



Australian Government

Australian Research Council

Final Reports Instructions

RMS user guide and Instructions

For rounds funded in the following schemes:

- Industry Fellowship Projects for funding commencing in 2023 - onwards

*For all prior rounds, please refer to the **Final Report Instructions - First Release***

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Submission of Final Reports: Information to note

The Australian Research Council (ARC) requires that a Final Report be submitted for each ARC funded Project that has been completed. These instructions provide information to assist Research Office staff and Project participants in the completion and submission of ARC Final Reports in the Research Management System (RMS).

The Project Leader (first named participant) is responsible for the completion of the Final Report and its submission to the Administering Organisation's Research Office. All *listed* active participants and Research Office staff have full edit access to the Final Report. Research Offices are responsible for the certification of the form and submission of Final Reports to the ARC.

If, after consulting this document, there are any queries regarding completing a Final Report form in RMS, please contact the Administering Organisation's Research Office.

Please note: Paper copies of Final Reports will not be accepted by the ARC.

When to submit a Final Report to the ARC

Final Reports are due twelve months after all ARC funding has been last expended and or relinquished. This includes expenditure of all funding paid and approved carryovers. The ARC calculates the Final Report due date based upon the Project's end date provided by the Administering Organisation's Research Office during the End of Year Reporting Process each year, or as a result of any Variation of Funding Agreement (Variation) changes (e.g. a Project suspension or Maternity leave). Final Reports must not be submitted prior to completion of the Project. Due dates for Final Reports can be found within the Project details in RMS.

Final Report Extensions

Extensions for Final Reports can be requested via the Administering Organisation's Research Office. The request must note the Project ID and explain the extenuating circumstances. The Research Office can then submit the request to the ARC via an email. Please specify the length of the extension upon request.

Please note: the ARC will only accept requests for an extension to the Final Report due date if received from the Research Office of the Administering Organisation. Requests from researchers or other Participating Organisations will not be accepted.

Waive requests

If there is a Project that may be eligible for the Final Report to be waived, email the Administering Organisation's Research Office with the Project ID and a justification as to why the request is being made. The Research Office can then submit the request to the ARC.

Please note: The ARC will only consider waive requests for Final Reports if no money was expended, the Project's duration was less than 12 months, or suitable justification is provided for the request. Requests to waive Final Reports due to lack of response for currently funded investigators will not be considered.

Administration of Final Reports in RMS

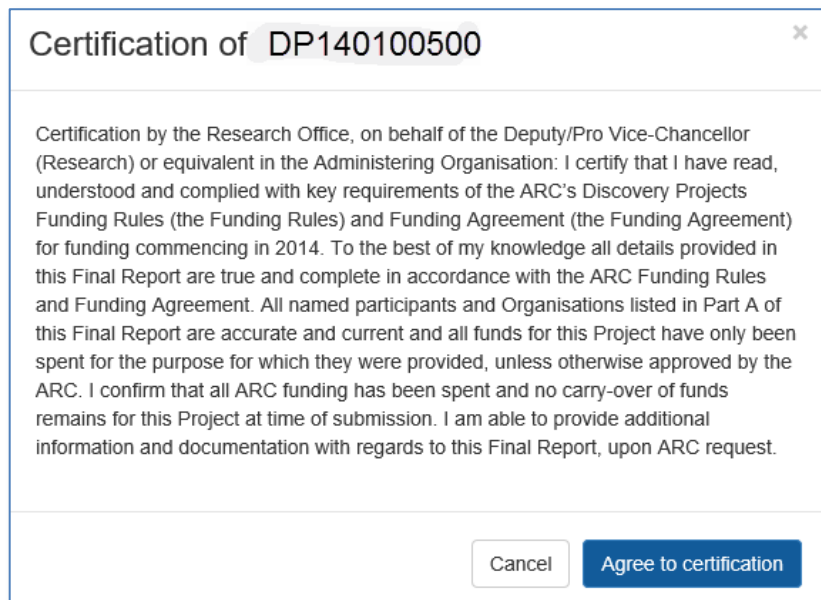
Final Reports can only be accessed and managed through RMS. For general instructions on how to use RMS, please refer to the [RMS User Guide](#) available on the ARC website.

Certification and accuracy of information

Final Reports must be checked and certified by the Research Office Delegate, before they can be submitted to the ARC. Research Office Delegates are required to certify that the Project has complied with the relevant schemes Funding Rules/Grant Guidelines and Funding/Grant Agreements, and that all information provided within the Final Report is accurate and up to date.

Final Reports cannot be submitted to the ARC unless they have been certified by a Delegate. The 'Submitted to Research Office (Valid)' state will appear against each Report which is ready to be certified. Once certified, the state of Final Reports will appear as 'Research Office Certified' and can then be submitted to the ARC by Research Office staff.

