



Australian Government

Australian Research Council

PROGRESS REPORT

YEAR 1

(at least 6 months of operating since commencement in the calendar year)

ARC-FUNDED RESEARCH – 2022

Industrial Transformation Research Program

ITRP Directors please note:

1. This template is for the first year of the ITRP Investment.
 - The first year is defined as at least six months of operating since the commencement date within the calendar year.
 - Years 2-5 uses a different template, accessible on the ARC website.
2. A Progress Report must be completed each year by the **ITRP Director and submitted by the Administering Organisation Research Office.**
3. The 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]_[ITRPDirectorSurname]_[Year]

Research Administrators please note:

- 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-Postaward@arc.gov.au.

Progress Reports report on the calendar year of operation and are due to the ARC by no later than 31 March the following year.

2022 REPORTING PERIOD

Project ID:	
Project Title:	
ITRP Director:	

1. STRUCTURE, ROLES AND RESPONSIBILITIES

Outline:

- the structure of the ITRP Investment including reporting lines, advisory boards, committees, etc (*optional - you may include a diagram(s)*).
- roles and responsibilities of the structure.

(maximum two pages, not including diagram(s)).

2. GOVERNANCE PLAN

Attach a copy of the ITRP Governance Plan. For guidance, consider addressing the following areas:

- Risks and issues management (conflicts of interest)
- Change management (adding/removal of partners or nodes)
- Resource management (recruitment and succession planning)
- Communication management (internal and external communications strategies)
- Status reporting (internal and external reporting)
- Meeting management (objectives, frequency, and membership of meetings)

3. KEY PERFORMANCE INDICATORS (KPIs)

Complete the first year of KPI metrics, noting any significant over/under achievements.

Review targets for future years and provide confirmation of no changes or requests to change targets with justification. All changes will be reviewed by the ARC delegate and you will be notified of the outcome of this request.

(insert approved KPI table including targets and actual for the reporting year)

4. Research Updates

4.1 RESEARCH PROGRAM OUTLINE

Provide the overview of the research program and how it aligns with the scheme objectives. Provide a high-level update on the progress of each of the research projects (or sub projects) noting any delays, or new projects [max four pages].

See example below.

Scheme Objective 1	Research Objective 1	Theme 1	Sub project 1 Sub project 2 Sub project 3
Scheme Objective 2	Research Objective 2	Theme 2	Sub project 1 Sub project 2 Sub project 3
Scheme Objective 3	Research Objective 3	Theme 3	Sub project 1 Sub project 2 Sub project 3

4.1. RESEARCH HIGHLIGHT

Provide one research highlight of the research program for the reporting year in plain English [max one page].

4.2. ISSUES

Describe any issues that occurred during the year and any mitigation strategies you have implemented.

5. FINANCE PLAN

- Review the contributions reported in the **Partner Organisation Agreed Contribution Report (POACR) in RMS** for the project and ensure they are accurate for the calendar year.
- Provide a one-page financial statement for the calendar year outlining the budgeted and actual expenditure, noting any significant (greater than 10%) discrepancies. An example table is provided below.

EXPENSES	\$ Budgeted	\$ Actual	Comments
Salaries			
Travel and Visitor Support			
Equipment			
Workshops and Conferences			
Management and Administration			
Education, Outreach and Communications			

PHD support			
TOTAL			

6. PRIORITIES FOR NEXT CALENDAR YEAR

Provide up to ten priorities for the next calendar year for the ITRP investment.

For guidance, this can include: complete recruitment, find a replacement partner organisation, organise a conference, launch event, etc. You may include significant research outcomes, however please do not list all research milestones.

CERTIFICATIONS

Certification by the ITRP 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:

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.