ARC

Australian Government

Australian Research Council

Progress Report Instructions
RMS user guide and Instructions

For rounds funded in the following schemes:

- Industrial Transformation Research Hubs for funding commencing in 2017 – onwards
- Industrial Transformation Training Centres for funding commencing in 2017 – onwards

Contents

Progress Reports: Information to note

The Australian Research Council (ARC) requires a Progress Report be submitted for each ARC funded project through the Centres of Excellence (CE), Industry Transformation Research Program (ITRP) and Special Research Initiative Program 2020 Round 1 (SR20 R1) schemes.

These instructions provide information to assist Research Office (RO) staff and Project participants in the completion and submission of ARC Progress Reports in the Research Management System (RMS).

The Director with the assistance of the Chief Operating Officer (COO)/Business Manager (BM) are responsible for the completion of the Progress Report and its submission to the Administering Organisation's (AO) Research Office. The Director, COO/BM and Research Office staff all have full edit access to the Progress Report. The Research Office Delegate is responsible for the certification of the form and submission of Progress Reports to the ARC.

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

Please note: Paper copies or any other electronic format of the Progress Report will not be accepted by the ARC.

When to submit a Progress Report to the ARC

Progress Reports are **due by 31 March** the year following the reporting period. For example, progress reports for the 2025 reporting period are due 31 March 2026.

Progress Report Extensions

Extensions for Progress Reports must be requested and approved by the ARC via the Administering Organisation's Research Office. The request must note the Project ID and explain the extenuating circumstances. All requests for extensions must be made in writing to ARC Post Award by emailing ARC-Postaward@arc.gov.au before the due date.

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

Waiver requests

If there is a Project that may be eligible for the Progress 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. All requests to waive a Progress Report must be made in writing to ARC Post Award by emailing ARC-Postaward@arc.gov.au before the due date.

Please note: The ARC will only consider a waiver request for a full Progress Report will be if the project is still within the establishment phase or within the final six (6) months of the project end date.

Administration of Progress Reports in RMS

Progress 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.

All requests for RO Delegate access must be made in writing to ARC Post Award by emailing ARC-Postaward@arc.gov.au.

For any RMS access issues, please contact the ARC RMS Helpdesk at ARC-Systems@arc.gov.au.

Note: RMS is compatible with the latest versions of Google Chrome and Microsoft Edge. Compatibility with different browsers or older versions of Google Chrome and Microsoft Edge is not guaranteed.

Certification and accuracy of information

Progress Reports must be checked and certified by the Research Office Delegate, before they can be submitted to the ARC. The Research Office Delegates is required to certify that the report is complete and that all information provided within the Progress Report is accurate and up to date.

The 'Submitted to Research Office (Valid)' state will appear against each Report which is ready to be certified. Once certified, the state of Progress 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 Progress Report' button has been selected:

Certify NCGP Progress Report - Centres 2025 for CE230100000   ✕

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]

Please note: information collected in the Progress Report is used to determine whether the Project is progressing towards satisfactory completion. Statistical information collected in Progress 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 Progress Reports to seek further clarification on information submitted or the lack thereof.

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

Updating of Progress Report once submitted to the ARC

If a Director and/or COO/BM needs to edit a Progress Report after submission, Research Offices can request that the Progress Report is de-submitted back to them up 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.

Accessing Reports

To access a Progress Report in RMS you must be Research Office (RO) Staff or have an approved role in a project.
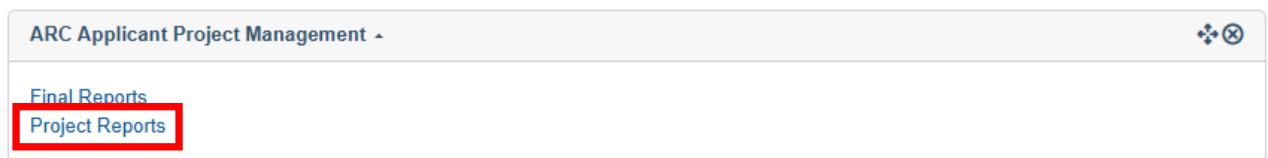
Project roles with access to the Progress Report are:

- Hub Director
- Training Centre Director
- Chief Operating Officer (COO)
  - This role is a system title that captures roles such as Business Manager (BM) and COO

Starting a Progress Report in RMS

Director or COO/BM

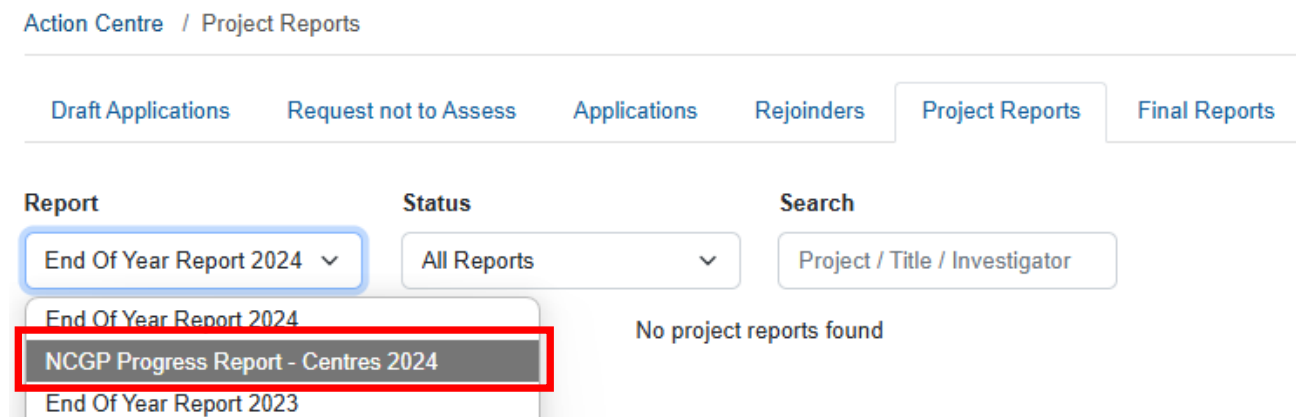a) Login to RMS.

b) In the *ARC Applicant Project Management* section of *Action Centre*, click on 'Project Reports'.

