



Australian Government

Australian Research Council

Progress Report Instructions
RMS user guide and Instructions

For rounds funded in the following schemes:

- Centres of Excellence for funding commencing in 2017 - onwards
- Industrial Transformation Research Hubs for funding commencing in 2017 – onwards
- Industrial Transformation Training Centres for funding commencing in 2017 – onwards
- Special Research Initiative Program for funding commencing in 2020 R1

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Progress Reports: Information to note

The Australian Research Council (ARC) requires a Progress Report be submitted for each ARC funded project through the Centres of Excellence (CE), Industry Transformation Research Program (ITRP) and Special Research Initiative Program 2020 Round 1 (SR20 R1) schemes.

These instructions provide information to assist Research Office (RO) staff and Project participants in the completion and submission of ARC Progress Reports in the Research Management System (RMS).

The Director with the assistance of the Chief Operating Officer (COO)/Business Manager (BM) are responsible for the completion of the Progress Report and its submission to the Administering Organisation's (AO) Research Office. The Director, COO/BM and Research Office staff all have full edit access to the Progress Report. The Research Office Delegate is responsible for the certification of the form and submission of Progress Reports to the ARC.

If, after consulting this document, there are any queries regarding completing the Progress Report form in RMS, please contact the Administering Organisation's Research Office.

Please note: Paper copies or any other electronic format of the Progress Report will not be accepted by the ARC.

When to submit a Progress Report to the ARC

Progress Reports are due to the ARC by 31 March each year. Due to delayed release of Annual/Progress Report in RMS, **2024 reports will be due 30 June 2025.**

Progress Report Extensions

Extensions for Progress Reports must be requested and approved by the ARC via the Administering Organisation's Research Office. The request must note the Project ID and explain the extenuating circumstances. All requests for extensions must be made in writing to ARC Post Award by emailing ARC-Postaward@arc.gov.au before the due date.

Please note: the ARC will only accept requests for an extension to the Progress Report due date if received from the Research Office of the Administering Organisation. Requests from researchers or other Participating Organisations will not be accepted.

Waiver requests

If there is a Project that may be eligible for the Progress Report to be waived, email the Administering Organisation's Research Office with the Project ID and a justification as to why the request is being made. All requests to waive a Progress Report must be made in writing to ARC Post Award by emailing ARC-Postaward@arc.gov.au before the due date.

Please note: The ARC will only consider a waiver request for a full Progress Report will be if the project is still within the establishment phase or within the final six (6) months of the project end date.

Administration of Progress Reports in RMS

Progress Reports can only be accessed and managed through RMS. For general instructions on how to use RMS, please refer to the [RMS User Guide](#) available on the ARC website.

All requests for RO Delegate access must be made in writing to ARC Post Award by emailing ARC-Postaward@arc.gov.au.

For any RMS access issues, please contact the ARC RMS Helpdesk at ARC-Systems@arc.gov.au.

Note: RMS is compatible with the latest versions of Google Chrome and Microsoft Edge. Compatibility with different browsers or older versions of Google Chrome and Microsoft Edge is not guaranteed.

Certification and accuracy of information

Progress Reports must be checked and certified by the Research Office Delegate, before they can be submitted to the ARC. The Research Office Delegates is required to certify that the report is complete and that all information provided within the Progress Report is accurate and up to date.

The 'Submitted to Research Office (Valid)' state will appear against each Report which is ready to be certified. Once certified, the state of Progress Reports will appear as 'Research Office Certified' and can then be submitted to the ARC by Research Office staff.

The following prompt will appear once the 'Certify Progress Report' button has been selected:

X

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.

That the Director or COO has certified that all details in this report are true and complete and that this is an accurate report for the period covered.

Please note: information collected in the Progress Report is used to determine whether the Project is progressing towards satisfactory completion. Statistical information collected in Progress Reports enables the ARC to account for public funding of research and to promote the value of research to the Australian community. As such, the ARC reserves the right to reject Progress Reports to seek further clarification on information submitted or the lack thereof.

Please check that all information contained in the Progress Report is accurate and that all required questions are completed as comprehensively as possible.

