PROGRESS REPORT

YEAR 2-5

Includes the final year of operations, which is defined as 6 months or more of research activity within the calendar year

Industrial Transformation Research Program

ITRP Directors please note:

1. This template is for years 2 to 5 of operation for the ITRP Project.
   - Use this template for year 2 onwards, including the final year of operation.
   - A Progress Report will need to be submitted if the project has operated for more than 6 calendar months from the projects official end date, within the calendar year.
   - The first year of operation uses 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.

Note: issues, mitigation strategies or lessons learnt regarding the structure, roles and responsibilities in the ITRP Investment.

2. GOVERNANCE PLAN

2.1 Provide details of any changes to the following Governance Plan/structure and attach any updated copies.

3. KEY PERFORMANCE INDICATORS (KPIs)

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

Review targets 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 actuals 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** below.

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.

4.4 PARTNER ORGANISATION RE-INVESTMENT
Provide a short summary of any re-investment from your current Partner Organisations (if applicable).

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
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,
- Ongoing partner organisation negotiations,
- Conference management
- Event management

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.