



Australian Government

Australian Research Council

How complete and submit Nature of Employment Report

Introduction

This is a guide for Research Office staff on how to complete and submit the Nature of Employment Report per project within the Australian Research Council's (ARC) Research Management System (RMS).

As per ARC Grant Agreements, each Administering Organisation needs to ensure that a Nature of Employment Report is submitted within three (3) months of each project end date to the ARC.

The Nature of Employment Report requires data on Declaring Researchers across the lifecycle of the project. The Nature Employment Report will be open as soon as a project is created in RMS by the ARC. We encourage yearly input of information into this report to ensure the workload at the completion of the project is reduced for all.

Project years are calculated from the RMS reported Project Start Date and Project End Date. If a variation is submitted and approved to change / extend the Project End Date, the form will automatically update to reflect the new total number of years. Therefore, if the project is 3.5 years in duration, the report will have 4 Years of reporting required. The final year may only cover a partial year.

Note: When a project is created in RMS, the Nature of Employment Report will default to the number of years the project is awarded. Eg: ARC Centre of Excellence will have 7 years, Australian Laureate Program will have 5 years, Discovery Project will have the number of years awarded (ranging from 3 years to 5 years).

Prior to submitting a Nature of Employment Report to the ARC, you will be required to work with the Project Lead CI, Director and/or Chief Operating Officer and/or Business Manager, Other Eligible Organisations to collate all the Declaring Researchers Nature of Employment information in relation to the Project itself.

We understand that Researchers employment status will change over the lifecycle of a project and possibly within each reporting year. To complete this report, please indicate the employment status that accurately reflects most of the reporting year. Eg: 7 months as Ongoing part-time and 5 months as Ongoing casual, you will reflect 1 in Ongoing part-time.

Should a project be relinquished without spending any of the ARC funds, the Nature of Employment Report may be waived. To request a waiver of the Nature of Employment Report, please contact ARC Post Award on arc-postaward@arc.gov.au

Use your email address and password to login to [RMS](#). If you don't have a user account, contact members of your university's research office.

RMS is compatible with the latest versions of Google Chrome and Microsoft Edge. The ARC cannot guarantee compatibility with other browsers or older versions of Google Chrome or Microsoft Edge.

Terminology

Declaring Researcher means all named Chief Investigators (from all organisations) on a Project and unless otherwise directed by Us, all researcher positions budgeted for in the Grant Funds (including postdoctoral and research assistant positions).

Nature of Employment means, in respect of Declaring Researcher:

- total count of Declaring Researchers;
- employment status;
- gender;
- seniority; and
- any other matters notified by Us to You from time to time.

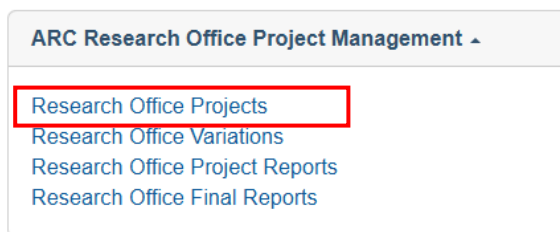
Accessing the Nature of Employment Report

Nature of Employment Reports can be accessed in two different ways:

1. Within each individual project; or
2. Via *Research Office Project Reports*

Option 1: Within each individual project

- Login to [RMS](#)
- Enter your email address, password and MFA. Click on the login button.
- Navigate to Action Centre
- Go to *ARC Research Office Project Management*
- Select *Research Office Project*



- From the drop-down options, select either the Scheme and/or Scheme Round from within the Projects tab to assist with filtering out the Administering Organisations active projects.