Updating of Progress Report once submitted to the ARC

If a Director and/or COO/BM needs to edit a Progress Report after submission, Research Offices can request that the Progress Report is de-submitted back to them up until it has been approved by the ARC. Once a report is assessed and approved by the ARC, the ARC will not allow edits to the report.

Accessing Reports

To access a Progress Report in RMS you must be Research Office (RO) Staff or have an approved role in a project.

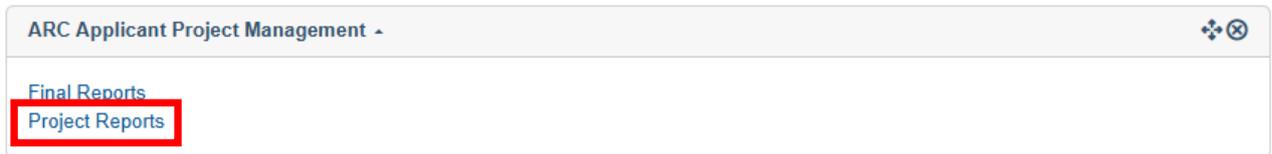
Project roles with access to the Progress Report are:

- Centre Director
- Hub Director
- Training Centre Director
- Chief Operating Officer (COO)
 - This role is a system title that captures roles such as Business Manager and COO

Starting a Progress Report in RMS

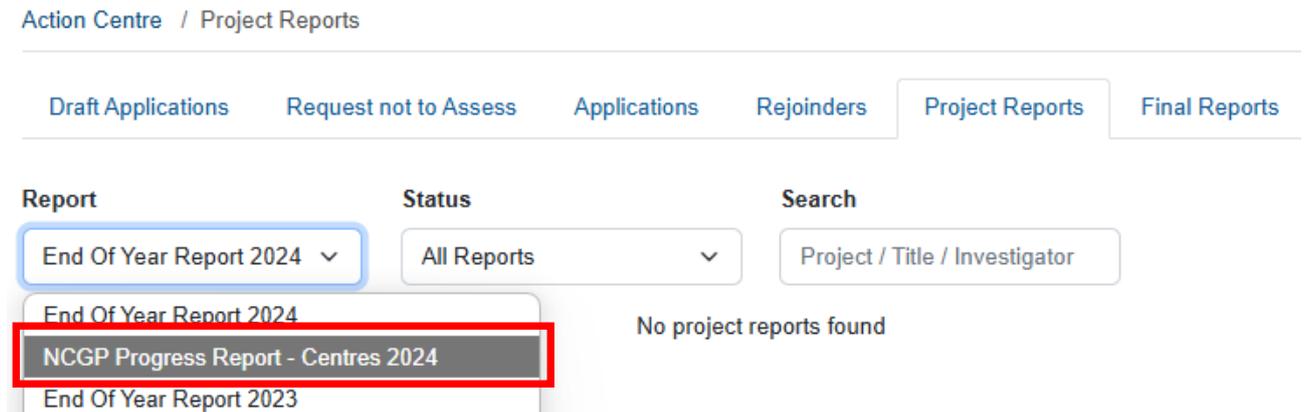
Director or COO/BM

- a) Login to [RMS](#).
- b) In the *ARC Applicant Project Management* section of *Action Centre*, click on 'Project Reports'.

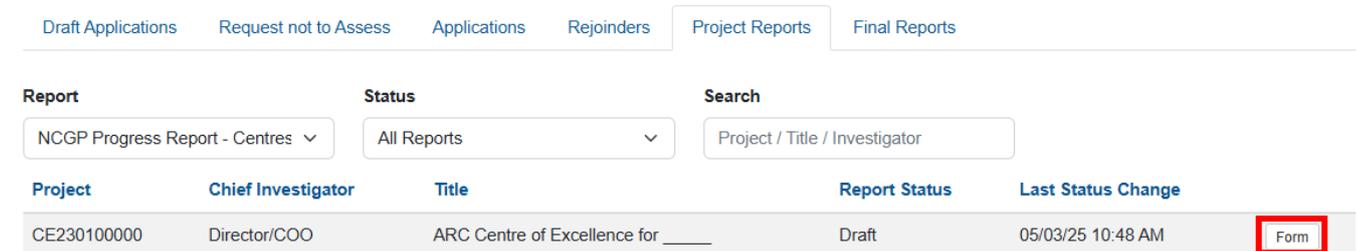


Searching for and editing Reports

- c) Click the 'Report' drop-down and select the relevant form (either 'NCGP Progress Report – Centres' or 'NCGP Progress Report ITRP' followed by the reporting year)