Searching for and editing Reports

c) Click the 'Report' drop-down and select the relevant form 'NCGP Progress Report – ITRP'. The reporting year is indicated on the name of the form.

d) In the filtered search results click 'Form' to edit the report for the desired project.

Research Office Staff

a) Login to RMS.
b) In the *ARC Research Office Project Management* section of *Action Centre,* click on 'Research Office Project Reports'
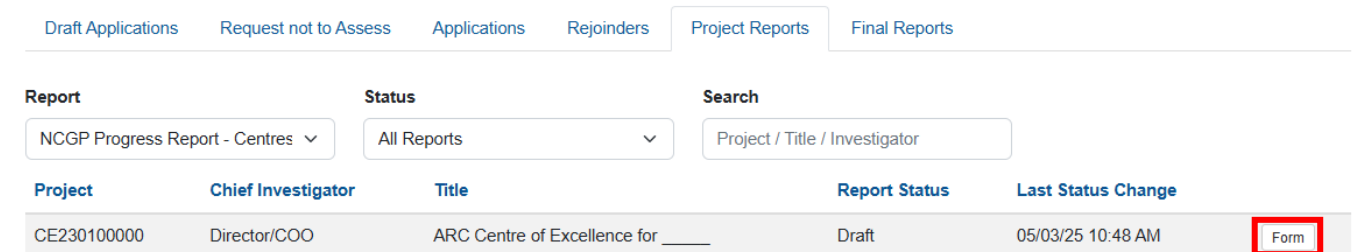

Searching for and editing Reports

c) Click the 'Report' drop-down and select the relevant form 'NCGP Progress Report – ITRP'. The reporting year is indicated on the name of the form.
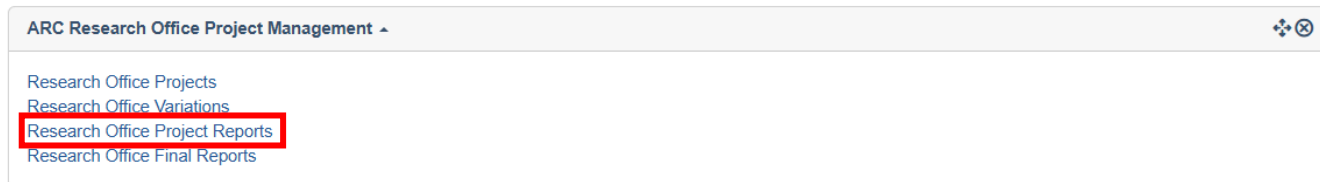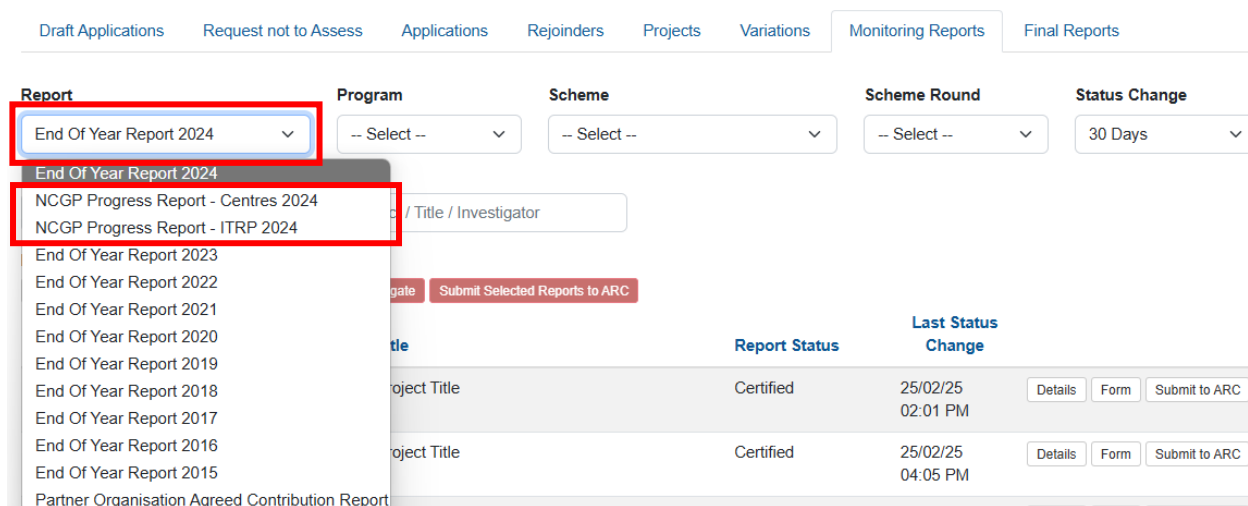

d) In the filtered search results click 'Form' to edit the report for the desired project.