The following prompt will appear once the 'Certify Final Report' button has been selected:



A screenshot of a web-based certification dialog box. The title bar reads 'Certification of DP140100500' with a close button (X) on the right. The main text area contains a certification statement: 'Certification by the Research Office, on behalf of the Deputy/Pro Vice-Chancellor (Research) or equivalent in the Administering Organisation: I certify that I have read, understood and complied with key requirements of the ARC's Discovery Projects Funding Rules (the Funding Rules) and Funding Agreement (the Funding Agreement) for funding commencing in 2014. To the best of my knowledge all details provided in this Final Report are true and complete in accordance with the ARC Funding Rules and Funding Agreement. All named participants and Organisations listed in Part A of this Final Report are accurate and current and all funds for this Project have only been spent for the purpose for which they were provided, unless otherwise approved by the ARC. I confirm that all ARC funding has been spent and no carry-over of funds remains for this Project at time of submission. I am able to provide additional information and documentation with regards to this Final Report, upon ARC request.' At the bottom right, there are two buttons: 'Cancel' and 'Agree to certification'.

Please note: information collected in ARC Final Reports is used to determine whether Projects have reached satisfactory completion. Statistical information collected in Final Reports enables the ARC to account for public funding of research and to promote the value of research to the Australian community. As such, the ARC reserves the right to reject Final Reports, based on unsatisfactory completion, or to seek further clarification on information submitted or the lack thereof.

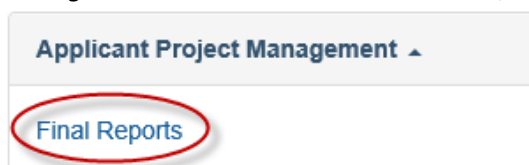
Please check that all of the information contained in the Final Report is accurate and that all required questions are completed as comprehensively as possible.

Updating of Final Reports once submitted to the ARC

If Project Leader needs to edit a Final Report after submission, Research Offices can request that the Final Report is de-submitted back to them until it has been approved by the ARC. Once a report is assessed and approved by the ARC, the ARC will not allow edits to the report.

Starting a Final Report in RMS

- Login to [RMS](#).
- In the *Applicant Project Management* section of the *Action Centre*, click on the 'Final Reports' tab.



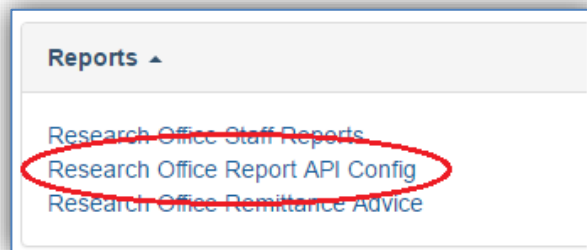
Searching for and editing a Final Report

In the Final Reports tab, reports can be searched by selecting the relevant Scheme Round or Status from the allocated drop down lists or use the Search bar to search by Proposal/Title/Investigator/Organisation.

To edit a Final Report, click on 'Edit' under the Actions column of the Final Reports table. A Final Report may be edited by the Project participants and Research Office staff, however only the Project leader can submit it to the Research Office. Once it is submitted to the Research Office, only Research Office staff may edit the report. Once the Research Office has submitted the report to the ARC, it can be viewed but not edited by Project participants and Research Office staff.

Research Office Reports

A report showing the data on the Final Reports can also be extracted by Research Office staff, via the 'Research Office Report API Config' link, located within the *Reports* tab of the Action centre. Instructions on how to use the API can be accessed via this link.



If a Final Report is not appearing in RMS

If the Final Report for a project is not appearing in RMS, please first check if the scheme round is appearing in the 'Scheme Round' drop-down list. If it is not appearing, this is because the Scheme Round form has not yet been made available by the ARC.

Please note: This will not affect eligibility when applying for future grants as the ARC will be aware of the forms availability.

Final Report state (status)

The state of a Final Report relates to its progress status, and can be found on the second last column of the Final Reports tab. The states and their meanings are as follows:

State (status) type	Explanation
Draft	The report has been created in RMS and is ready for editing.
Ready to submit	All the mandatory questions have been completed in draft.
Submitted to Research Office	The Final Report has been submitted to the Research Office (not all mandatory questions have been answered)
Submitted to Research Office (Valid)	The Final Report has been checked by the Research Office staff, all mandatory questions have been answered and the report is ready to be certified by the Research Office Delegate.
Research Office Certified	The Final Report has been certified by the Research Office Delegate and is ready to be submitted to the ARC by Research Office staff.
Submitted to ARC	The Research Office has submitted the Final Report to the ARC.
Approved	The Final Report has been assessed by the ARC and has been Approved.
Waived	The Final Report has been waived and is no longer required.
Not required (Already on file)	The Final Report has been submitted in a previous system and is no longer required.

Please note: Unfortunately the ARC is unable to provide copies of Final Reports from previous systems such as GAMS. Research Offices were asked to take copies of any records they required before GAMS was shut down in 2012. Final Reports can no longer be extracted from this system. Final Reports submitted in RMS legacy, can be accessed via RMS.

Completing the Final Reports Form Parts

Questions located in Part A to Part E of the Final Report are generic across all schemes. Part F of the report relates to scheme specific information.