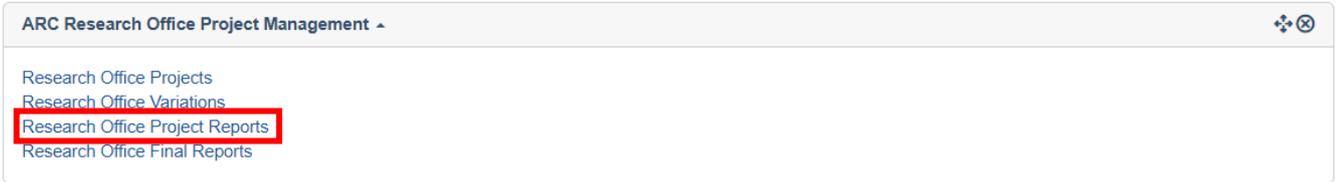


- d) In the filtered search results click 'Form' to edit the report for the desired project.



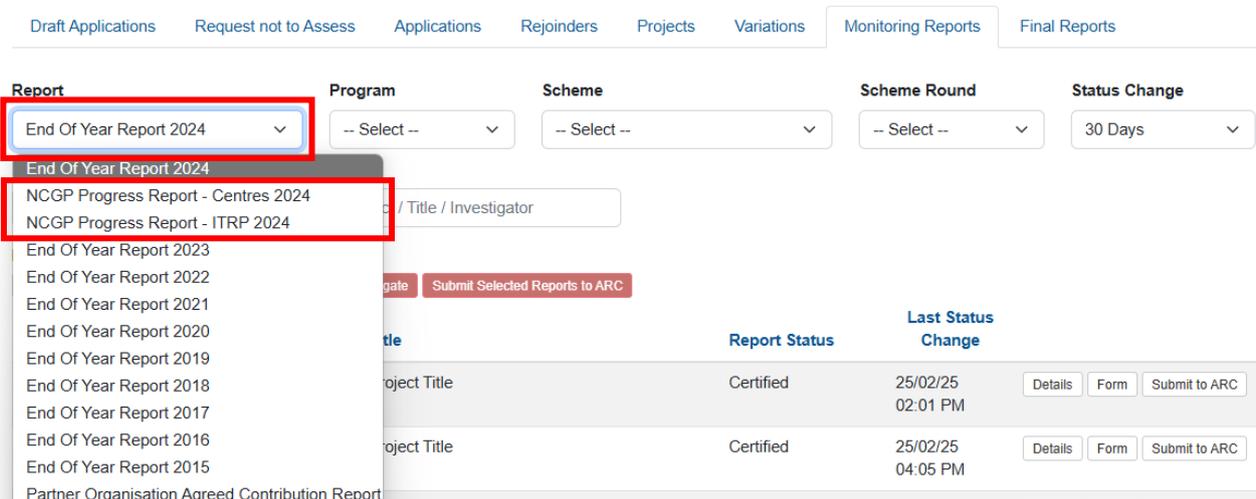
Research Office Staff

- a) Login to [RMS](#).
- b) In the *ARC Research Office Project Management* section of *Action Centre*, click on 'Research Office Project Reports'