Mandatory fields

Several fields in the Report are mandatory and must be completed before the Progress Report can be certified and submitted to the ARC. The required fields are explained in detail, later in this document.

A mandatory question will be highlighted red, and the following banner will appear under the question indicating it must be answered:

Was this Theme listed in your application?

- 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.

Highlight ✕

0 characters. 2500 characters maximum.

- 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.

#	Name		
1	Theme 1	⌄ ⌃	✕
			Add

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

Uploading a file

a) Click 'Choose File' and select a file to upload

Attachment (*.xlsx, *.xls)

| Choose File | No file chosen | Upload |

• This item must be answered

b) Click 'Upload' to upload the file

Attachment (*.xlsx, *.xls)

| Choose File | Part H - Attachment.xlsx | Upload |

• This item must be answered

c) Click 'Save' at the top right of the page to ensure this is uploaded.

RMS-ARC   NCGP Progress Report - Centres 2024   Save | PDF 📄 | Close

Australian Government
Australian Research Council

🔍 Search

✉ Notifications   ▦ Dashboard

Action Centre / Research Office Project Reports

a) When completed correctly the file will appear under the upload field as a downloadable hyperlink.

Attachment (*.xlsx, *.xls)

| Choose File | No file chosen | Upload |

📄 Part H - Attachment.xlsx ✕

Removing an upload

a) Clicking the 'X' and saving removes an upload.

Attachment (*.xlsx, *.xls)

| Choose File | No file chosen | Upload |

📄 Part H - Attachment.xlsx ✕

b) You may also replace an uploaded document by following the above steps from a) to d). Only one file may be uploaded.

Completing the Progress Reports Form Parts

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

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.

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

Not ready to submit ⊗

A) Project B) Themes (Invalid) ▾ C) Governance (Invalid) D) Highlights / Case Studies (Invalid)

E) Partner Contributions F) Key Performance Indicators (Invalid) G) Outreach & Engagement (Invalid)

H) Lodgement of Publication (Invalid) I) Annual Report

Saving the Report

All changes to the Report must be manually saved (no automatic saving). Should a user attempt to navigate away from the page with unsaved changes, a prompt will appear on the browser. The 'Save' button can be found at the <u>top right of the page</u>.

Save PDF 🔲 Close

Leave site?

Changes you made may not be saved.

Leave Cancel

NOTE: Should your browser remain idle for an extended period, RMS will automatically log you out and your work will not be saved. Ensure you save your work on a regular basis.

ARC Comments fields

'ARC Comments' fields have been included in each Part of the Progress Report form to enable ARC staff to query any issues and provide instruction on any corrections required prior to approving the Progress Report. Should the Progress Report be returned to the RO, please refer to this section for comments from the ARC.

ARC Staff Comments only

0 characters. 500 characters maximum.

Submitting a Form

When all parts of the form are Green, the Report is ready to be submitted to the research office and its status will update to 'Ready to Submit'.

Director or COO/BM

a) Login to RMS.

b) In the *ARC Applicant Project Management* section of *Action Centre*, click on 'Project Reports'.

c) Click the 'Report' drop-down and select the relevant form 'NCGP Progress Report – ITRP'. The reporting year is indicated on the name of the form.

d) In the filtered search results click 'Submit to RO' to edit the report for the desired project.

e) Click 'Submit to RO' in the following prompt to submit the report to your Research Office

Once submitted to research office, the status will update to 'Submitted to Research Office'.

Research Office Staff

a) Login to RMS.
b) In the *ARC Research Office Project Management* section of *Action Centre,* click on 'Research Office Project Reports'

Searching for and editing Reports

c) Click the 'Report' drop-down and select the relevant form 'NCGP Progress Report ITRP'. The reporting year is indicated on the name of the form

d) In the filtered search results click 'Submit to RO Delegate' to send the report to the RO Delegate for Certification.

You may use the 'Select All' and 'Submit Selected Reports to Delegate' buttons to bulk submit forms that are ready to be certified by the RO Delegate. These forms will have a status of 'Submitted to Research Office'

You may also select individually using the check box against the project code.

e) Click through the prompts to send to the RO Delegate.
Prompt when submitting individually.

Submit NCGP Progress Report - Centres 2024 for CE200100000 to RO Delegate? ×

Submit to RO Delegate   Cancel

Prompt when submitting using the bulk submit function.

Bulk Submit NCGP Progress Report - Centres 2024s for the following projects to RO Delegate? ×

CE200100000

Submit Selected Reports to Delegate   Cancel

Certifying as RO Delegate

a) Login to RMS.
b) In the *ARC Research Office Project Management* section of *Action Centre*, click on 'Research Office Project Reports'

ARC Research Office Project Management ▲   ✛ ⊗

Research Office Projects
Research Office Variations
Research Office Project Reports
Research Office Final Reports

Searching for and editing Reports

c) Click the 'Report' drop-down and select the relevant form 'NCGP Progress Report ITRP'. The reporting year is indicated on the name of the form

| Draft Applications | Request not to Assess | Applications | Rejoinders | Projects | Variations | Monitoring Reports | Final Reports |

Report	Program	Scheme	Scheme Round	Status Change
End Of Year Report 2024 ▾	-- Select -- ▾	-- Select -- ▾	-- Select -- ▾	30 Days ▾

End Of Year Report 2024
NCGP Progress Report - Centres 2024
NCGP Progress Report - ITRP 2024
End Of Year Report 2023
End Of Year Report 2022
End Of Year Report 2021
End Of Year Report 2020
End Of Year Report 2019
End Of Year Report 2018
End Of Year Report 2017
End Of Year Report 2016
End Of Year Report 2015
Partner Organisation Agreed Contribution Report

/ Title / Investigator

gate   Submit Selected Reports to ARC

		Report Status	Last Status Change			
tle	oject Title	Certified	25/02/25 02:01 PM	Details	Form	Submit to ARC
	oject Title	Certified	25/02/25 04:05 PM	Details	Form	Submit to ARC

d) In the filtered search results click 'Submit to RO Delegate' to send the report to the RO Delegate for Certification.