Action Centre / Research Office Projects

A screenshot of a web application interface showing a filter section for 'Research Office Projects'. At the top, there is a horizontal navigation bar with several tabs: 'Draft Applications', 'Request not to Assess', 'Applications', 'Rejoinders', 'Projects', 'Variations', 'Monitoring Reports', and 'Final Reports'. The 'Projects' tab is currently selected. Below the navigation bar, there are four filter controls: 'Scheme' with a dropdown menu showing '-- Select --', 'Scheme Round' with a dropdown menu showing '-- Select --', 'Search' with a text input field containing 'Project/Title/Chief Investigator', and 'Status' with a dropdown menu showing 'All Projects'. The 'Scheme' and 'Scheme Round' dropdown menus are highlighted with red rectangular boxes.

- Once you have the required *Scheme* and/or *Scheme Round*, select the Project you wish to complete the Nature of Employment Report for.
- Within the Project information, select *Reports* from the ribbons across the top
- This will provide you with a list of Reports created and/or submitted and accepted by the ARC in relation to this particular project.

[Pre Award Details](#)
[Project Details](#)
[Financials](#)
[Variations](#)
[Reports](#)
[Comments](#)
[History](#)

Create Report

Partner Organisation Agreed Contribu
▼

Create Report

Date	Type	Status	
1/05/2023 8:44:20 AM	End Of Year Report 2022	Accepted	Form
23/05/2024 3:53:16 PM	End Of Year Report 2023	Accepted	Form
9/05/2025 2:04:50 PM	End Of Year Report 2024	Accepted	Form
28/07/2025 9:06:34 AM	NCGP Nature of Employment Report	Draft	Form

Option 2: From within the *Research Office Project Reports – Monitoring Reports* tab

Option 2 is beneficial when you have a few Nature of Employment Reports you wish to complete.

- Login to [RMS](#)
- Enter your email address, password and MFA. Click on the login button.
- Navigate to Action Centre
- Go to *ARC Research Office Project Management*
- Select *Research Office Project Reports*

ARC Research Office Project Management ▾

[Research Office Projects](#)
[Research Office Variations](#)
[Research Office Project Reports](#)
[Research Office Final Reports](#)

- This will take you to *Monitoring Reports*. Once in *Monitoring Reports* select *NCGP Nature of Employment Report* from the *Report* dropdown menu. Keep all the other filters clear.
- You will see a list of all the Nature of Employment Reports for all the Projects your Organisation administers.

No matter which option you choose to navigate to the Nature of Employment Report, the completion of the report will follow the same process.

Completing the Nature of Employment Report form

Each question within the Nature of Employment Report is independent. The report is to be filled out on number of personnel, not FTE. Therefore, if you have five Chief Investigators and one Research Associate in Year 1 of the project, each question will total six for that year. It does not matter if three of the five Chief Investigators are working on the project at a 0.2 FTE.

- Once you have found the Nature of Employment Report for the corresponding Project, click on *Form*

Option 1:

[Pre Award Details](#) [Project Details](#) [Financials](#) [Variations](#) [Reports](#) [Comments](#) [History](#)

Create Report

Partner Organisation Agreed Contribu ▼

Create Report

Date	Type	Status	
1/05/2023 8:44:20 AM	End Of Year Report 2022	Accepted	Form
23/05/2024 3:53:16 PM	End Of Year Report 2023	Accepted	Form
9/05/2025 2:04:50 PM	End Of Year Report 2024	Accepted	Form
28/07/2025 9:06:34 AM	NCGP Nature of Employment Report	Draft	Form

Option 2:

[Draft Applications](#) [Request not to Assess](#) [Applications](#) [Rejoinders](#) [Projects](#) [Variations](#) [Monitoring Reports](#) [Final Reports](#)

Report

NCGP Nature of Employment Re ▼

Program

-- Select -- ▼

Scheme

-- Select -- ▼

Scheme Round

-- Select -- ▼

Status Change

All ▼

Status

All Reports ▼

Search

Project / Title / Investigator

Bulk Submission

[Select All](#) [Deselect All](#) [Submit Selected Reports to Delegate](#) [Submit Selected Reports to ARC](#)

Showing 20 of 194 project reports.

Project	Select	Chief Investigator	Title	Report Status	Last Status Change	
				Draft	28/07/25 09:06 AM	Details Form
				Draft	28/07/25 09:06 AM	Details Form

Note: All columns and rows of the below tables will require a number. If the category has zero personnel attached to it, please put a 0 in the box.