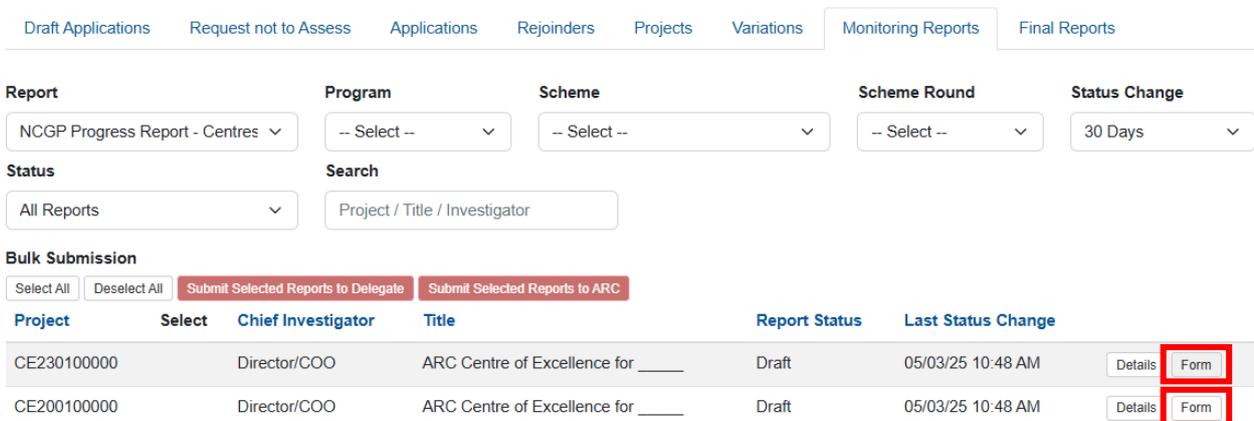


Searching for and editing Reports

- c) Click the 'Report' drop-down and select the relevant form (either 'NCGP Progress Report – Centres' or 'NCGP Progress Report ITRP'. The reporting year is indicated on the name of the form)



- d) In the filtered search results click 'Form' to edit the report for the desired project.



Mandatory fields

Several fields in the Report are mandatory and must be completed before the Progress Report can be certified and submitted to the ARC. The required fields are explained in detail, later in this document.

A mandatory question will be highlighted red, and the following banner will appear under the question indicating it must be answered:

Was this Theme listed in your application?

- This item must be answered

How to add multiple answers and remove answers within questions.

Adding and removing multiple answers

- To enter multiple answer panels for a given question, select 'Add Answer' at the bottom of the question or the questions answer panel.

Add answer

- To remove an answer panel, select the cross 'X' in the top right of the answer panel for the answer that needs to be removed.

Highlight ✕

0 characters. 2500 characters maximum.

- This item must be answered

Adding and removing an option

- To add, select the option from the drop-down menu or 'search' function and click 'Add'.
- To remove, select the 'x' beside the option that needs to be removed.

#	Name	
1	Theme 1	▼ ▲ ✕

Add

Please note: All options can only be added once. Click 'Add' otherwise the selection will be lost the next time 'Save' is hit.

Uploading a file

a) Click 'Choose File' and select a file to upload

Attachment (*.xlsx, *.xls)



A screenshot of a file upload interface. The text "Attachment (*.xlsx, *.xls)" is at the top. Below it is a horizontal bar with a "Choose File" button on the left, "No file chosen" in the middle, and an "Upload" button on the right. The "Choose File" button is highlighted with a red box.

- This item must be answered

b) Click 'Upload' to upload the file

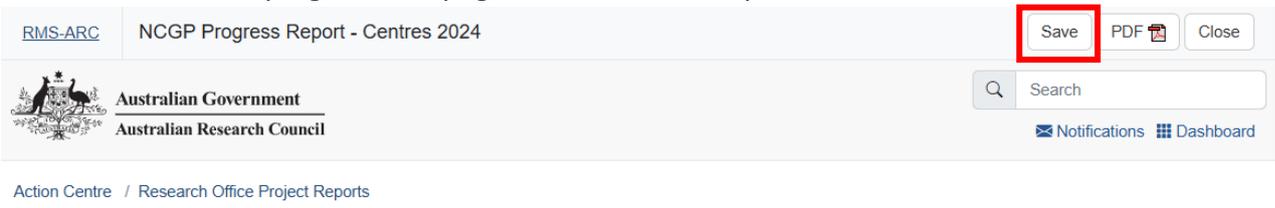
Attachment (*.xlsx, *.xls)



A screenshot of a file upload interface. The text "Attachment (*.xlsx, *.xls)" is at the top. Below it is a horizontal bar with a "Choose File" button on the left, "Part H - Attachment.xlsx" in the middle, and an "Upload" button on the right. The "Upload" button is highlighted with a red box.

- This item must be answered

c) Click 'Save' at the top right of the page to ensure this is uploaded.