Please note: Within the heading of the form, the colour of the parts will be indicated as either red – meaning that they are incomplete and therefore invalid; or green – meaning that they are completed and valid.

To begin filling out the Final Report, click on the relevant form part at the top of the screen to navigate between form parts, beginning with Part A.

Please remember to save regularly as you complete the form, using the ‘Save’ button located at the top right of the page.



Mandatory Questions

Some of the questions within the form are mandatory, meaning that they are required to be completed before the form part will validate. For these questions, the following warning will occur when there is an answer required before submitting the form:

- This item must be answered

How to add multiple answers and remove answers within questions.

Adding and removing multiple answers

- a) To enter multiple answer panels for a given question, select 'Add Answer' at the bottom of the question or the questions answer panel.

Add answer

- b) To remove an answer panel, select the cross 'X' in the top right of the answer panel for the answer that needs to be removed.

B1. List each of the original Project objectives, then list any approved/revised objectives

Objective

To remove a panel, click on the 'X' →

0 characters. 500 characters maximum.

• This item must be answered

Was the objective met?

• This item must be answered

Adding and removing an option

- a) To add, select the option from the drop-down menu or 'search' function and click 'Add'.
- b) To remove, select the 'x' beside the option that needs to be removed.

In more detail, my research has produced or is likely to result in or lead to:

Economic-other	x
Economic-human capital build-up	x
Other-provide details below	x
	Add

Please note: All options can only be added once. Click 'Add' otherwise the selection will be lost the next time 'Save' is hit.

Part A – Project Details

A1. Project summary *(Auto-populated)*

This information is auto-populated from RMS and includes a basic summary of the Project including funded amount, years funded, FoR/SEO codes and priority areas. If there are any concerns regarding the information recorded within this section, please contact the Administering Organisation's Research Office.

A2. Named participants *(Auto-populated)*

This information is auto-populated from RMS and will reflect the current status of all listed participants. If there are any concerns regarding the information recorded within this section, please contact the Administering Organisation's Research Office. If a change is required, a Variation will have to be submitted.

A3. Named organisation participants *(Auto-populated)*

This information is auto-populated from RMS and will reflect the current status of all listed organisations. If there are any concerns regarding the information recorded within this section, please contact the Administering Organisation's Research Office. If a change is required, a Variation will have to be submitted.

A4. Total Participating Organisation Contributions *(Auto-populated)*

This information is auto-populated from RMS and will reflect the contributions as currently listed within the Project. If there are any concerns regarding the information recorded within this section, please contact the Administering Organisation's Research Office. If a change is required, a new Participating/Partner Organisation Agreed Contribution Report (POACR) will have to be submitted.

A5. Total Partner Organisation Contributions *(Auto-populated)*

This information is auto-populated from RMS and will reflect the contributions as currently listed within the Project. If there are any concerns regarding the information recorded within this section, please contact the Administering Organisation's Research Office. If a change is required, a new POACR will have to be submitted.

A6. Did you leverage additional funding for this Project? (Not Mandatory)

This question is not mandatory and should only be answered if the answer is 'Yes'.

Please note that any additional funding from named organisations on the Project cannot be added at this question. Additional funding from named organisation must be updated by submitting a revised POACR.

- Manually type/insert the name of the organisation in which the additional funding was leveraged and select 'Search'.
- Once the name is found select the 'Add' button to add the appropriate organisation.

A6. Did you leverage additional funding for this project?

Organisation	Type of Funding	Amount	
Washington State University			Search
Name			
Washington State University			Add
Washington State University at Pullman			Add
Central Washington University, Washington State			Add

Manually enter name here →

- Select the 'Cash' or 'In-kind' funding type from the drop-down menu.
- Insert 'Amount' of funding leveraged and click outside of the table to populate.

A6. Did you leverage additional funding for this project?

Select 'Type of Funding and insert 'Amount''

Organisation	Type of Funding	Amount	
Washington State University	Cash	20000	x
University of Bremen, Germany	In-kind	15000	x

Manually type the organisation name here and select 'Search' Search

Can't find the organisation you are looking for ? If you know the Australian Business Number please add the organisation for use with RMS. Otherwise, please contact the ARC for assistance.

- Repeat steps 1 to 4 to add additional organisations.

A7. Provide a brief summary of the achievements of this research project for public release. (Mandatory)

Provide a summary of no more than 750 characters (approximately 100 words). As this information may be posted on the ARC website as the outcomes of the research, please use suitable language understandable by non-experts and do not disclose any information here that is commercial-in-confidence or may compromise the researcher's ability to translate the research, such as intellectual property. Avoid the use of acronyms, quotation marks, upper-case characters and do not list outputs.

A8. Did the Fellow enter the program from Industry? (Mandatory)

Select 'Yes' or 'No' from the drop-down menu.

Part B – Research Activities

B1. List each of the original Project objectives, then list any approved/revised objectives *(Mandatory)*

Provide a written summary of no more than 500 characters, for each original Project Objective or approved/revised objective. For each objective provided, indicate whether the objective was 'met' or 'not met'.