Bulk certification is unavailable.

e) Click through the prompts to Agree to certification.

f) Once certified, the Progress Report can be submitted to the ARC. Follow the prompts to submit the form to the ARC.

You may use the 'Select All' and 'Submit Selected Reports to ARC' buttons to bulk submit forms that have a status of 'Certified'.

You may also select individually using the check box against the project code.

Prompt when submitting individually.

Submit NCGP Progress Report - Centres 2024 for CE200100000 to ARC?   ✕

[**Submit to ARC**]   [Cancel]

Prompt when submitting using the bulk submit function.

Bulk Submit NCGP Progress Report - Centres 2024s for the following projects to ARC ?   ✕

CE200100000

[**Submit Selected Reports to ARC**]   [Cancel]

Once submitted to the ARC, the Report's status will update to 'Submitted to ARC'.

| CE200100000 | Director/COO | ARC Centre of Excellence for _____ | Submitted to ARC | 06/03/25 03:31 PM | Details | Form |

Progress Report status

The progress of a report through the approval process can be tracked by status, which can be found when accessing a form.

Your view can be filtered based on status, by choosing a status from the 'Status' drop-down.

The status and their meanings are as follows:

Status type	Explanation
Draft	Either nothing has been entered, or not all mandatory fields have been completed
Ready to Submit	All mandatory information has been entered, and the Progress Report is ready to be submitted to the RO
Returned to Research Office	The ARC has returned the Progress Report to the RO to be amended
Submitted to RO Delegate	The Progress Report has been submitted to the RO Delegate and is waiting to be certified
Certified	The RO Delegate has certified the Progress Report, and it is now ready to be submitted to the ARC
Resubmitted to ARC	The Progress Report has been resubmitted to the ARC and is ready to be reassessed
Submitted to ARC	The Progress Report has been submitted to the ARC and is ready to be assessed
Accepted	The ARC has assessed and accepted the Progress Report
Waived	The ARC has waived the requirement for this Progress Report

Return to Research Office

There is no notification or automated email system in RMS for these Progress Reports. ARC Post Award will email the Project Director, COO/BM and RO advising of a Report's desubmission and the resubmission due date. Notifications will be sent to the user's nominated email address in RMS.

Part A – Project Themes

Enter the name of each Theme associated with this grant (as per your application and/or approved variation by ARC). Each Theme entered will create a new form part in Part B for this reporting period.

Theme names cannot be edited, ensure they are typed correctly when creating. A Theme will need to be deleted to update the name, therefore any information entered in Part B will be lost.

Your project application may have called a Theme a:

- Research Program
- Project
- Core Project
- Sub-project
- Workstream

For the purpose of completing this section of the Progress Report, these terms are interchangeable.

A1   Themes

a) Add a Theme by entering the theme name in the text field and clicking the 'Add' button.

#	Name		
1	Theme 1		⌄ ⌃ ✕
	Theme 2		Add

A minimum of 1 Theme is required

Once a Theme is added, it will be included in Part B drop-down selection at the top of the page.

Once all Themes are added, you may continue to Part B – Themes.

Part B – Themes

This section captures information related to the progress of Themes over the reporting period. New Themes may be reported and justified to meet scheme and funding objectives. For each entry in Part A, set questions in Part B will need to be answered. Use the drop-down to select a Theme and respond to the questions.

B1   Theme

Theme Name

This section is auto-populated from responses in Part A.

B2   Theme Review

Was this Theme listed in your application? (Mandatory)

a) Select "Yes" or "No" from the drop-down box.

If 'No'

i) Describe the objectives of the new Theme and how they relate to the overall Program and Scheme objectives.

A Theme that is not listed in the original application must describe its relation to Program and Scheme Objectives.

Was this Theme listed in your application?

No ⌄

Describe the objectives of the new Theme and how they relate to the overall Program and Scheme objectives.

0 characters. 1500 characters maximum.

- This item must be answered

ii) Select "Yes" or "No" from the drop-down menu of *Has this theme been approved through a formal variation?*

Has this new theme been approved through a formal variation?

⌄

Yes

No

Please note: On acceptance of the Progress Report the ARC Comments section will advise if a variation will be required to be submitted, or if it has been accepted as part of the acceptance of the Progress Report.

iii) Indicate the status of the Theme in relation to the delivery of the Program.

What is the status of this Theme in relation to the delivery of the Program?

☐ On track

☐ Delayed

☐ At risk

☐ Completed

- At least one option must be selected

The progress of delivery of a Theme is reported using a stop-light system:

Status	Stop light
On track	Green light
Delayed	Yellow light

At risk	Red light
Completed	n/a

Where a Theme is identified as 'Delayed' or 'At risk', further information is required to be provided in question B3.

A Theme that is identified as 'On track' or 'Completed', must save the progress on the form before continuing to Part C – Governance.

If 'Yes' to 'Was this Theme listed in your application?'