A screenshot of a web page header. The breadcrumb "RMS-ARC / NCGP Progress Report - Centres 2024" is at the top. Below it is the Australian Government logo and "Australian Research Council". On the right, there are buttons for "Save", "PDF", and "Close". The "Save" button is highlighted with a red box. Below the header is a search bar and "Notifications" and "Dashboard" links. At the bottom, the breadcrumb "Action Centre / Research Office Project Reports" is visible.

d) When completed correctly the file will appear under the upload field as a downloadable hyperlink.

Attachment (*.xlsx, *.xls)



A screenshot of a file upload interface. The text "Attachment (*.xlsx, *.xls)" is at the top. Below it is a horizontal bar with a "Choose File" button on the left, "No file chosen" in the middle, and an "Upload" button on the right. Below the bar, a file "Part H - Attachment.xlsx" is shown with a red 'X' icon to its right, which is highlighted with a red box.

Removing an upload

a) Clicking the 'X' and saving removes an upload.

Attachment (*.xlsx, *.xls)



A screenshot of a file upload interface. The text "Attachment (*.xlsx, *.xls)" is at the top. Below it is a horizontal bar with a "Choose File" button on the left, "No file chosen" in the middle, and an "Upload" button on the right. Below the bar, a file "Part H - Attachment.xlsx" is shown with a red 'X' icon to its right, which is highlighted with a red box.

b) You may also replace an uploaded document by following the above steps from a) to d). Only one file may be uploaded.

Completing the Progress Reports Form Parts

To begin filling out the Progress Report, click on the relevant form part at the top of the screen to navigate between form parts, beginning with Part A.

Please note: Within the heading of the form, the colour of the parts will be indicated as either red – meaning that they are incomplete and therefore invalid; or green – meaning that they are completed and valid.

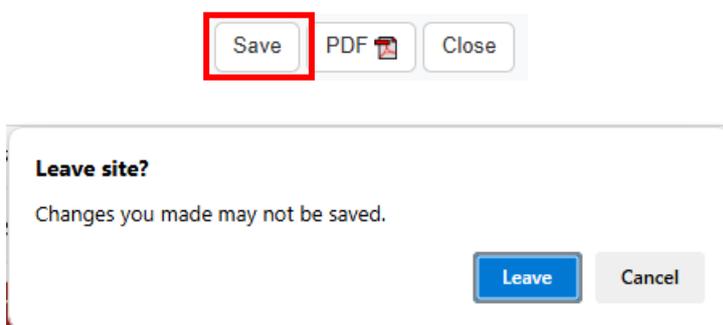
Please remember to save regularly as you complete the form, using the 'Save' button located at the top right of the page.

Not ready to submit ☒

- A Project
- B Themes (Invalid) ▾
- C Governance (Invalid)
- D Highlights / Case Studies (Invalid)
- E Partner Contributions
- F Key Performance Indicators (Invalid)
- G Outreach & Engagement (Invalid)
- H Lodgement of Publication (Invalid)
- I Annual Report

Saving the Report

All changes to the Report must be manually saved (no automatic saving). Should a user attempt to navigate away from the page with unsaved changes, a prompt will appear on the browser. The 'Save' button can be found at the top right of the page.



NOTE: Should your browser remain idle for an extended period, RMS will automatically log you out and your work will not be saved. Ensure you save your work on a regular basis.

ARC Comments fields

'ARC Comments' fields have been included in each Part of the Progress Report form to enable ARC staff to query any issues and provide instruction on any corrections required prior to approving the Progress Report. Should the Progress Report be returned to the RO, please refer to this section for comments from the ARC.

ARC Staff Comments only

0 characters. 500 characters maximum.

Progress Report status

The progress of a report through the approval process can be tracked by status, which can be found when [accessing a form](#).

Your view can be filtered based on status, by choosing a status from the 'Status' drop-down.