IMPORTANT: Depending on the round, this question will have to be completed either via manual entry or it will be partially auto-populated. This question must be completed. Ensure objectives are added prior to completing this section of the form.

- a) **Manual Entry Instructions** Enter each objective as per the original proposal and select 'yes' or 'no' from the drop-down menu to indicate if the objective has been met or not met.

B1. List each of the original Project objectives, then list any approved/revised objectives

Manually enter each individual below as per the original proposal

Objective

3 characters. 500 characters maximum.

Was the objective met? Select 'yes' or 'no' from the drop down menu below to indicate if the objective was 'met' or 'not met'

Yes

No

- b) If yes, describe how the objective was met (maximum 500 characters)
- c) If no, provide further justification detailing why the objective was not met (maximum 500 characters)
- d) Repeat the above steps to add additional objectives and/or add revised objectives.

B3. How many research students and research personnel were funded by the ARC grant? (Mandatory)

Enter the number of research students and personnel funded by the ARC grant. (Refer below for definitions)

	Year 1		Year 2		Year 3		Year 4		Year 5	
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
Australian postgraduates - PhD	0	0	0	0	0	0	0	0	0	0
Australian postgraduates - Masters	0	0	0	0	0	0	0	0	0	0
Australian honours students	0	0	0	0	0	0	0	0	0	0
International postgraduates - PhD	0	0	0	0	0	0	0	0	0	0
International postgraduates - Masters	0	0	0	0	0	0	0	0	0	0
Post-Doctoral Research Associates	0	0	0	0	0	0	0	0	0	0
Other Employed Personnel	0	0	0	0	0	0	0	0	0	0

- *Australian Postgraduate and Honours* students supported by this project include; students enrolled at Australian higher education institutions whose postgraduate or honours research was assisted by the Project (for example, use of equipment funded under LIEF grants or supervision by Chief Investigators or Fellows on research related to the Project).
- *Overseas Postgraduate and Honours* students supported by this project include; students enrolled in overseas universities whose postgraduate or Honours research was assisted by ARC funding (for example, students who use equipment funded under the grant, or benefit from the Project funding).
- *Post-Doctoral Research Associates* supported by this project include; students who have a PhD or have been approved by the ARC as having a research degree or experience equivalent to the award of a PhD.
- *Other Employed Personnel* supported by this project include; research associate/assistants (full-time and part-time) funded by the Project, professional and/or technical officers and Industry Partner employees (other than named PIs) involved in the Project.

Note: If a student/personnel is funded for 5 years, this should be reflected per year, per student/personnel

B4. What was the destination of PhD and Masters students funded by the ARC grant (within 12-months of the conclusion of their HDR Study)? (Not Mandatory)

Please note: This question is not mandatory however, if there is an answer to B7, then B8 must be answered.

Insert the number of students against each of the categories as identified below (numerical answer only)

- Further study
- Industry
- Government
- University
- Other employed
- Unemployed
- Unknown.

Part C – Project Outputs

Investigators are requested to detail the project outputs achieved as a result of ARC funding including; research outputs published after the Projects start date (C1), data outputs (C2) and commercialisation outputs (C3 and C4).

RMS has the functionality to auto-populate outputs from Crossref to reduce the manual entry of outputs. This is available on the [Crossref website](http://search.crossref.org) (<http://search.crossref.org>) by identifying outputs that have a Digital Object Identifier (DOI).

Definition: A digital object identifier (DOI) is a unique alphanumeric string assigned by a registration agency (the International DOI Foundation) to identify content and provide a persistent link to its location on the Internet. The publisher assigns a DOI when articles are published and made available electronically.

The table below reflects the output types accepted by the ARC, as auto-populated via Crossref. For outputs unable to be sourced from Crossref, manual entry will be required.

Accepted Research Output types from Crossref	Accepted Data Output types from Crossref	Unaccepted Research Output types from Crossref
Journal Article	Dataset	Book Section
Book Chapter		Book Track
Book		Book Part
Proceedings Article (Conference Papers appear as this type)		Book Set
		Book Series
		Edited Book
		Reference Book
		Monograph
		Report
		Journal
		Journal Volume
		Journal Issue
		Reference Entry
		Component
		Report Series
		Proceedings
		Standard
		Standard Series
		Posted Content
		Dissertation
		Other

C1. Provide details of the research outputs produced by this Project (Mandatory)

Details of research outputs may be provided in one of three formats:

- (1) Auto-populated DOI information that are already linked to the ARC DOI.
- (2) Auto-populate DOI number for those outputs with a DOI but are not linked to the ARC DOI.
- (3) Manual entry of outputs.

Auto-populated DOI information that are already linked to the ARC DOI

If the output has a DOI on Crossref and has been linked to the ARC DOI then they will appear automatically. To include the output to the report, select the 'Add' button, next to the relevant line.

The following research outputs have been retrieved from the Crossref API based on the project code

DOI	Type	ISBN/ISSN	Title	Published	Authors	
10.1010.j.0084	Journal Article	10.10.10	Analysis of Price Setting in Australian Government	2017	D Lang, A Smith, J Jones	Add

Search Crossref DOI

Enter DOI Search

Auto-populate DOI number for those outputs with a DOI but are not linked to the ARC DOI

- a) To manually locate a DOI number for population, insert the DOI number in the 'Search Crossref DOI' field and select 'Search'.