B2. Theme Review
(This question must be answered)

Was this Theme listed in your application?

Yes	˅

Is this Theme still applicable to this Program?

	˅

- This item must be answered

Click the drop-down and respond Yes or No to *'Is this Theme still applicable to this grant?'*

If 'No'
a. Explain why the Theme is no longer part of the Program in the following text box.

B2. Theme Review
(This question must be answered)

Was this Theme listed in your application?

Yes	˅

Is this Theme still applicable to this Program?

No	˅

Explain why this Theme is no longer part of the Program

0 characters. 1500 characters maximum.

- This item must be answered

b. Save the progress on the report before proceeding to Part C – Governance.

If 'Yes' to 'Is this Theme still applicable to this grant?'

iv) Indicate the status of the Theme in relation to the delivery of the Program.

What is the status of this Theme in relation to the delivery of the Program?

☐ On track

☐ Delayed

☐ At risk

☐ Completed

- At least one option must be selected

The progress of delivery of a Theme is reported using a stop-light system:

Status	Stop light
On track	Green light
Delayed	Yellow light
At risk	Red light
Completed	n/a

Where a Theme is identified as 'Delayed' or 'At risk', further information is required to be provided in question B3.

A Theme that is identified as 'On track' or 'Completed' can continue to other questions on the form. Ensure to save the progress on the report before proceeding to Part C – Governance.

B3   Theme Updates

Describe the changes and/or issues. Why were they important to the Program?

This section is required if a Theme is 'Delayed' or 'At risk' in B2.

a) Click 'Add answer'

B3. Theme Updates

This section only needs to be completed if you have advised the project is 'Delayed' or 'At risk' above.

Add answer

Describe the changes and/or issues. Why were they important to the Program

B3. Theme Updates

This section only needs to be completed if you have advised the project is 'Delayed' or 'At risk' above.

Describe the changes and/or issues. Why were they important to the Program?   ✕

0 characters. 5000 characters maximum.

Add answer

For issues and risks, include any mitigation strategies implemented and provide a self-assessment of the effectiveness of these strategies in managing the issue.

Multiple issues/changes may be identified for a single Theme and described individually using the 'Add Answer' button to add additional text boxes. Mitigation strategies and a self-assessment on effectiveness may be provided.

Where the status of a Theme is either 'On track' or 'Completed', the ARC does not need to be notified of any issues or risks, and this section will be greyed out.

Once this is completed, ensure you are saving the form before continuing to Part C – Governance.

ARC Comment section

An ARC comment may be used to advise whether a scope change variation would be required for any 'new' Themes.

New themes that have not been requested in a formal variation will have a comment here from the ARC stating whether a formal variation is required.

Part C – Governance

Once a project has commenced, we expect that the governance, policies and procedures required by the grant agreement are in place. This section is used to notify the ARC of any reviews and changes. There is no requirement to provide copies of these documents as part of the Progress Report.

As part of the ARC Grant Agreement, all CE/ITRP Programs are required to have strong governance, policies and procedures in place from the commencement of the Program. These governance, policies and procedures are to be reviewed on a regular basis.

At any stage, the ARC may request to see any, or all of your governance, policies or procedure documents relating to the ARC Grant Agreement.

C1   Governance Plans

Have you completed any reviews of your governance, policies or procedures during the reporting period?

Have you completed any reviews of your governance, policies or procedures during the reporting period?

⌄

Yes
No

a)   Respond 'Yes' or 'No' from the drop-down box.

If 'Yes'

Which governance, policies or procedures were reviewed?

☐   Operational Plan

☐   Strategic Plan

☐   Structure & Governance Plan

☐   Gender Equality & Diversity Plan

☐   Mentoring & Professional Development Plan(s)

☐   Translation Plan

☐   Data Management Plan

☐   Budget Plan

☐   Advisory Committees Structure(s)

☐   Other

- At least one option must be selected

If Other, please advise:

0 characters. 500 characters maximum.

b) Select which of the following have been reviewed by clicking on the adjacent checkbox:
- Operational Plan
- Strategic Plan
- Structure & Governance Plan
- Gender Equality & Diversity Plan
- Mentoring & Professional Development Plan(s)
- Translation Plan
- Data Management Plan
- Budget Plan
- Advisory Committees Structure(s)
- Other

When selecting 'Other' please state what governance, policy or procedure has been reviewed.

c) Click the drop-down and respond Yes or No to **"Have any governance, policies or procedures been updated?"**

   If 'Yes'
   i)   Select which of the following have been updated by clicking on the adjacent checkbox:
        o Operational Plan
        o Strategic Plan
        o Structure & Governance Plan
        o Gender Equality & Diversity Plan
        o Mentoring & Professional Development Plan(s)
        o Translation Plan
        o Data Management Plan
        o Budget Plan
        o Advisory Committees Structure(s)
        o Other
   ii) When selecting 'Other' please state what governance, policy or procedure has been reviewed.

   If 'No'
   There is no requirement to report updates to governance, policy or procedure.

   For example, this may occur when a review has been undertaken for a policy however it was found that it is still applicable, and no updates were made.

If 'No' to "Have you completed any reviews of your governance, policies or procedures during the reporting period?"

When a project is already established and has commenced, we expect that plans and policies required by the agreements are in place. Where no reviews have taken place, there is no requirement to report an update implemented in the reporting period.

There is no requirement to provide copies of these documents as part of the Progress Report.

