

University User Guide - 2025 Higher Education Research Data Collection

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Introduction

Purpose of the 2025 HERDC University User Guide

The purpose of the Higher Education Research Data Collection (HERDC) University User Guide is to provide a reference for Higher Education Provider (HEP) Research Office HERDC staff and their auditors on how to prepare and submit their return of the 2025 research and experimental development (R&D) income data.

You are asked to read the [Higher Education Research Data Collection Specifications for the collection of 2025 data](#) prior to embarking on entering your data in the dedicated HERDC 2025 Form in RMS.

The University User Guide HERDC 2025 is the guide on how HEPs are to provide the following information in the 2025 Collection Form:

- contact officer details for the 2025 HERDC
- an accurate R&D income return
- a Vice-Chancellor certification statement, and
- an audit report.

The reference year for this collection is the 2025 calendar year. The categorisation of R&D income must reflect the circumstances of the reference year.

About the HERDC 2025

The Australian Research Council (ARC) administers the collection of R&D income data on behalf of the Australian Government Department of Education (the department) for the HERDC.

The tool used to collect this information is hosted on the **Research Management System (RMS)** platform, owned by the ARC.

Nominated Higher Education Research Office HERDC staff are responsible for completing the HERDC Form in RMS and then submitting the certified return to the ARC.

HERDC Supporting materials

- The department's HERDC specifications [Higher Education Research Data Collection Specifications for the collection of 2025 data](#)
- [RMS Multi-factor Authentication \(MFA\) Guide | Australian Research Council](#)
- The [Higher Education Research Data Collection – Frequently asked questions - Department of Education, Australian Government](#) are designed to provide information to assist HEPs to complete their annual HERDC returns RMS
 - RMS HERDC Login - [Research Management System Login](#)

Collecting 2025 HERDC through the Research Management System (RMS)

Research Office staff and Vice-Chancellors who have participated in earlier HERDC rounds are advised that the 2025 HERDC will be collected through the ARC's Research Management System (RMS). ***HERDC is no longer collected through the System to Evaluate the Excellence of Research (SEER).***

Previous users will find HERDC functions unchanged in RMS, with the same workflow and data requirements. HERDC continues to use R&D income data across four categories and subcategories to help inform research block grant (RBG) allocations.

- Users who already have an active RMS account are not required to re-register; RMS is designed so that one user account can be used for multiple functions.
 - RMS HERDC - [Research Management System Login](#)



- Users need to ensure they have the correct HERDC role assigned to their existing account. For instance, if you need to complete HERDC submissions, you must have the appropriate HERDC role added to your profile. This can be done by contacting the ARC HERDC Office by email at HERDC@arc.gov.au
- RMS accounts must be uniquely identifiable and cannot use generic or shared email addresses. Multi-factor authentication (MFA) is mandatory for all users.

New users are asked to create a new RMS account:

- Users seeking to create a new RMS account or experiencing issues in accessing current accounts should refer to the [RMS Multi-factor Authentication \(MFA\) Guide | Australian Research Council](#)
- To comply with the security requirements of all Australian Government systems, and protect the information that is held in RMS, the ARC must enforce strict password controls in RMS. Passwords **must** be a minimum length of **10** characters and **must** contain at least three of the following character sets:
 - lowercase alphabetic characters (a-z)
 - uppercase alphabetic characters (A-Z)
 - numeric characters (0-10)
 - special characters.

RMS account holders ***must*** change **their RMS password every 12 months**. If you do not change your password within 12 months, RMS will lock your account.

Users must use their individual email address; RMS does not accept group email addresses.

This User Guide contains three sections:

- Section 1 – Completing the HERDC Form in RMS
- Section 2 – Vice-Chancellor Certification
- Section 3 - View form, status and comments (all users)

Information to be submitted by universities

HEPs must supply the material in their HERDC return in RMS as specified in the table below:

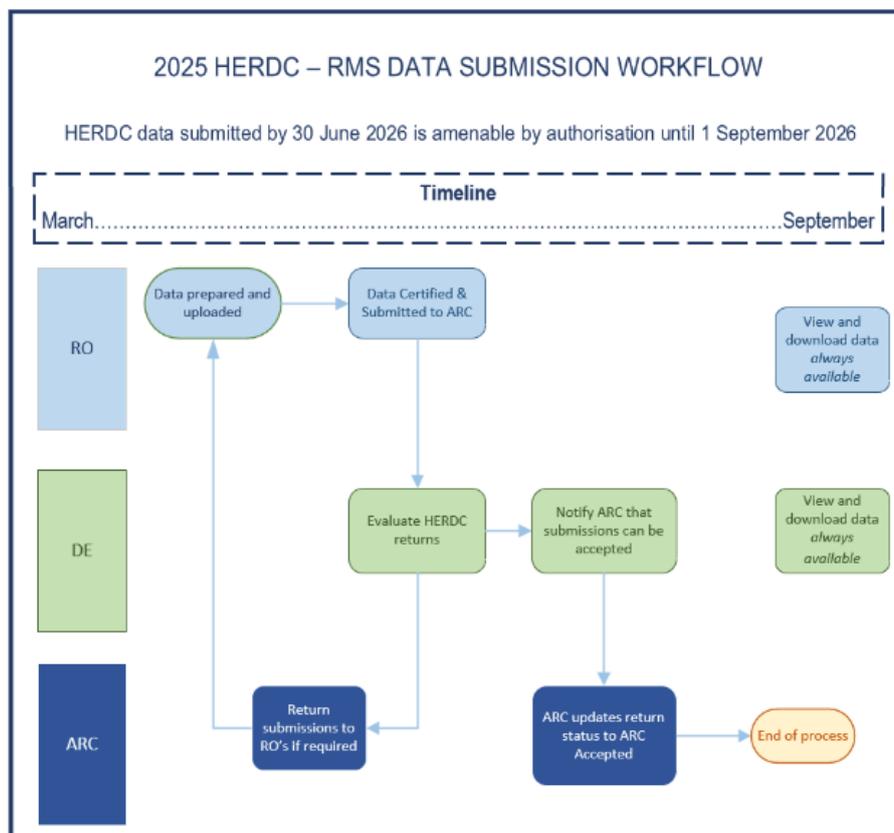
Material required	Due Date
R&D income return	30 June 2026
Vice-Chancellor’s certification	30 June 2026
Audit report	30 June 2026

The HERDC RMS data submission workflow

The 2025 HERDC RMS data submission workflow guides HEPs through the process of preparing and submitting their research and experimental development income data using RMS.

The HEP’s Research Office contact officer accurately completes the R&D income return, coordinates and attaches the special purpose audit report, and assigns the HERDC return to their Vice-Chancellor for review and certification. The Certifier may de-submit the HERDC return to the Research Office for amendment and resubmission to the Certifier for certification.

A Vice-Chancellor certification statement through the dedicated HERDC 2025 Form in RMS and ensures data is collected in accordance with the department’s specifications. Once the return has been certified, the Research Office submits the return to the ARC.

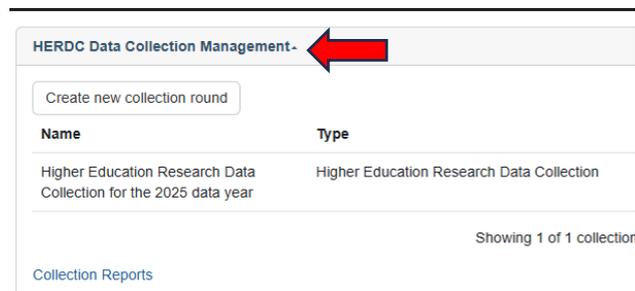


Section 1

Completing the HERDC Form in RMS

Log into RMS using your email and password. Ensure you have the **Research Office HERDC staff member role assigned to your profile**. You can check this by contacting the ARC HERDC Office HERDC@arc.gov.au. If you have any issues with your user account, please contact the RMS Support team on 02 6287 6789 or email ARC - Systems - rmssupport@arc.gov.au.

Within the RMS Action Centre navigate to Research Office Data Collection Management.



HERDC Data Collection Management-

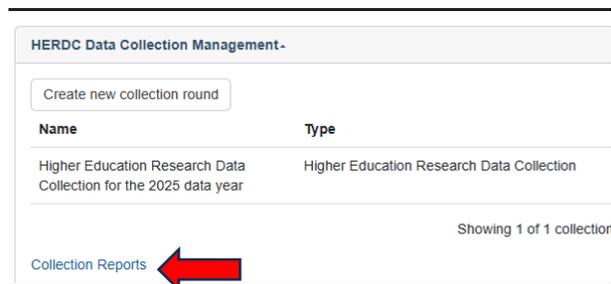
Create new collection round

Name	Type
Higher Education Research Data Collection for the 2025 data year	Higher Education Research Data Collection