Manually enter the DOI code and select 'Search'

Search Crossref DOI

Enter DOI **Search**

- b) Select the relevant output from the list provided and select 'Add'.

DOI	Type	ISBN/ISSN	Title	Published	Authors	
10.1111/j.1835-2561.2010.00084.x	Journal Article	1035-6908	A Conceptual Analysis of Price Setting in Australian Local Government	2010	Garry D. Carnegie, Brian West	Add

Search Crossref DOI **Manually enter the DOI code and select 'Search'**

10.1111/j.1835-2561.2010.00084.x **Search**

- c) Once added, the DOI, Output category, ISBN/ISSN, Title, Year published and Authors will auto-populate. If the ISBN/ISSN does not auto-populate, this means that the entry from Crossref did not have this information. As this is a mandatory field, the entry will need to be updated in Crossref and then re-selected in RMS.
- d) Select 'Yes' or 'No' from the drop down menu denoting if the Research Output has been made Openly Accessible within a twelve (12) month period from the publication/release date
- e) If 'Yes' is selected, continue to add additional outputs if required or proceed to question C2.

- f) If **'No'** is selected, provide an explanation as to why the Research Output has not been made Openly Accessible within the twelve (12) months of the publication/release date.
Please note that 'cost' is not an acceptable reason.

The screenshot shows a form with two questions. The first question is "Has the Research Output been made Openly Accessible within a twelve (12) month period from the publication/release date". A dropdown menu is open, showing "No" as the selected option. Below this is a text area for an explanation. A red message box states "This item must be answered". The second question is "Will the Research Output be made Openly Accessible in the future?". A dropdown menu is open, showing "No" as the selected option. Below this is another red message box stating "This item must be answered".

- g) Select 'Yes or 'No' from the drop-down list advising if the *Research Output will be made Openly Accessible in the future*.
- h) If **'Yes'**, enter an expected date that the Research Output will be made 'Openly Accessible'.
- i) If **'No'**, provide an explanation as to why the Research Output will not be made Openly Accessible (please refer to the ARC's Open Access Policy).

Manual entry of outputs

If an output does not have a DOI, it will have to be added to the report manually. This will have to be repeated for each output that needs to be added to the report.

- a) Select 'Add Output'.
- b) Insert the 'DOI' number and select the 'Output category' from the drop-down menu.

The screenshot shows the "Add Output" section of the form. At the top, there is a button labeled "Add Output". Below it, there is a text input field for the "DOI" number, with a red arrow pointing to it and the text "Manually enter the DOI number below". Below the DOI field, there is a dropdown menu for the "Output category". A red arrow points to the dropdown menu with the text "Select the appropriate output category from the list below". The dropdown menu is open, showing a list of categories: Journal Article, Book Chapter, Conference Paper, Book, Audio-visual recording, Computer Software, Designs, Major Creative Works, Creative Work included in Group Exhibition, Performance, Recording or Anthology, Exhibition Curatorship, and Other.

- c) Enter the following fields to provide further detail regarding the output referenced:
- ISBN/ISSN identifier
 - Title
 - Year published/released
 - Authors (Other named authors/contributors, contributors other than named participants).

- d) Select 'Yes' or 'No' from the drop-down menu denoting if *the Research Output has been made Openly Accessible within a twelve (12) month period from the publication/release date.*
- e) If 'Yes' is selected, continue to add additional outputs if required or proceed to question C2.
- f) If 'No' is selected, *provide an explanation as to why the Research Output has not been made Openly Accessible within the twelve (12) months of the publication/release date.*
Please note that 'cost is not an acceptable reason.
- g) Select 'Yes or 'No' from the drop-down, menu advising if the *Research Output will be made Openly Accessible in the future.*
- h) If 'Yes', enter an expected date that the Research Output will be made 'Openly Accessible'.
- i) If 'No', provide an explanation as to why the Research Output will not be made Openly Accessible (please refer to the ARC's Open Access Policy).
- j) To remove an output, select 'x' from the top right hand corner of output box.

Please Note: It is important to ensure that any academic outputs listed in the report were produced as a result of the Project itself and that they were not produced before the start date of the Project or from other funding. If an output listed was produced before the Project's start date it will not be taken into consideration by the ARC and will request for these to be removed. The ARC will, however, accept approximated dates to the closest possible day/month/year of publication or release for entry in RMS if an exact publication date is unknown.

Please note that outputs that have not been published as at the date of submitting the Final Report will not be accepted and the ARC will request for these to be removed.

C2. Provide details of the data outputs produced by this Project (Mandatory)

Details of research outputs may be provided in one of three formats:

- (1) Auto-populated DOI information that are already linked to the ARC DOI.
- (2) Auto-populate DOI number for those outputs with a DOI but are not linked to the ARC DOI.
- (3) Manual entry of outputs.

