



## OFFICE for RESEARCH

### Managing your NHMRC Progress and Final Reports

The National Health and Medical Research Council (NHMRC) requires all NHMRC Administering Institutions that have signed a Funding Agreement with NHMRC to continue to meet the requirements of the Funding Agreement.

The Funding Agreement requires the Administering Institution to ensure that a Progress and Final Report prepared by the Specified Person in relation to an ongoing Research Activity is submitted to NHMRC by the date specified in the Funding Policy.

The purpose of the Reports is to collect information relevant to the achievements of aims against those specified in the application for each Research Activity

Progress and Final Reports are **due at the Office for Research at least one week prior to the NHMRC due date**. All reports must be certified and submitted by the Office for Research.

**An email must accompany your reports (or notification of submission) stating your Research Director (or equivalent) has reviewed your report for scientific accuracy and completeness. This email is kept on file with the OFR records for your project.**

Annual progress reports must be submitted to NHMRC by 30 April following each calendar year of funding, while mid-term progress reports must be submitted two months after the midpoint of the grant, usually 31 August in the third year. Final Reports are due within six months of completion of the funding period or termination of the award.

Prior to submission the reports must be read and approved by a research leader from your discipline. The Office for Research will then undertake a final review prior to submission to the NHMRC.

Please contact David Lane – [David.Lane@vu.edu.au](mailto:David.Lane@vu.edu.au) – if you have any queries about this.

#### **Annual Progress Reports submission via RGMS**

Annual Progress Reports for the following schemes are submitted through RGMS:

- Project Grants (including European Union Projects)
- CRE grants Development
- Grants Partnership Project
- Grants
- Strategic Awards (including Targeted Calls for Research and NHMRC EU Collaborative Research Grants)

**A user's guide for submitting reports via RGMS can be downloaded from:**

<http://www.nhmrc.gov.au/grants/administering-grants/progress-and-final-reporting>

## NHMRC Final Reports

Final reports are required for all NHMRC funded projects. The final report enables the NHMRC to assess whether the objectives of the award have been achieved and also to gather information that may be useful in performance measurement activities. The following templates should be used when completing the report.

[Instructions for Final Reports \(PDF, 51KB\)](#)

[NHMRC End of Grant - Final Report \(DOCX, 318KB\)](#)

Any research outputs associated with the grant which the Final Report relates to, including publications and patents, must be recorded in the RGMS Profile and CV section and linked to the grant which the final report is for, prior to the submission of the report.

When reporting publications, report only those published or in press.

All final reports submitted to the NHMRC **after 1 July 2013** will need to verify that any publications arising from their NHMRC supported research project must be deposited into an open access repository within a twelve month period from the state of publication.

## Scholarships

Within one month of completion of the Scholarship, the Scholar's Supervisor is required to submit a brief informative report describing the work performed and any publications arising during the tenure of the award. The report should be emailed to: [postaward.management@nhmrc.gov.au](mailto:postaward.management@nhmrc.gov.au)

There are no reporting requirements for the Scholar.

## Financial Reporting and Acquittals

In accordance with the NHMRC Deed of Agreement, all NHMRC Administering Institutions are required to submit an annual NHMRC Financial Statement and a Financial Acquittal for each individually funded grant.

### Reporting Template

For both the annual Financial Statement and the financial Acquittal Statement the same reporting template is to be used. Financial data for each completed year of the approved funding period is to be entered in the template so as to provide a progressive record of the receipt and application of NHMRC funds.

[Financial Reporting Template \(XLS, 24KB\)](#)

### Interest Earned

The March 2013 variation to the Funding Agreement removed the requirement, commencing 1 January 2013, for Administering Institutions to calculate interest earned on unspent NHMRC grant funds and attribute it to the relevant grants.

### Certification

Financial Statements must be certified by a **Chief Financial Officer (or delegate)** that the accounts and records underlying the Statements have been maintained in accordance with Australian Accounting Standards. Further, the Executive Director/ General Manager or delegate must certify that the terms and conditions of the Deed of Agreement have been complied with.

## **Submission of Reports**

An annual Financial Statement must be submitted to NHMRC by 30 April following each calendar year of funding. Income and expenditure must be accounted for in each reporting period and the carry forward of unspent monies in any funding year is required to be disclosed.

For reporting purposes an Acquittal Statement must be prepared for the final year of funding. A final year Financial Statement must be submitted to NHMRC no later than six months after the funding period has been completed, or six months after termination of a grant or one month after the transfer of a grant.

Where an annual Financial Statement or financial Acquittal Statement has not been received within seven days after the due date, NHMRC will write to the relevant institution requesting the financial report. Failure to provide the report(s) will result in consideration being given to suspending payments to all active grants until the report(s) have been submitted.

## **Unspent Funds and Extensions to the Funding Period**

### ***In Other than the Final Year of the Grant***

The revised Funding Agreement, effective 1 January 2014, removed the requirement for CIA Justification for carrying forward greater than 25% of the annual available funds. NHMRC financial statements due after 1 January 2014 do not require CIA justification for the carry forward of funds; unless it is the final year of the Grant, then the Extend Grant Duration request must be submitted.

### ***In the Final Year of the Grant***

If it is anticipated that there will be unspent funds at the end of the approved Funding Period, a variation to extend the grant must be submitted to NHMRC, before the end date of the grant. Late extension requests are unlikely to be approved.

**Please work with your School/Centre/Institute Finance Officer to complete your NHMRC Financial Acquittals, who will also assist you to arrange certification from the University's Chief Financial Officer.**

**The Office for Research will undertake a final compliance check prior to submission to the NHMRC**

Please contact David Lane – [David.Lane@vu.edu.au](mailto:David.Lane@vu.edu.au) – if you have any queries about this.

Source of this information was from:

<http://www.nhmrc.gov.au/grants/administering-grants/progress-and-final-reporting>

and

<http://www.nhmrc.gov.au/grants/administering-grants/financial-reporting-and-acquittals>