Showing 1 of 1 collection

[Collection Reports](#)

- i. Locate and click on Collection Reports



HERDC Data Collection Management-

Create new collection round

Name	Type
Higher Education Research Data Collection for the 2025 data year	Higher Education Research Data Collection

Showing 1 of 1 collection

[Collection Reports](#)

- i. Select and click on the Form button next to the HERDC 2025 Collection Round to open your university's 2025 HERDC Form

Collection Round	Reporting Organisation	Collection Phase	Report Status	
Higher Education Research Data Collection for the 2025 data year		main	Draft	Form Comments (0)



Part A. Contact Details

- I. The nominated Research Office HERDC Staff member completes their details in Part A of the form
- II. When completing the Phone Number details please use this format: Landline 02 1234 5678 or Mobile 0412 345 678.

Part A - Contact Details

A1. Contact Details

(In case we need to clarify or verify the information on this form, who should we contact?)

Contact Person's Given Name

Contact Person's Family Name

Position Title

Phone Number (please use this format: Landline 02 1234 5678 or Mobile 0412 345 678)

Email Address

Remember to click 'save' in Part A to ensure data is saved and not lost.

PDF  **Save** Close

Part B. Research and Development (R&D) Income

Enter the eligible R&D income for each sub-category within Categories 1, 2, 3 and 4 in accordance with the HERDC specifications and any supplementary advice issued by the department.

The form does not accept decimal places. Income for each sub-category should therefore be rounded to the nearest dollar.

Category 1: Australian competitive grant R&D income

Part B - Research and Development (R&D) Income			
B1. Category 1 - Australian Competitive Grant R&D Income <i>(This question must be answered)</i>			
Type of Research Income	Amount		Total
	University	Affiliates	
1.1 National Health and Medical Research Council (NHMRC)	<input type="text"/>	<input type="text"/>	\$
1.2 Australian Research Council (ARC)	<input type="text"/>	<input type="text"/>	\$
1.3 Medical Research Future Fund (MRFF)	<input type="text"/>	<input type="text"/>	\$
1.4 Rural R&D	<input type="text"/>	<input type="text"/>	\$
1.5 Commonwealth Other	<input type="text"/>	<input type="text"/>	\$
1.6 State/Territory Government	<input type="text"/>	<input type="text"/>	\$
1.7 Other	<input type="text"/>	<input type="text"/>	\$
Total Category 1 - Australian Competitive Grant R&D Income	\$	\$	\$

Category 2: other public sector R&D income

B2. Category 2 - Other Public Sector R&D Income <i>(This question must be answered)</i>			
Type of Research Income	Amount		Total
	University	Affiliates	
2.1 Commonwealth (own purpose)	<input type="text"/>	<input type="text"/>	\$
2.2 Commonwealth (other)	<input type="text"/>	<input type="text"/>	\$
2.3 State/Territory/Local (own purpose)	<input type="text"/>	<input type="text"/>	\$
2.4 State/Territory/Local (other)	<input type="text"/>	<input type="text"/>	\$
Total Category 2 - Other Public Sector R&D Income	\$	\$	\$

Category 3: industry and other R&D income

B3. Category 3 - Industry and Other R&D Income

(This question must be answered)

Type of Research Income	Amount		Total
	University	Affiliates	
3.1 Australian for-profit organisations	<input type="text"/>	<input type="text"/>	\$
3.2 Australian not-for profit organisations	<input type="text"/>	<input type="text"/>	\$
3.3 Australian philanthropy	<input type="text"/>	<input type="text"/>	\$
3.4 International for-profit organisations	<input type="text"/>	<input type="text"/>	\$
3.5 International not-for profit organisations	<input type="text"/>	<input type="text"/>	\$
3.6 International philanthropy	<input type="text"/>	<input type="text"/>	\$
3.7 International government (own purpose)	<input type="text"/>	<input type="text"/>	\$
3.8 International government (other)	<input type="text"/>	<input type="text"/>	\$
Total Category 3 - Industry and Other R&D Income	\$	\$	\$

- This item must be answered

Category 4: Cooperative Research Centre (CRC) R&D income

B4. Category 4 - Cooperative Research Centre R&D Income

(This question must be answered)

Type of Research Income	Amount		Total
	University	Affiliates	
4.1 R&D Income received from CRCs derived from Australian Government grants to CRCs	<input type="text"/>	<input type="text"/>	\$
4.2 R&D Income received from CRCs derived from private industry participants of CRCs	<input type="text"/>	<input type="text"/>	\$
4.3 R&D income received from CRCs derived from other sources	<input type="text"/>	<input type="text"/>	\$
Total Category 4 - Cooperative Research Centre R&D Income	\$	\$	\$

❖ *Please note: Category totals are automatically calculated.*

Part B.5- Explanations for any negative values

i. A response is required to the question in Part B.5 **Explanations for any negative values.**

If the HEP is reporting any negative values, please provide information to explain the negative value(s). If this question is not applicable, please answer N/A.

ii. Review all entered information for accuracy.