Auto-populated dataset DOI information that are already linked to the ARC DOI

If the data output has a DOI on Crossref and has been linked to the ARC DOI then they will appear automatically. To include the output to the report, select the 'Add' button, next to the relevant line.

DOI	Type	Title	Published	Authors	
10.10.10.10.10.	Dataset	Nutrition	2016	J.Smith, R. Rogers. S.Small	

Auto-populate dataset DOI number for those outputs with a DOI but are not linked to the ARC DOI

- j) To manually locate a dataset DOI number for population, insert the DOI number in the 'Search Crossref DOI' field and select 'Search'.

Manually enter the DOI code and select 'Search'



Enter DOI

Search

- k) Select the relevant output from the list provided and select 'Add'.
- l) Once added, the dataset DOI, Type, Title, Published and Authors will auto-populate.

Search Crossref DOI by manually entering the number in the 'Search box' provided for auto-population of the data output.

Manual Entry of Data Outputs

Select 'Add output' and enter the following information to complete the output

- DOI number
- Output category (Dataset/Digital Data/Techniques/Algorithms/Software/Other)
- Title
- Year published/released
- Authors
- Has the Data Output been made Openly Accessible? Select 'Yes' or 'No' from the drop-down menu;
 - a) If 'Yes'
 - Enter the date the Data Output was made openly accessible.
 - Enter where the Data Output was deposited.
 - b) If 'No'
 - Will the Data Output be made Openly Accessible in the Future?
 - If 'Yes', enter the expected date that the Data Output will be made openly accessible and where the Data Output will be deposited.
 - If 'No', provide an explanation as to why the Data Output will not be made Openly Accessible.

Add Output

Select 'Add Output' to manually add additional outputs

DOI

12.3456/j.7891-1234.2010.00084.x

Enter the DOI reference number

Data output category

Dataset

Select one of the following output categories from the drop down menu: Dataset, Digital Data, Techniques, Algorithms, Software, Other

Title

Data Sets 123

Enter the Title

Year published/released

2010

Enter the year published

Authors

Professor Smith

Enter the Authors Name

Has the Data Output been made Openly Accessible?

Please select 'Yes' if the Data Output has been made Openly Accessible or 'No' if the Data Output will be made Openly Accessible in the future or will never be made Openly Accessible

Yes

No

C3. Number of commercial outputs produced during the project?

This answer is auto-populated from the answers provided in C4.

C4. Provide details of the commercial outputs produced by this Project (Mandatory)

A 'Yes' or 'No' answer is required for all the following questions from C4.1 - C5.

C4.1 Invention Disclosures (Mandatory)

Were any Invention Disclosures made by this Project? A 'Yes' or 'No' answer is required. If 'Yes', provide the number of Invention Disclosures in the text box provided.

C4.2 Filed Patents (Mandatory)

Were any Filed Patents made by this Project? A 'Yes' or 'No' answer is required. If 'Yes' proceed to C4.2.2.

C4.2.2 Provide details of any filed and/or pending patents

Select the 'Add' button to see the fields to be completed. This must be done for each patent:

- Patent Title
- Patent Number
- Country (search for Country name and select 'Add', to add to the report)
- Application Date
- Patent Status (Filed/Pending)
- Listed on Source IP (Yes/No).

C4.3 Plant breeders rights (Mandatory)

Where there any Plant Breeder Rights acquired during this Project? A 'Yes' or 'No' answer is required. If 'Yes' proceed to C4.3.2.

C4.3.2 Provide details of any filed and/or pending patents

Select the 'Add' button to see the fields to be completed. This must be done for each patent:

- Variety
- Application or certificate number
- Application Date
- Status (Filed/Certified Granted)
- Genus/Species
- Listed on Source IP (Yes/No).

C4.4 Registered Designs (Mandatory)

Where any Registered Designs done by this Project? A 'Yes' or 'No' answer is required. If 'Yes' proceed to C4.4.2.

C4.4.2 Provide details of any registered designs

Select 'Add answer' to populate the questions and answer the following:

- Article/Product Name
- Application Date (lodged)
- Status (Registered/Certified/Published/Lapsed/Other)
- Listed on Source IP (Yes/No).

C4.5 Integrated circuit design (Mandatory)

Where any Integrated Designs done by this Project? A 'Yes' or 'No' answer is required. If 'Yes' proceed to C4.5.2.

C4.5.2 Provide details of any integrated circuit designs

Select 'Add answer' to populate the questions and answer the following:

- Name
- Details
- Listed on Source IP (Yes/No).

C4.6 Other IP rights (Mandatory)

Where any other IP rights produced by this Project? A 'Yes' or 'No' answer is required. If 'Yes' proceed to C4.6.2.

C4.6.2 Provide details of any other IP

Select 'Add answer' to populate the Details. (Maximum 1000 characters)

C4.7 Licensed technologies (Mandatory)

Where any Licensed Technologies executed by this Project? A 'Yes' or 'No' answer is required. If 'Yes' please list the number of licensed technologies executed.