C2   Personnel Demographics

Since 2016*, the ARC has collected data on researchers who identify as Female, Male, Indeterminate/Intersex, or Unspecified.

The matrix should reflect the Full Time Equivalent program personnel across the reporting period.

Complete the table using FTE figures. Up to 2 decimal places may be entered. You may estimate the total FTE.

What are gender demographics among Programs personnel?

What are gender demographics among Programs personnel?

	Woman / Female	Man / Male	Non-binary	Different Term	Prefer not to answer	Total
Chief Investigators						0
Partner Investigators						0
Postdoctoral Researchers / Research Fellows (ie research staff with a PhD or equivalent)						0
Administrative Staff						0
Total	0	0	0	0	0	

Programs personnel are personnel employed and working to support activity of the project including contractors, full and part time employees.

Where personnel have changed roles through the year, report them against the role they performed majority of their duties as during the reporting period. Please provide detail in the Additional Comments section.

What are gender demographics among student personnel?

What are gender demographics among student personnel?

	Woman / Female	Man / Male	Non-binary	Different Term	Prefer not to answer	Total
PhD Students						0
Honours / Masters						0
Undergraduate Students						0
Total	0	0	0	0	0	

Where students have advanced their level of study (e.g. completed undergrad and commenced honours) through the year, report them against the highest degree during the reporting period.

How many of Program personnel, to your knowledge, would identify as Culturally or Linguistically Diverse?

How many of Program personnel, to your knowledge, would identify as Culturally and Linguistically Diverse?

	Total
Culturally and Linguistically Diverse	

This question is not tied to an FTE. Please provide the head count of personnel who would identify as culturally or linguistically diverse.

Ensure to save your progress on this form before proceeding to Part D – Highlights / Case Studies.

Part D – Highlights / Case Studies

A highlight may be a story of a success or unintended positive impact by the Project. This could include anything from PhD completions, researcher promotion, research awards, project recognition, onboarding a new partner.

A case study is defined for this report as an example of the project having a demonstrable benefit. Anything from commercialising a product or process; making a significant scientific discovery; achieving a societal benefit; providing evidence to inform government policy; improving economic outcomes for industry; etc.

An Executive Summary must be provided for each case study provided to the ARC which may be used in the ARC Annual Report and/or media releases.

Highlights are mandatory and case studies optional for all ITRP.

Although ITRP projects are not required to provide a case study, consider the option as an opportunity to present the impact of the research through the reporting period.

TIP: Ensure to save this form frequently so that your progress is not lost.

D1 Highlights

a) Click 'Add answer' to show the text box needed to complete this section.

D1. Highlights

Provide at least one research highlight of your research program for the reporting year.

- A minimum of 1 answer is required

Add answer

b) A PDF may be uploaded as supporting documentation. See instructions for uploading above.

D1. Highlights ⓘ

Provide at least one research highlight of your research program for the reporting year.

Highlight ✕

0 characters. 2500 characters maximum.

- This item must be answered

PDF Upload

| Choose File | No file chosen | | Upload |

Add answer

D2   Case Studies

c)   Click 'Add answer' to show the text boxes required to complete this section

D2. Case Studies

Provide two or more case studies associated with this project, including an Executive Summary of each.

- A minimum of 2 answers are required

Add answer

d)   A PDF of a case study may be provided as supporting documentation. See <u>instructions for uploading</u> above.

D2. Case Studies

Provide two or more case studies associated with this project, including an Executive Summary of each.

Executive Summary   ✕

0 characters. 5000 characters maximum.

- This item must be answered

PDF Upload

| Choose File | No file chosen | Upload |

Supportive URL(s)

0 characters. 750 characters maximum.

- A minimum of 2 answers are required

Add answer

Your full case study can be uploaded, or you can provide a URL link. See <u>instructions for uploading</u> above.

Describe how your project was involved in your examples.

The 'Executive Summary' should not be a copy paste of text from the attached case study.

Part E – Partner Contributions

Your RO will be familiar with a Partner Organisation Agreement Contribution Report (POACR), if you have any questions regarding this section, please contact your RO.

POACR's refer to the original funded years rather than calendar year. Funds should be entered against the year the activity is intended to take place regardless of periods of deferred commencements or suspensions. Should additional contributions be provided after the original funding years, they may be entered into the last year of the table.

If your Partner Contributions require updating, please report in the 'Updated Contributions' table. Acceptance of the Progress Report will update the project POACR.

Part E - Partner Contributions

E1. Participating Organisation Agreed Contribution Report

Updated Contributions

Organisation	Role	2023		2024		2025	
		Cash	In-kind	Cash	In-kind	Cash	In-kind
Placeholder Admin Organisation	Administering Organisation	10,000.00	2,000.00	20,000.00	2,000.00	30,000.00	2,000.00
Placeholder Collaborating Organisation	Collaborating Organisation	5,000.00	5,000.00	1,000.00	1,000.00	1,000.00	2,000.00
Placeholder Other Organisation	Other Organisation	1,000.00	0.00	2,000.00	0.00	3,000.00	0.00

Updated Contribution Totals

Organisation Role	Total Cash	% Of Total Allocation	Total In Kind	% Of Total Allocation	Total Contribution	% Of Total Allocation
Administering Organisation	$ 60,000.00	100.00 %	$ 6,000.00	10.00 %	$ 66,000.00	110.00 %
Collaborating Organisation	$ 7,000.00	11.67 %	$ 8,000.00	13.33 %	$ 15,000.00	25.00 %
Other Organisation	$ 6,000.00	10.00 %	$ 0.00	0.00 %	$ 6,000.00	10.00 %
Overall Total	**$ 73,000.00**	**121.67 %**	**$ 14,000.00**	**23.33 %**	**$ 87,000.00**	**145.00 %**

Additional Comment

0 characters. 500 characters maximum.