Remember to click 'save' once you have completed your quality review of all data entered in Part B and each of the four subcategories, to ensure the entered data is not lost.



Part C. Lodgement

C1. Basis of Return

In this section HEPs notify the department of the accounting basis for their reported R&D income for the 2025 calendar year.

C1. Basis of Return

*HEPs must notify the department of the accounting basis they report R&D income.
(This question must be answered)*

The HEP confirms that the R&D income data is reported on the following basis:

- i. confirm the **basis of return** by selecting either the 'accrual basis' or 'cash basis' option from the drop-down box for their university's return.

C2. Explanations for any change in accounting basis

If the HEP has reported the R&D income data on an accounting basis different from its 2025 HERDC submission, information to explain the decision to change the accounting basis is documented in this section, along with confirmation that no income has been double counted or included in the income returns for multiple years.

C2. Explanations for any change in accounting basis

If the HEP has reported the R&D income data on an accounting basis different from its 2024 HERDC submission, please provide information to explain the decision to change the accounting basis. The HEP must confirm that no income has been double counted or included in the income returns for multiple years. If this question is not applicable, please answer "N/A".

(This question must be answered)

- i. If this question is not applicable, please answer with N/A.

C3. Date Return Finalised

Include the date that the return was finalised in the following format: dd/mm/yyyy.

C3. Date Return Finalised

(This question must be answered)

When was the information in this form finalised? (dd/mm/yyyy)

C4. Audit Report

Each HEP must arrange for an audit of the Category 1, 2, 3 and 4 R&D income in their respective R&D income return and provide the department with a Special Purpose Audit Report under the Auditing

and Assurance Standard Board's Auditing Standard ASA800, which clearly certifies that the R&D income recorded is correct.

- i. The Special Purpose Audit Report must be uploaded in RMS using the 'Choose File' function.

C4. Audit Report

*Each HEP must arrange for an audit of the Category 1, 2, 3 and 4 R&D income in their respective R&D income return and upload the Special Purpose Audit Report under the Auditing and Assurance Standard Board's Auditing Standard ASA800, which clearly certifies that the R&D income recorded is correct.
(This question must be answered)*

Remember to click **'save'** once you have completed your quality review of all data entered in Part C to ensure the entered data is not lost.

Submit to Certifier

Once the R&D income data and other required information is entered correctly, all parts (A, B, C) will be coloured green. This indicates that the form is valid.

- i. The HEP HERDC Research Staff Member returns to Action Centre and selects Submit to Certifier.

Collection Management			
	Due Date	Status	Actions
search Data ata year	30/09/2023 12:00:00 AM	Draft	Form Submit To Certifier

- ii. The Form is then submitted to the Vice-Chancellor for review and certification

Note: this action does not send an automatically generated email notification to the HERDC Certifier to action.

Section 2

Vice-Chancellor Certification

Vice-Chancellors (or approved equivalents) must certify that their HEP's R&D income return is correct and has been compiled in accordance with that year's specifications. This certification is completed in RMS. A separate certification statement is not required.

Instructions for Certifying the HERDC return form in RMS

The Vice-Chancellor logs into RMS using their email and password (generic email accounts are not accepted) and follows the following steps:

- i. Navigate to the Research Office Data Collection Management function.
- ii. Locate the Collection Reports option.
- iii. Select "Higher Education Research Data Collection for the 2025 data year".
- iv. This will take you to the completed form to review the details. You can view the data on the screen navigating through each part of the form or use the PDF export to view the entire form at once.

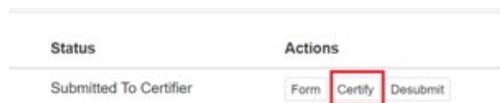


- v. If the data requires modification, the Vice-Chancellor can return to the Action Centre and select De-submit. This will return the form to a draft status, and the Research Office HERDC Staff user can then log in and make changes to the form and re-submit for certification.
- vi. De-submitted forms can be amended by the research office and re-submitted to the Vice-Chancellor to re-review for Certification.