C5. Did the intellectual property arrangements change during the course of the project? (Mandatory)

A 'Yes' or 'No' answer is required. If 'Yes', provide details as to how the intellectual property arrangements changed during the Project and for what reasons? (Maximum 1000 characters).

Part D – Project Outcomes

D1. Briefly describe the most significant results, outcomes and benefits arising from the project. (This information is not for public release.) (Mandatory)

Provide a written summary of no more than 1000 characters per question in the text box provided for each question as identified below, describing the significance, results, benefits, outcomes and impacts arising from the Project.

- Contributions to existing field
- Discoveries made
- Importance of research conducted
- New research direction identified
- Innovations, for example use of new products or processes

Please Note: Do not include Academic outputs in this question. These should be included in Part C – Research outputs.

D2. Briefly describe any other commercial outcomes from the Project (Not Mandatory)

In the text box provided, please provide a written summary of no more than 1000 characters, describing any commercial products and revenue, spin off and start-up companies, benefits to partner organisations.

D3. Provide details of any start-up/spin-out companies formed from this Project (Not Mandatory)

If 'Yes', enter the following details:

- Company/business name
- Australian Business Number (do not enter spaces)
- Year Established
- Number of current employees
- Company website/URL.

D4. Have any of the investigators or their works won prizes, awards or other esteem indicators as a result of the research Project? (Mandatory)

A 'Yes' or 'No' answer is required. If 'Yes' proceed to D4.2.

D4.2 Provide details of prizes, awards or other esteem indicators by completing the following questions;

- Award title / name
- Type of prize/award (select one of the following from the drop-down menu)
 - Australian Government
 - International Government
 - Non-government / Intergovernmental Organisation
 - Peak body – Academies, Societies, etc.
 - Industry and other private funding
 - Researcher's own institution
- Awarded to (select from drop-down menu and 'Add')
- Description / awarded by
- Date awarded

Select 'Add Answer' to enter additional awards.

D5. What have you done to facilitate dissemination of the outcomes of your research? (Mandatory)

From the drop-down menu, select the appropriate knowledge mobilisation event or activity and select 'Add answer'.

- Media Coverage
- Press Release
- Project Related Websites
- School Outreach
- Public Lectures/Forums
- Exhibitions
- Social Media
- Other.

- a) For Media release links, please provide a link to the relevant page in the text box provided. (Written summary of no more than 200 characters)
- b) If 'Other' is selected, please specify within the text box provided. (Written summary of no more than 200 characters)

Part E – Research Impacts

E1. Outline how the completed project has produced (or is expected to produce) significant new knowledge and/or innovative economic, commercial, environmental, social and/or cultural benefit to the Australian and international community. (Mandatory)

Manually enter the Impact Statement as per the original proposal. For proposals that do not include a separate Impact Statement section, please draw on information from the Project Description that addresses intended impacts.

E1.1 Revised Impact

Select 'Yes' or 'No' from the drop down menu identifying if the original Impact has been revised? If yes, provide a written summary of no more than 750 characters further detail in the text box provided regarding the revised Impact. **E2. Provide details of the likely benefits arising from your research project (Mandatory)**

Please answer the following questions by selecting the relevant options from the drop-down menu. Select the appropriate category and 'Add'. Multiple answers may be selected for these options.

My Research has produced or is likely to result in or lead to (Multi-select options)

- Economic benefits
- Social benefits
- Cultural benefits
- Environmental benefits
- Increased research capacity.

In more detail, my research has produced or is likely to result in or lead to. (Multi-select options)

- Economic-human capital build-up
- Economic -increased employment
- Economic-increased productivity
- Economic-other
- Social-informed decision making
- Social-enhanced skill base
- Social-improved health and well-being
- Social-improved safety and security
- Social-reduced social problems
- Social-other
- Cultural-cultural preservation
- Cultural-cultural understanding
- Cultural-other
- Environmental-better natural resource management
- Environmental-reduced damage to environment
- Environmental-other
- Research capacity-new partnerships
- Research capacity-new research directions
- Research capacity-research training
- Other-provide details below.

If 'Other – provide details below' is selected, please provide further details in the 'Other benefits' text box provided, no more than 200 characters.

I expect the benefit will be realised (Single selection only)

- Already achieved
- Within five years
- More than five years.

My research will benefit (Multi-select option)

- Academic sector
- General public
- Government
- Not-for-profit/community organisations
- Schools
- Hospitals
- Private sector companies
- Professional & Industrial associations
- Galleries/libraries and museums sector
- Partner Organisations
- Other.

If 'Other' is selected from the options above, please specify whom the research will benefit, providing summary of no more than 200 characters.

E3. Will the project be continuing beyond ARC's funding? *(Mandatory)*

Select 'Yes' or 'No' from the drop down menu identifying if the project will be continuing? If yes, provide details with what funding (if any), providing summary of no more than 200 characters.

Part F – Collaboration

F1. Briefly summarise the nature, extent and outcomes of the collaborative arrangements with the Partner Organisations listed in Part A. (Mandatory)

This question is to be answered by the Researcher.

