



Australian Government

Australian Research Council

PROGRESS REPORT

YEAR 1

Industrial Transformation Research Program

ITRP Directors please note:

1. This template is for the first year of the ITRP Investment.
 - Use this template if the project has been operational for more than 6 months in the reporting period (i.e. the approved start date is before July 1 of the reporting period).
 - Two to five years of operation use a different template, accessible on the ARC website.
2. A Progress Report must be completed each year by the ITRP Director and submitted by the Administering Organisation Research Office to the ARC.
3. Do not remove any section of the report.

Research Administrators please note:

- Progress Reports should be submitted to the ARC in **electronic (Word or PDF) format only**.
- Electronic copies should be emailed to the ARC at ARC-Postaward@arc.gov.au.

*Progress Reports report on the calendar year of operation and are due to the ARC by no later than **31 March** the following year.*

2023 REPORTING PERIOD

Project ID:	
Project Title:	
ITRP Director:	
Project Start & End Date:	

1. STRUCTURE, ROLES AND RESPONSIBILITIES

1.1 Outline the structure of the ITRP Investment including reporting lines, advisory boards, committees, you may include a diagram.

1.2 Outline the roles and responsibilities of the structure, maximum two pages, not including diagram.

2. GOVERNANCE PLAN

2.1 Attach a copy of the ITRP Governance Plan, consider addressing the following areas:

- Risks and issues management (conflicts of interest)
- Change management (adding/removal of partners or nodes)
- Resource management (recruitment and succession planning)
- Communication management (internal and external communications strategies)
- Status reporting (internal and external reporting)
- Meeting management (objectives, frequency, and membership of meetings)

3. KEY PERFORMANCE INDICATORS (KPIs)

3.1 Complete the first year of KPI metrics, noting any significant over/under achievements.

Review targets for future years and provide confirmation of no changes or requests to change targets with justification. All changes will be reviewed by the ARC delegate, and you will be notified of the outcome of this request.

(Insert approved KPI table including targets and actual for the reporting year)

4. RESEARCH UPDATE

4.1 RESEARCH PROGRAM OUTLINE

Provide the overview of the research program and how it aligns with the scheme objectives. Provide a high-level update on the progress of each of the research projects (or sub projects) noting any delays, or new projects [max four pages].

See **example** here:

Scheme Objective 1	Research Objective 1	Theme 1	Sub project 1 Sub project 2 Sub project 3
Scheme Objective 2	Research Objective 2	Theme 2	Sub project 1 Sub project 2 Sub project 3
Scheme Objective 3	Research Objective 3	Theme 3	Sub project 1 Sub project 2 Sub project 3

4.2 RESEARCH HIGHLIGHT

Provide one research highlight of the research program for the reporting year [max one page].

4.3 ISSUES

Describe any issues that occurred during the year and any mitigation strategies you have implemented.

5. FINANCE PLAN

5.1 Partner Organisation Agreed Contribution Report (POACR)

Review the contributions reported in the Partner Organisation Agreed Contribution Report (POACR) in RMS for the project and ensure they are accurate for the calendar year.

5.2 FINANCIAL STATEMENT

Provide a one-page financial statement for the calendar year outlining the budgeted and actual expenditure, noting any significant (greater than 10%) discrepancies. The table in the Finance Plan specifically relates to ARC budget and expenditure only for Year 1, as per the application budget. The ARC is not expecting itemisation of all income and external expenditure outside of ARC sources

An **example table** is provided here:

EXPENSES	\$ Budgeted	\$ Actual	Comments
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Salaries			
Travel and Visitor Support			
Equipment			
Workshops and Conferences			
Management and Administration			
Education, Outreach and Communications			
PHD support			
TOTAL			

6. PRIORITIES FOR NEXT CALENDAR YEAR

6.1 Provide up to ten priorities for the next calendar year for the ITRP investment.

For guidance, this can include:

- Recruitment goals,
- Partner organisation negotiations,
- Conference and workshop management
- Launch event
- Implement Mentoring program.

You may include significant research outcomes, however, please do not list all research milestones.

CERTIFICATIONS

Certification by the ITRP Director

I certify that:

All details in this report are true and complete and that this is an accurate report for the period covered.

Name:

Date:

Certification by Administering Organisation (DVC(R), equivalent or nominee)

The electronic submission of this report to the ARC by the Research Office of the Administering Organisation is certification that the Administering Organisation (DVC(R), equivalent or nominee) has approved the report content.

An electronic signature is not required.

Thank you for submitting this report.

The ARC may contact your organisation if clarification or further information is required.