Note: this action does not send an automatically generated email notification to the HERDC Certifier to action.



- vii. If the data is ready to certify, the Vice-Chancellor logs in and selects Certify.



- viii. A pop-up box will appear with specific certification text (*similar to the sample text below*) that must be accepted. This text, along with the time and date of the certification will appear in the downloadable PDF.

Before this action can be performed the following certification must be accepted ✕

I, [redacted], being the Vice-Chancellor/Chief Executive Officer of [redacted] University hereby certify that the research income information in this submission has been compiled in accordance with the instructions for the Higher Education Research Data Collection for 2000 data year data issued by the Department of Education, and that the information in the return is correct.

Agree to Certification

Cancel

- ix. Once accepted, there will be one final option to certify or cancel.

Certification Statement

I, [redacted] being the Vice-Chancellor/Chief Executive Officer of University of Research hereby certify that the research and development income information in this submission has been compiled in accordance with the Higher Education Research Data Collection specifications for the collection of 2025 data issued by the Department of Education, and that the information in the return is correct for the Higher Education Research Data Collection for the 2025 data year.

Date / Time Certified: e.g. Monday, December 1st 2025, 12:00:00 am

Certify Higher Education Research Data Collection for 2000 data year for University as valid? ✕

Certify Cancel

Note: this action does not send an automatically generated email notification to the Research Office Staff Member to action.

- x. Once the form has been certified, the Research Office HERDC Staff user can log in and submit the form to the ARC.

Final submission step

The Certified HERDC return in RMS is returned to the Research Office HERDC Staff user by the Vice-Chancellor (or approved equivalent).

The HERDC Research Office Staff Member then ensures the form has been saved in RMS.

Once the form has been saved, a copy of the PDF can be exported.

- I. Once the form has been certified by the Vice-Chancellor, the Research Office HERDC Staff user must log into RMS, return to the Action Centre and select Submit to ARC.
- II. The Certification Statement **is not viewable in RMS**. To view a copy of your university's completed PDF form including the Certification Statement, select the PDF download option.

To finalise the 2025 HERDC return, the HERDC Research Office Staff Member then returns to the Action Centre and selects Submit to ARC. This action concludes the processes for submitting the HERDC return.

Status	Actions
Certified	Form <input type="button" value="Submit to ARC"/>

Note: this action sends an automatically generated email notification to the ARC HERDC Office.

Process to assign HERDC Certifier Role in RMS for Acting Vice-Chancellors

In the event that there is an Acting Vice-Chancellor during the collection round, Research Officers are asked to email HERDC@arc.gov.au requesting the assignment of the HERDC Certifier role in RMS and include the acting Vice-Chancellor's name and the timeframe that the person will be acting Vice-Chancellor.

Where there is a temporary acting arrangement, the Certifier role will be removed in RMS when the arrangement is scheduled to end

Section 3

View form, status and comments (all users)

To view the HERDC form in RMS and download the PDF at any time, select collection reports in the Action Centre, then:

- i. Select 'PDF export' to review a copy of the exported draft.

- ii. Select the 2025 HERDC collection round and phase to view your university's HERDC submission and its status, and select Form to view the data and/or export a copy of the PDF.

Note: the phase will either be main or corrections. Unless the department is notified in writing, the corrections phase will reflect a copy of the original submission

- iii. Any comments made by the ARC against a university submission will also appear here.
- iv. In the Report Status, select the feedback option.

Action Centre / Collection Reports

Collection Report Higher Education Researc ▾
 Collection Report Phase main ▾
 Search Round / Phase
 Status All Reports ▾

Showing 1 of 1 collection reports.

Collection Round	Collection Phase	Report Status
Higher Education Research Data Collection for 2000 data year	main	Submitted To ARC Form Feedback (1)

Showing 1 of 1 collection reports.

- v. This will allow you to view the time, date, and text in the comment. Click view for further details.

Action Centre / Collection Reports / Collection Comments

Modified	Type	Comment	Actions
29/08/2022 1:24:30 PM	Feedback	Example comment	View

- vi. A pop-up box will then appear with the full comment for viewing.

View Comment ✕

Comment Example comment

Close

Acronyms

ARC	Australian Research Council
HEP	Higher education provider
HERDC	Higher Education Research Data Collection
R&D	Research and experimental development
RBG	Research block grants
RMS	Research Management System
The department	Australian Government Department of Education