ARC Staff Comments only

0 characters. 500 characters maximum.

Current Organisational Contributions are displayed at the bottom of the page.

Current Organisation Contributions

Organisation	Role	2023		2024		2025	
		Cash	In Kind	Cash	In Kind	Cash	In Kind
Placeholder Admin Organisation	Administering Organisation	$10,000.00	$2,000.00	$20,000.00	$2,000.00	$30,000.00	$2,000.00
Placeholder Collaborating Organisation	Collaborating Organisation	$5,000.00	$5,000.00	$1,000.00	$1,000.00	$1,000.00	$2,000.00
Placeholder Other Organisation	Other Organisation	$1,000.00	$0.00	$2,000.00	$0.00	$3,000.00	$0.00

Current Contribution Totals

Organisation Role	Total Cash	% Of Total Allocation	Total In Kind	% Of Total Allocation	Total Contribution	% Of Total Allocation
Administering Organisation	$60,000.00	100 %	$6,000.00	10.0 %	$66,000.00	110.0 %
Collaborating Organisation	$7,000.00	11.67 %	$8,000.00	13.33 %	$15,000.00	25.00 %
Other Organisation	$6,000.00	10.0 %	$0.00	0 %	$6,000.00	10.0 %
Total	**$73,000.00**	**121.67 %**	**$14,000.00**	**23.33 %**	**$87,000.00**	**145.00 %**

Ensure to save this form frequently so that your progress is not lost.

If there has been a change in Participating Organisations, a variation may be required to be submitted to the ARC. Please check with your RO if a variation is required, or has been submitted and is pending an outcome from the ARC.

Where a variation is pending an outcome from the ARC, or an outcome to a variation was not received (completed in RMS) until after the opening of this form; the Participating Organisation will not appear on this list.

Part F – Key Performance Indicators

Key Performance Indicators (KPIs) are a set of quantifiable measures that are used to monitor and provide indicative progress of research outcomes.

Common KPI measures have been identified and included in the Progress Report form.

Where KPI measures have previously been approved by the ARC:

- Approved KPIs that are not in Part F <u>and</u> included in the published Annual Report provided in Part I require an Additional Comment prompting ARC to check the published Annual Report.
- Approved KPIs that are not in Part F should be reported in the Additional Comment section.
- A target from an approved KPI that has not been met must be indicated in the Additional Comment section.
- A target from an approved KPI that has been exceeded does not require additional comment to indicate it has been met.
- Where a KPI is included in the form but not part of the Project's approved KPIs, these are not assessed. You must enter a 0 and indicate these were not included in approved KPIs in the 'Additional Comment' section. See screenshots provided for each section for more information.

Qualitative measures should be provided in the Additional Comment section to provide context to quantitative measures in the category.

All tables are mandatory and only accept positive integers and will automatically remove characters that are not numbers (e.g. spaces, commas).

TIP: Ensure to save this form frequently so that your progress is not lost.

See below, screenshots for example responses.

Traditional and Non-traditional outputs

The number of outputs would be expected to increase over time and should reflect the body of work being developed. The types of outputs can be discipline and industry and/or other sector relevant and be of the highest quality.

The quality of research outputs may be quantified through a variety of measures including impact factors, peer review of outputs, citation analysis, and awards or prizes (if applicable).

Qualitative measures should be indicated in as an Additional Comment.

F1. Number of traditional outputs

F1. Number of traditional research outputs?

(This question must be answered)

	Actual
a) Journal articles	30
b) Books	5
c) Book Chapters	0
d) Conference publications	0
e) Patents	6
Total	41

Additional Comment

c) and d) were not approved KPIs.
a) 80% of Journal articles were published in Q1 journals. This exceeded a target of 75%

121 characters. 800 characters maximum.

F2. Non-traditional Research Outputs

F2. Number of Non-Traditional Research Outputs

(This question must be answered)

	Actual
a) Artistic performances	0
b) Films	0
c) Creative Arts	12
Total	12

Additional Comment

a) and b) were not approved KPIs
c) live performance of created works and recording/rendering of created works were the approved KPIs. These measures have been reported together in c).

184 characters. 800 characters maximum.

F3. Number of visits to the project (>1 week)

This KPI will provide a measurement of the significant visits to the Investment. These visits can result from inviting a person(s) to attend or requests to visit the. This category does not include short visits, for example attending a single event such as a launch, presentation, or a mentoring session. However, if their stay for these events is extended to participate in research activities for one week or greater, this can be included.

F3. Number of visits to the project (>1 week)

(This question must be answered)

	Actual
a) Industry visitors	5
b) International visitors	12
c) National visitors	6
d) Academic visitors	16
Total	39

Additional Comment

c) is below the target of 10 for 2024. The Centre has focused on engaging international visitors and b) reports an overachievement from a target of 6.

150 characters. 800 characters maximum.

F4. Number of government, industry and business community briefings

The targets in this category are intended to demonstrate the level of engagement with external stakeholders and decision makers. The ARC expects that all students and Postdoctoral Fellows have opportunities to be involved in public talks. The targets in this category should be additional to the targets listed for workshops/conferences, and can include both invitations to speak at events, as well as - hosted events.