Part A – Nature of Employment

For the purpose of these questions, please specify the relevant count of Declaring Researchers employed during each period for the purposes of the Project.

Total number of unique individual employees

(This question must be answered)

Item	Year 1	Year 2	Year 3	Total
	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total	0	0	0	

- All items must be answered

Employment status of each unique individual employee

(This question must be answered)

Item	Year 1	Year 2	Year 3	Total
Fixed term full-time	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Fixed term part-time	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Fixed term casual	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Ongoing full-time	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Ongoing part-time	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Ongoing casual	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total	0	0	0	

- All items must be answered

Gender

(This question must be answered)

Item	Year 1	Year 2	Year 3	Total
Woman / Female	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Man / Male	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Non-binary	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Different Term	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Prefer not to answer	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total	0	0	0	

- All items must be answered

Part B – Level of Employment

Level of employment will be categorised via the Higher Education Worker Levels for Academic and Professional employees

Academic Level

(This question must be answered)

Item	Year 1	Year 2	Year 3	Total
Level E	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Level D	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Level C	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Level B	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Level A	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total	0	0	0	

- All items must be answered

Professional Level

(This question must be answered)

Item	Year 1	Year 2	Year 3	Total
Level 1 or Equivalent	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Level 2 or Equivalent	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Level 3 or Equivalent	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Level 4 or Equivalent	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Level 5 or Equivalent	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Level 6 or Equivalent	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Level 7 or Equivalent	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Level 8 or Equivalent	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Level 9 or Equivalent	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Level 10 or Equivalent	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Total	0	0	0	

- All items must be answered

- As you complete each table the notification of *All items must be answered* will disappear and the below *Ready to submit* will appear.


Action Centre / Research Office Projects / NCGP Nature of Employment Report ()

Ready to submit ☑

Project Title

- Ensure you click on *Save* prior to closing out of the Report.

Save

PDF 

Close

Certification and Submission of the Nature of Employment Report form

Once a Projects Nature of Employment Report is ready to be certified and submitted to ARC, there are two ways the Research Office can certify and submit. They are:

- Option 1: From within the *Reports* tab of the project itself or
- Option 2: From within the *Research Office Project Reports – Monitoring Reports* tab

Option 2 will allow for bulk submission once the COI Declaration report is certified.

Option 1: From within the *Reports* tab of each Project

- Return to the Reports tab of the Project, you will see the status of the NCGP Nature of Employment Report has changed to *Ready to Submit*

The screenshot shows the 'Reports' tab selected in a navigation bar. Below the navigation bar is a 'Create Report' section with a dropdown menu set to 'Partner Organisation Agreed Contribu' and a 'Create Report' button. Below this is a table with three columns: 'Date', 'Type', and 'Status'. The table contains four rows of reports. The last row, dated 28/07/2025 9:06:39 AM, is for an 'NCGP Nature of Employment Report' and its status is 'Ready to Submit', which is highlighted with a red box. To the right of the 'Ready to Submit' status are two buttons: 'Form' and 'Submit to RO Delegate'.

Date	Type	Status
8/05/2023 12:18:05 PM	End Of Year Report 2022	Accepted
27/06/2024 2:54:59 PM	End Of Year Report 2023	Accepted
27/06/2025 12:42:53 PM	End Of Year Report 2024	Accepted
28/07/2025 9:06:39 AM	NCGP Nature of Employment Report	Ready to Submit

- Prior to submission to the ARC, the Research Office needs to submit the report to the RO Delegate. Click *Submit to RO Delegate*.

This screenshot is identical to the previous one, showing the 'Reports' tab and the table of reports. In this instance, the 'Submit to RO Delegate' button next to the 'Ready to Submit' status for the NCGP Nature of Employment Report is highlighted with a red box.

- Click on *Submit to RO Delegate* once the pop up appears.