The status and their meanings are as follows:

Status type	Explanation
Draft	Either nothing has been entered, or not all mandatory fields have been completed
Ready to Submit	All mandatory information has been entered, and the Progress Report is ready to be submitted to the RO
Returned to Research Office	The ARC has returned the Progress Report to the RO to be amended
Submitted to RO Delegate	The Progress Report has been submitted to the RO Delegate and is waiting to be certified
Certified	The RO Delegate has certified the Progress Report, and it is now ready to be submitted to the ARC
Resubmitted to ARC	The Progress Report has been resubmitted to the ARC and is ready to be reassessed
Submitted to ARC	The Progress Report has been submitted to the ARC and is ready to be assessed
Accepted	The ARC has assessed and accepted the Progress Report
Waived	The ARC has waived the requirement for this Progress Report

Return to Research Office

There is no notification or automated email system in RMS for these Progress Reports. ARC Post Award will email the project Director and RO advising of a Report's desubmission and the resubmission due date. The email indicated in RMS will be used to notify the project Director.

Part A – Project Themes

Enter the name of each Theme associated with this grant (as per your application and/or approved variation by ARC). Each Theme entered will create a new form part in Part B for this reporting period.

Theme names cannot be edited, ensure they are typed correctly when creating. A Theme will need to be deleted to update the name, therefore any information entered in Part B will be lost.

Your project application may have called a Theme a:

- Research Program
- Project
- Core Project
- Centre Theme
- Workstream

For the purpose of completing this section of the Progress Report, these terms are interchangeable.

A1 Themes

a) Add a Theme by entering the theme name in the text field and clicking the 'Add' button.

#	Name	
1	Theme 1	▼ ▲ ✕
	Theme 2	Add

A minimum of 1 Theme is required

Once a Theme is added, it will be included in Part B drop-down selection at the top of the page.

The screenshot shows the top navigation bar of the Australian Research Council website, including the logo and a search bar. Below the navigation bar is a breadcrumb trail: "Action Centre / Research Office Project Reports / CE230100000 (Funded) / NCGP Progress Report - Centres 2024 (CE230100000 - University)". A pink notification bar states "Not ready to submit". Below this is a row of progress indicators for various sections: A) Project, B) Themes (Invalid), C) Governance (Invalid), D) Highlights / Case Studies (Invalid), E) Partner Contributions, F) Key Performance Indicators, G) Outreach & Engagement (Invalid), and H) Lodgement of Publication. The "B) Themes (Invalid)" dropdown menu is open, showing "Theme 1 (Invalid)" and "Theme 2 (Invalid)".

Once all Themes are added, you may continue to [Part B – Themes](#).

Part B – Themes

This section captures information related to the progress of Themes over the reporting period. New Themes may be reported and justified to meet scheme and funding objectives. For each entry in Part A, set questions in Part B will need to be answered. Use the drop-down to select a Theme and respond to the questions.

The screenshot shows the top navigation bar of the Australian Research Council portal. It includes the Australian Government logo, the text 'Australian Government' and 'Australian Research Council', and a search bar. Below the navigation bar is a breadcrumb trail: 'Action Centre / Research Office Project Reports / CE230100000 (Funded) / NCGP Progress Report - Centres 2024 (CE230100000 - University)'. A pink notification bar states 'Not ready to submit'. Below this are several navigation tabs: 'A) Project', 'B) Themes (Invalid)', 'C) Governance (Invalid)', 'D) Highlights / Case Studies (Invalid)', 'E) Partner Contributions', 'F) Key Performance Indicators', 'G) Outreach & Engagement (Invalid)', and 'H) Lodgement of Publication'. The 'B) Themes (Invalid)' tab is selected, and its dropdown menu is open, showing 'Theme 1 (Invalid)' and 'Theme 2 (Invalid)'. The text 'CE230100000' is visible below the dropdown.

B1 Theme

Theme Name

This section is auto-populated from responses in [Part A](#).

B1. Theme

Provide a high-level update on the progress of each of the research projects (or sub-projects) noting any delays, or new projects.

Theme Name

Theme 1

B2 Theme Review

Was this Theme listed in your application? (Mandatory)

- a) Select “Yes” or “No” from the drop-down box.

B2. Theme Review

(This question must be answered)

The screenshot shows a dropdown menu for the question 'Was this Theme listed in your application?'. The dropdown is open, showing two options: 'Yes' and 'No'. The dropdown is highlighted with a red border.

If 'No'

- i) Describe the objectives of the new Theme and how they relate to the overall Program and Scheme objectives.