F4. Number of government, industry and business community briefings

(This question must be answered)

	Actual
a) To public	0
b) To government	3
c) To industry business/end user	2
d) To Non-government organisations	2
e) To professional organisations and bodies	2
Total	9

Additional Comment

a) was not an approved KPI

26 characters. 800 characters maximum.

F5. Number and nature of commentaries about the project's achievements

The ARC expects the Research Hub or Training Centre to appear as a separate entity within the Administering Organisation. This includes promoting research outcomes and events through its own website, social media, and articles. This KPI provides a measurement on how the Research Hub or Training Centre is raising its profile. A media release is defined as a factual based statement that informs people about an event, research outcome or other happenings. Social media examples include Twitter, Facebook, Instagram, and LinkedIn. Measurements of social media can include retweets, followers, or likes. Articles can include news stories, interviews, or bulletins.

F5. Number and nature of commentaries about the project's achievements
(This question must be answered)

	Actual
a) Media releases	5
b) Social media	60
c) Articles	12
Total	77

Additional Comment

b) Measure reports the number of Social Media posts. Posts on all platforms had high engagement scores. Through 2024, posts by the project were shared 300 times.

161 characters. 800 characters maximum.

F6. Additional funding secured attributable to project's engagement activities ($)

This category demonstrates that the Training Centre or Research Hub is providing a good return on investment. This is important for planning beyond the ARC funding of the Research Hub or Training Centre. This category can include additional funding secured above the commitments of the original Partner Organisations as listed in the application, or as additional funding secured from new partners (cash or in-kind commitments). However, the latter is not the sole measure of success and new Partner Organisations should be carefully considered against the remit of the research program.

F6. Additional funding secured attributable to project's engagement activities ($)

(This question must be answered)

	Actual
a) Additional contributions from Partner Organisations	200000
b) Secured venture capital	0
c) Grants	20000
d) Other	19000
Total	239000

Additional Comment

a) Part E Partner Contributions has not been updated to reflect these additional contributions as these have already been reported and accepted in a revised POACR

162 characters. 800 characters maximum.

Discuss Part E – Partner Contributions with your central Research Office to determine if a revised Contribution report can be included as part of the Progress Report and to reflect the response to *a) Additional contributions from Partner Organisation*.

F7. Scheme specific Key Performance Indicators

Research Hubs

Research Hub Specific

	Actual
a) Number of mentoring programs (formal/informal) that Hub participants and staff are engaged with	
b) Number of post-doctoral fellows placed in Partner Organisations	
c) Number of HDR students placed in Partner Organisations	
Total	0

a) Number of mentoring programs (formal/informal) that Research Hub participants and staff are engaged with

This category includes formal and informal mentoring programs. Where possible, each student or postdoctoral fellow should have both an academic and industry mentor throughout the funding period. Please note that a mentor is additional to a supervisor. Mentoring programs listed should involve experienced personnel as mentors. Mentees may be Research Hub participants at any career stage. Programs listed can include Research Hub development/ leadership/ induction programs for Research Hub researchers, students, postdoctoral researchers, new staff, external stakeholders, end-users etc. Programs should include all personnel (including the Director).

b) Number of postdoctoral fellows placed in Partner Organisations

This category demonstrates how the Research Hub will ensure ARC funded postdoctoral fellows will be integrated into the research program and involved with Partner Organisations over the life of the project. It is expected that there will be opportunities for postdoctoral fellows to be placed with Partner Organisations.

c) Number of Higher Degree Researcher (HDR) students placed in Partner Organisations

This category demonstrates how the Research Hub will ensure ARC funded HDR students will be integrated into the research program and involved with Partner Organisations over the life of the project. It is expected that there will be opportunities for HDR students to be placed with Partner Organisations.

Training Centres

Training Centre Specific

	Actual
a) Number of ICHDR postgraduate students enrolled at the Training Centre	
b) Number of ICPD postdoctoral fellows enrolled at the Training Centre	
c) Number of placements to Partner Organisations	
d) Number of professional short courses/workshops programs attended by Training Centre participants and staff	
Total	0

a) Number of Industry Centre Higher Degree Research (ICHDR) postgraduate students enrolled at the Training Centre

This category should include the number of ICHDRs funded by the ARC and should demonstrate how the Training Centre will ensure ARC funded ICHDR students will be integrated into the research program over the life of the project.

b) Number of Industry Centre Postdoctoral (ICPD)s enrolled at the Training Centre

This category should include the number of ICPDs funded by the ARC and should demonstrate how the Training Centre will ensure ARC funded postdoctoral fellows will be integrated into the research program over the life of the project.

c) Number of placements to Partner Organisations

The ARC encourages all ARC funded ICHDRs and ICPDs to spend considerable time conducting research outside of the higher education sector with a Partner Organisation (i.e., a year or more over the life of the project). Indicate whether the number of postdoctoral fellows who will be placed in Partner Organisations are either full-time or part-time per year. If the number is zero, please indicate this. The arrangements can be listed as a block of time or an FTE commitment.

d) Number of professional short courses/workshops programs attended by Training Centre participants and staff.

Some examples are:

• Engaging with media

• Public speaking

• How to write a grant application, applying for a job and interview training.

• Gender equality and diversity

• Cultural awareness and ethics training

The ARC expects that Training Centres actively participate in several professional development courses, beyond what is offered at the university. Indicate the number of professional short courses/workshop programs that are available for Training Centre participants and staff.

Once Part F is completed, and all parts are valid, the report may be submitted (See Submitting a Form).