The screenshot shows a pop-up dialog box titled 'Submit NCGP Nature of Employment Report for FT22 to RO Delegate?'. It has a close button (X) in the top right corner. At the bottom, there are two buttons: 'Submit to RO Delegate' (highlighted with a red box) and 'Cancel'.

- This will change the status of the Report to *Submitted to RO Delegate*.

Pre Award Details Project Details Financials Variations **Reports** Comments History

Create Report

Partner Organisation Agreed Contribu ▼ Create Report

Date	Type	Status	
8/05/2023 12:18:05 PM	End Of Year Report 2022	Accepted	Form
27/06/2024 2:54:59 PM	End Of Year Report 2023	Accepted	Form
27/06/2025 12:42:53 PM	End Of Year Report 2024	Accepted	Form
28/07/2025 12:39:19 PM	NCGP Nature of Employment Report	Submitted to RO Delegate	Form Return to Draft Certify

- From here only those with RO Delegate RMS log in rights can submit the Nature of Employment Report to ARC. Click on *Certify*.

Pre Award Details Project Details Financials Variations **Reports** Comments History

Create Report

Partner Organisation Agreed Contribu ▼ Create Report

Date	Type	Status	
8/05/2023 12:18:05 PM	End Of Year Report 2022	Accepted	Form
27/06/2024 2:54:59 PM	End Of Year Report 2023	Accepted	Form
27/06/2025 12:42:53 PM	End Of Year Report 2024	Accepted	Form
28/07/2025 12:39:19 PM	NCGP Nature of Employment Report	Submitted to RO Delegate	Form Return to Draft Certify

- A certification message will appear. Once you have read, understood and comply with the certification, click *Agree to certification*

Certify NCGP Nature of Employment Report for

Certification by the Research Office, on behalf of the Deputy/Pro Vice-Chancellor (Research) or equivalent in the Administering Organisation

In submitting this NCGP Progress Report, I certify that:

- this Report is approved by the administering organisation's delegate;
- no personal information of individuals is included in the Report unless the individuals concerned have consented to inclusion and use of that personal information in connection with the Report;
- to the best of my knowledge, the information in this Report are true, accurate and complete; and
- all of the requirements in the Grant Agreement relating to this Report have been complied with.

Agree to certification Cancel

- Once you have Agreed to certification, the Status of the Nature of Employment will change to *Certified*.

Pre Award Details Project Details Financials Variations **Reports** Comments History

Create Report

Partner Organisation Agreed Contribu ▼ Create Report

Date	Type	Status	
8/05/2023 12:18:05 PM	End Of Year Report 2022	Accepted	Form
27/06/2024 2:54:59 PM	End Of Year Report 2023	Accepted	Form
27/06/2025 12:42:53 PM	End Of Year Report 2024	Accepted	Form
28/07/2025 12:41:02 PM	NCGP Nature of Employment Report	Certified	Form Return to RO Delegate Submit to ARC

- When you are ready to submit the Nature of Employment click, *Submit to ARC*.

Pre Award Details Project Details Financials Variations **Reports** Comments History

Create Report

Partner Organisation Agreed Contribu ▼ Create Report

Date	Type	Status
8/05/2023 12:18:05 PM	End Of Year Report 2022	Accepted Form
27/06/2024 2:54:59 PM	End Of Year Report 2023	Accepted Form
27/06/2025 12:42:53 PM	End Of Year Report 2024	Accepted Form
28/07/2025 12:41:02 PM	NCGP Nature of Employment Report	Certified Form Return to RO Delegate Submit to ARC

- Once you click on Submit to ARC the below pop up will appear. Click, Submit to ARC

Submit NCGP Nature of Employment Report for Project ID to ARC?

Submit to ARC Cancel

- Once you have clicked on *Submit to ARC* the status of the Nature of Employment form will change to *Submitted to ARC*.

