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.

Progress Reports are due on the 30th of April each 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 Garland: david.garland@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:

NHMRC Final Reports and Supplementary Forms

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, 20KB)
- NHMRC End of Grant - Final Report (DOC, 402KB)
- Additional Supplement Form - Research Output Summary (XLS, 78KB)
- Final Report Publications Supplement - Journal Articles (DOC, 209KB)
- Final Report Publications Supplement - Book or Chapters (DOC, 103KB)

NHMRC requires only one submission of publication data – either the excel file or the word files for journal articles and book chapters. The excel file is the preferred option but NHMRC will accept either format.

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 furnish a brief informative report describing the work performed and any publications arising during the tenure of the award. There are no additional reporting requirements from 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 with a requirement to indicate what the statement type is at the top of the template. 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, 29KB)

Interest Earned

All grants funded by NHMRC include in the Deed of Agreement a requirement for the disclosure of interest earned on grant funds. Consequently, in the annual Financial
Statement and the financial Acquittal Statement all interest monies received for the duration of funding are required to be reported.

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 31 March following each calendar year of funding. For reporting purposes an Acquittal Statement must be prepared for the final 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.

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

In Other than the Final Year of the Grant

Where the unspent funds are greater than 25% of the annual budget the template below (Request to Carry Forward NHMRC Grant Funds) should be used and justification is required. The justification and request form should be attached to and submitted with the completed annual Financial Statement, and be signed by the CIA and submitted by the Administering Institution. If the justification for carry forward of unspent funds is unacceptable the NHMRC may seek further clarification before making a decision.

Request to Carry Forward NHMRC Grant Funds (DOC, 45KB)

In the Final Year of the Grant

In the final year of a grant where there is any amount of carry forward of funds, this constitutes an extension to the grant and the Chief Investigator A (CIA) must log into RGMS and submit a carry forward of funds Grant Variation request by 31 December of that final year. If a carry forward of funds and extension is approved, an annual Financial Statement will still be due by 31 March following and the Acquittal Statement will then be due six months after the new end date of the grant.

Please work with your School/Centre/Institute Finance Officer to complete your NHMRC Financial Acquitalls, 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 Garland: david.garland@vu.edu.au if you have any queries about this.

Source of this information was from:


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