Please answer the following questions by completing the text box provided.

Nature and extent of collaboration

Provide a summary of no more than 1000 characters describing the nature and extent of the collaboration with the Partner Organisations listed in Part A. Describe the methods by which collaboration occurred (site visits, teleconferences, emails, etc.), how often it occurred, how it benefitted the Project and what outcomes were produced as a result of the collaborations.

Ways the project fostered a greater understanding and appreciation of end-user needs and expectation

Provide a written summary of no more than 1000 characters, describing the ways the Project fostered a greater understanding of industry needs and expectations. Describe what was learnt from the partnership and how the partnership shaped the research (for example, was research conducted based on the needs and expectations of the Partner Organisation(s)?

Cooperative links between the higher education sector/industry/public sector users of research that resulted from the project, including employment opportunities

Provide a written summary of no more than 1000 characters, providing details on any links that were formed between the Project and the higher education sector/industry/ public sector users.

This may include details on any new avenues of collaboration that were formed and how the research was used by higher education sector/industry/public sector users.

F2. List any collaborations or partnerships the research involved or led to, other than those with investigators or organisations listed in Part A of this Final Report. (Not Mandatory)

Please provide the name of the relevant organisation(s), which the Project led to collaborations or partnerships with. Also, provide the nature of collaboration, benefit of the collaboration and advise if this collaboration will continue past the life of the grant.

- a) Select 'Add Answer' tab.
- b) Enter the organisation name, or any part of the organisation name, and possible matches will be listed. (Additional organisation can be viewed by selecting 'Next' at the bottom of the selection list). Note that only one organisation can be selected at a time.
- c) Select 'Search' and 'Add' the appropriate organisation from the list.

Type the organisation name in the search area below

washington

Search

Name	
Central Washington University, Washington State	Add
Western Washington University	Add
Washington State University	Add
Washington State University at Pullman	Add
Washington University in St Louis	Add

Next

- d) Select the nature of collaboration from the drop down menu and 'Add'.
(Multiple categories may be selected for each organisation).

Add

- Correspondence: eg email; telephone; or video-conference
- Face to face meetings
- Attendance at and/or hosting of workshop or conference
- Collaborative fieldwork
- Hosting international Partner Investigator: short-term (less than 4 weeks)
- Hosting international Partner Investigator: long-term (more than 4 weeks)
- Travel to international collaborator: short-term (less than 4 weeks)
- Travel to international collaborator: long-term (more than 4 weeks)

- e) Provide a justification of a maximum of 1000 characters detailing the benefit of the collaboration.
- f) Select 'Yes' or 'No' to identify if the collaboration continue past the life of the grant?
- g) To add additional collaborations or partnerships, select 'Add Answer' and repeat steps 2 to 6.

Please Note: If the organisation does not exist in RMS, provide the details (full name, country and ABN - if Australian organisation) to the RMS Help Desk at ARC-Systems@arc.gov.au and the organisation will be added to RMS. Note that only one organisation can be selected.

F3. What Australian organisation types did your project collaborate with? (Mandatory)

Select 'Yes' or 'No' from the drop-down box for each of the following options

- Within your organisation
- Other Australian university
- Australian government agency (Commonwealth, State or Local)
- Australian Industry
- Australian not-for-profit
- Other Australian organisation.

F4. Did you collaborate with researchers and/or organisations in other countries? (Mandatory)

A 'Yes' or 'No' answer is required. If 'Yes' is selected, please add the relevant country/s (if not Australia) by searching for the appropriate country/s and selecting 'Add'. (Multiple answers allowed).

F5. What overseas organisation types did your project collaborate with? (Mandatory)

Select 'Yes' or 'No' from the drop-down menu for each of the following options

- Overseas university
- Overseas government agency
- Overseas industry
- Overseas not-for-profit
- Other overseas organisation.

F6. What was the nature of the international collaboration? (Mandatory)

Provide a written summary of no more than 5000 characters, describing the nature of the international collaboration in the text box provided.

F7. Did you collaborate with researchers outside your own discipline during this Project? (Mandatory)

A 'Yes' or 'No' answer is required. If 'Yes', manually enter the Field of Research (-FoR) numerical code or enter the appropriate category code. Refer the link below to the Australian Bureau of Statistics for the FOR classifications.

[Australian and New Zealand Standard Research Classification \(ANZSRC\), 2020 | Australian Bureau of Statistics](#)

- Select the appropriate code and 'Add'.
- To add additional categories, complete steps one and two.
- If 'No' is selected, continue on to question B7.

F8. Did your research project require the use of a national or international facility? (Mandatory)

A 'Yes' or 'No' answer is required. If 'Yes', select the name of the facility from the drop-down menu:

- CERN
- Synchrotron – Australia
- Synchrotron – Japan
- NCRIS funded facility
- LIGO
- Other (please enter name below).

If 'Other' is selected, insert the name of the facility (maximum 150 characters)

- Was this access funded by the ARC?
- If 'Yes', complete in Part C – Research Outputs
- If 'No', insert who funded access, if not the ARC (maximum 150 characters).