Pre Award Details Project Details Financials Variations **Reports** Comments History

Create Report

Partner Organisation Agreed Contribu ▼ Create Report

Date	Type	Status
8/05/2023 12:18:05 PM	End Of Year Report 2022	Accepted Form
27/06/2024 2:54:59 PM	End Of Year Report 2023	Accepted Form
27/06/2025 12:42:53 PM	End Of Year Report 2024	Accepted Form
28/07/2025 12:42:52 PM	NCGP Nature of Employment Report	Submitted to ARC Form

Option 2: From within the *Research Office Project Reports – Monitoring Reports* tab

Option 2 is beneficial when you have a few Nature of Employment Reports to certify and submit.

- Navigate to Action Centre
- Go to *ARC Research Office Project Management*
- Select *Research Office Project Reports*

ARC Research Office Project Management ▲

- Research Office Projects
- Research Office Variations
- Research Office Project Reports**
- Research Office Final Reports

- This will take you to *Monitoring Reports*. Once in *Monitoring Reports* select *NCGP Nature of Employment Report* from the *Report* dropdown menu.

[Draft Applications](#)
[Request not to Assess](#)
[Applications](#)
[Rejoinders](#)
[Projects](#)
[Variations](#)
[Monitoring Reports](#)

Final Reports

Report
 NCGP Nature of Employn

Program
 -- Select --

Scheme
 -- Select --

Scheme Round
 -- Select --

Status Change
 All

Status
 All Reports

Search
 Project / Title / Investigator

Bulk Submission

[Select All](#)
[Deselect All](#)
[Submit Selected Reports to Delegate](#)
[Submit Selected Reports to ARC](#)

Showing 20 of 194 project reports.

[Project](#)
[Select](#)
[Chief Investigator](#)
[Title](#)
[Report Status](#)
[Last Status Change](#)

- This will provide you with a full list of Projects. Try using the other filter options to reduce the number of Projects you are searching through. Suggestion: Filter *Status* to *Ready to Submit*

Report
 NCGP Nature of Employn

Program
 -- Select --

Scheme
 ARC Future Fellowships

Scheme Round
 -- Select --

Status Change
 All

Status
 Ready to Submit

Search
 Project / Title / Investigator

Bulk Submission

[Select All](#)
[Deselect All](#)
[Submit Selected Reports to Delegate](#)
[Submit Selected Reports to ARC](#)

Showing 3 of 3 project reports.

Project	Select	Chief Investigator	Title	Report Status	Last Status Change	
FT23	<input type="checkbox"/>			Ready to Submit	28/07/25 09:06 AM	Details Form Submit to RO Delegate
FT23	<input type="checkbox"/>			Ready to Submit	28/07/25 09:06 AM	Details Form Submit to RO Delegate
FT23	<input type="checkbox"/>			Ready to Submit	28/07/25 09:06 AM	Details Form Submit to RO Delegate

Showing 3 of 3 project reports.

- Click on *Submit to RO Delegate*

Report
 NCGP Nature of Employn

Program
 -- Select --

Scheme
 ARC Future Fellowships

Scheme Round
 -- Select --

Status Change
 All

Status
 Ready to Submit

Search
 Project / Title / Investigator

Bulk Submission

[Select All](#)
[Deselect All](#)
[Submit Selected Reports to Delegate](#)
[Submit Selected Reports to ARC](#)

Showing 3 of 3 project reports.

Project	Select	Chief Investigator	Title	Report Status	Last Status Change	
FT23	<input type="checkbox"/>			Ready to Submit	28/07/25 09:06 AM	Details Form Submit to RO Delegate
FT23	<input type="checkbox"/>			Ready to Submit	28/07/25 09:06 AM	Details Form Submit to RO Delegate
FT23	<input type="checkbox"/>			Ready to Submit	28/07/25 09:06 AM	Details Form Submit to RO Delegate

Showing 3 of 3 project reports.

- Click on *Submit to RO Delegate* once the pop up appears.

- This will change the status of the Report to *Submitted to RO Delegate*.
- Change the *Status* filter to *Submitted to RO Delegate*. Click on *Certify* for each of the Nature of Employment Report you wish to certify.

