration. Note any issues of general applicability that you would like to see discussed at the annual Centre Directors' Forum.
- 4.2 Describe any issues that occurred during the year and any mitigation strategies you implemented.

5. GOVERNANCE STRUCTURE

- 5.1 Provide a short description of the governance structure in place for the Hub including membership of committees and involvement of the Partner Organisation(s) and confirm that any conflicts of interest are being managed in accordance with the [ARC Conflict of Interest and Confidentiality Policy](#).

6. Measurement against agreed Key Performance Indicator targets

6.1 Annual outcomes of standard Key Performance Indicators

Key Result Area	Performance Measure	Reporting Frequency	Target 2018	Actual 2018	Explanation as to why KPI target not met (if applicable)	Additional comments
Activities: Research training and professional education						
	Number of staff, postdoctoral fellows and students engaged in mentoring programs (Where possible, each student or postdoc should have both an academic and industry mentor)	Annually				
	Number of partners and external stakeholders involved in mentoring programs	Annually				
	Number of professional short courses/workshops attended by Hub staff and postgraduate students	Annually				
	Number of directly relevant professional short courses/workshops attended by partners and external stakeholders	Annually				
	Number of postgraduate students and postdoctoral fellows working on core Hub research	Annually				

Key Result Area	Performance Measure	Reporting Frequency	Target 2018	Actual 2018	Explanation as to why KPI target not met (if applicable)	Additional comments
	Number of students and/or post-doctoral fellows placed in/seconded to Partner Organisations	Annually				
	Number of postgraduate completions	End of project				
Activities: International, national and regional links and networks						
	Number of national and international visitors and visiting fellows	Annually				
	Number of national and international workshops held/organised by the Hub	Annually				
	Number of visits to overseas laboratories and facilities by Hub staff/students	Annually				
Activities: End-user links						
	Number of government, industry and business community briefings	Annually				
	Number of Industry visitors to the Hub	Annually				
	Number of talks given by Hub staff open to the public	Annually				

Key Result Area	Performance Measure	Reporting Frequency	Target 2018	Actual 2018	Explanation as to why KPI target not met (if applicable)	Additional comments
Outputs						
	Number of Research outputs (research outputs may include journal articles, books, book chapters, conference publications. Please disaggregate the measures for each output category)	Annually				
	Quality of Journal publications (provide breakdown – consider whether outputs are peer reviewed, the volume of outputs, citation analysis, esteem measures for individuals such as prizes and awards, etc.)	Annually				
	Number of industry reports and publications	Annually				
	Number of invited talks/papers/keynote addresses (include international conferences held in Australia)	Annually				
	Number and nature of commentaries about the Hub's achievements (list media releases, Social media and articles separately)	Annually				
Outcomes						
	Number of identified new processes, products or equivalent arising from Hub research	Annually				

Key Result Area	Performance Measure	Reporting Frequency	Target 2018	Actual 2018	Explanation as to why KPI target not met (if applicable)	Additional comments
	Additional funding secured attributable to ITRH engagement (for example, secured venture capital - \$)	Annually				
	Number of Intellectual Property filings (for example Patents, including provisional)	Annually				
	Number of Intellectual Property licences executed	Annually				
	New staff hired by Partner Organisations directly attributable to engagement with the ITRH	Years 3 and 5				
Benefits						
	Anticipated/forward estimate on Return on Investment (ROI) from project outcomes (\$)	Annually				
	Anticipated/forward estimate ROI of actual/realised ROI (\$)	At end of project				
	Implementation of project outcomes by industry (for example: number of processes, products, or equivalent)	At end of project				

Key Result Area	Performance Measure	Reporting Frequency	<i>Target 2018</i>	Actual 2018	Explanation as to why KPI target not met (if applicable)	Additional comments
	Number of spin-off/start-up companies established	At end of project				

6.2 Annual outcomes of Hub specific Key Performance Indicators

Key Result Area	Performance Measure	Reporting Frequency	2018 Target	2018 Actual	Additional Comments
<i>[Insert Hub specific Key Result Area from the KPIs in the Funding Agreement]</i>	<i>[Insert Performance Measures from Schedule D of the Funding Agreement – one row per measure as per the format in Schedule D]</i>				
<i>[Add as many rows as needed]</i>					

7. ACTIVITY PLAN

7.1 Provide a detailed activity plan for the next twelve months.

The activity plan should provide a detailed timeline of milestones to be undertaken in the next twelve months. This plan should be a maximum of 2 pages.

8. EXPENDITURE

8.1 Identify all expenditure of ARC funds for the calendar year, including any transfer of specific Assets or Intellectual Property.

[Add as many rows as needed under each Expenditure Category Type]

EXPENDITURE CATEGORY TYPE	Item	Cash \$
Purchased Equipment - (specify item)	<i>[Specify item]</i>	
Leased/Hired Equipment - (specify item)		
Shared Equipment/Facilities - (specify item)		
Travel – Hub staff or students (specify item)	<i>[Example CI – conference]</i>	
Travel - Visitor travel to the Research Hub		
Maintenance (IT and lab) - (specify item)		
Salaries		
Stipends		
Scholarship - (specify type)		
Research Hub Administration		
Other (please specify)		

9. FUNDING

9.1 Identify funding and/or other resources provided by the Administering Organisation, Other Eligible Organisations, Other Organisations and Partner Organisations, and any other sources of support for the calendar year. *[Add as many rows as needed]*

FUNDING SOURCE	ORGANISATION NAME	2018 CASH \$	2018 IN-KIND \$
Participating Organisations			
Administering Organisation	<i>[Admin Org Name]</i>		
Other Eligible Organisation	<i>[Eligible Org Name]</i>		
Other Eligible Organisation			
Partner Organisation	<i>[Partner Org Name]</i>		
Partner Organisation			
Other Organisation	<i>[Other Org Name]</i>		
Other sources of income			
Commonwealth Government Organisation			
State Government Organisation			
Local Government			
Overseas University/Research Institute			
Overseas Government Organisation			
Industry/Private			
Not-for-Profit Organisation			
Contracts/Consultancies/Services			
Licensing			
Gifts/Donations/Sponsorships			
Sale of Intellectual Property			
Other (Please specify)			

10. CERTIFICATIONS

10.1 Certification by the Hub Director

I certify that:

All details in this report are true and complete and that this is an accurate report for the period covered.

Name:

Date:

10.2 Certification by Administering Organisation (DVC(R), equivalent or nominee)

The electronic submission of this report to the ARC by the Research Office of the Administering Organisation is certification that the Administering Organisation (DVC(R), equivalent or nominee) has approved the report content.

An electronic signature is not required.

Thank you for submitting this report.

The ARC may contact your organisation if clarification or further information is required in relation to the issue(s) affecting the Project.