- A certification message will appear. Once you have read, understood and comply with the certification, click *Agree to certification*

- Change the *Status* filter to *Certified*.
- Once you have certified all the Nature of Employment you can choose one of two options to Submit to ARC.
 - Individually *Submit to ARC* (same process as mentioned above)
 - Select All – Submit Selected Reports to ARC*
- If you choose to *Select All – Submit Selected Reports to ARC* this will submit everything at once to the ARC.

- Click on *Select All*

Report: NCGP Nature of Employment Re | Program: -- Select -- | Scheme: ARC Future Fellowships | Scheme Round: -- Select -- | Status Change: All

Status: Certified | Search: Project / Title / Investigator

Bulk Submission

Showing 3 of 3 project reports.

Project	Select	Chief Investigator	Title	Report Status	Last Status Change	
FT230	<input type="checkbox"/>			Certified	28/07/25 12:55 PM	Details Form Return to RO Delegate Submit to ARC
FT230	<input type="checkbox"/>			Certified	28/07/25 12:55 PM	Details Form Return to RO Delegate Submit to ARC

- Once you click *Select All* every certified Nature of Employment will have a blue tick next to the Project ID

Report: NCGP Nature of Employment Re | Program: -- Select -- | Scheme: ARC Future Fellowships | Scheme Round: -- Select -- | Status Change: All

Status: Certified | Search: Project / Title / Investigator

Bulk Submission

Showing 3 of 3 project reports.

Project	Select	Chief Investigator	Title	Report Status	Last Status Change	
FT23	<input checked="" type="checkbox"/>			Certified	28/07/25 12:55 PM	Details Form Return to RO Delegate Submit to ARC
FT23	<input checked="" type="checkbox"/>			Certified	28/07/25 12:55 PM	Details Form Return to RO Delegate Submit to ARC
FT23	<input checked="" type="checkbox"/>			Certified	28/07/25 12:55 PM	Details Form Return to RO Delegate Submit to ARC

Showing 3 of 3 project reports.

- Now, click on *Submit Selected Reports to ARC*

Report: NCGP Nature of Employment Re | Program: -- Select -- | Scheme: ARC Future Fellowships | Scheme Round: -- Select -- | Status Change: All

Status: Certified | Search: Project / Title / Investigator

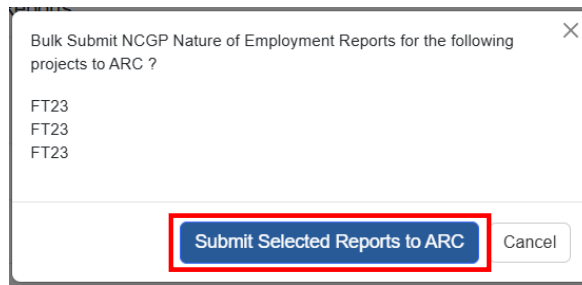
Bulk Submission

Showing 3 of 3 project reports.

Project	Select	Chief Investigator	Title	Report Status	Last Status Change	
FT23	<input checked="" type="checkbox"/>			Certified	28/07/25 12:55 PM	Details Form Return to RO Delegate Submit to ARC
FT23	<input checked="" type="checkbox"/>			Certified	28/07/25 12:55 PM	Details Form Return to RO Delegate Submit to ARC
FT23	<input checked="" type="checkbox"/>			Certified	28/07/25 12:55 PM	Details Form Return to RO Delegate Submit to ARC

Showing 3 of 3 project reports.

- The difference on this occasion is the prompt will provide you with a list of Projects you are bulk submitting Nature of Employment Report for (instead of the individual Project).
- Click on *Submit Selected Reports to ARC*



Bulk Submit NCGP Nature of Employment Reports for the following projects to ARC ?

FT23
FT23
FT23

Submit Selected Reports to ARC Cancel

- Once you have clicked on *Submit to ARC* the status of the Nature of Employment Report form will change to *Submitted to ARC* for all the Projects.