A Theme that is not listed in the original application must describe its relation to Program and Scheme Objectives.

Was this Theme listed in your application?

No

Describe the objectives of the new Theme and how they relate to the overall Program and Scheme objectives.

0 characters. 1500 characters maximum.

- This item must be answered

ii) Select “Yes” or “No” from the drop-down menu of ***Has this theme been approved through a formal variation?***

Has this new theme been approved through a formal variation?

Yes
No

Please note: On acceptance of the Progress Report the ARC Comments section will advise if a variation will be required to be submitted, or if it has been accepted as part of the acceptance of the Progress Report.

iii) Indicate the status of the Theme in relation to the delivery of the Program.

What is the status of this Theme in relation to the delivery of the Program?

- On track
- Delayed
- At risk
- Completed

- At least one option must be selected

The progress of delivery of a Theme is reported using a stop-light system:

Status	Stop light
On track	Green light
Delayed	Yellow light

At risk	Red light
Completed	n/a

Where a Theme is identified as ‘Delayed’ or ‘At risk’, further information is required to be provided in question B3.

A Theme that is identified as ‘On track’ or ‘Completed’ can [save the progress on the form](#) before continuing to [Part C – Governance](#).

If ‘Yes’ to ‘Was this Theme listed in your application?’

B2. Theme Review
(This question must be answered)

Was this Theme listed in your application?

Is this Theme still applicable to this Program?

• This item must be answered

Click the drop-down and respond Yes or No to ***‘Is this Theme still applicable to this grant?’***

If ‘No’

a. Explain why the Theme is no longer part of the Program in the following text box.

B2. Theme Review
(This question must be answered)

Was this Theme listed in your application?

Is this Theme still applicable to this Program?

Explain why this Theme is no longer part of the Program

0 characters. 1500 characters maximum.

• This item must be answered

b. [Save the progress](#) on the report before proceeding to [Part C – Governance](#).

If 'Yes' to 'Is this Theme still applicable to this grant?'

iv) Indicate the status of the Theme in relation to the delivery of the Program.

What is the status of this Theme in relation to the delivery of the Program?

<input type="checkbox"/>	On track
<input type="checkbox"/>	Delayed
<input type="checkbox"/>	At risk
<input type="checkbox"/>	Completed

• At least one option must be selected

The progress of delivery of a Theme is reported using a stop-light system:

Status	Stop light
On track	Green light
Delayed	Yellow light
At risk	Red light
Completed	n/a

Where a Theme is identified as 'Delayed' or 'At risk', further information is required to be provided in question B3.

A Theme that is identified as 'On track' or 'Completed' can continue to other questions on the form. Ensure to [save the progress](#) on the report before continuing to [Part C – Governance](#).

B3 Theme Updates

Describe the changes and/or issues. Why were they important to the Program?

This section is required if a Theme is 'Delayed' or 'At risk' in B2.

a) Click 'Add answer'

B3. Theme Updates

This section only needs to be completed if you have advised the project is 'Delayed' or 'At risk' above.



Describe the changes and/or issues. Why were they important to the Program

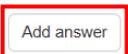
B3. Theme Updates

This section only needs to be completed if you have advised the project is 'Delayed' or 'At risk' above.

Describe the changes and/or issues. Why were they important to the Program? ✕

|

0 characters. 5000 characters maximum.



For issues and risks, include any mitigation strategies implemented and provide a self-assessment of the effectiveness of these strategies in managing the issue.

Multiple issues/changes may be identified for a single Theme and described individually using the 'Add Answer' button to add additional text boxes. Mitigation strategies and a self-assessment on effectiveness may be provided.

Where the status of a Theme is either 'On track' or 'Completed', the ARC does not need to be notified of any issues or risks, and this section will be greyed out.

Once this is completed, ensure you are [save the form](#) before continuing to [Part C – Governance](#).

ARC Comment section

An ARC comment may be used to advise whether a scope change variation would be required for any 'new' Themes.

New themes that have not been requested in a formal variation will have a comment here from the ARC stating whether a formal variation is required.

Part C – Governance

Once a project has commenced, we expect that the governance, policies and procedures required by the grant agreement are in place. This section is used to notify the ARC of any reviews and changes. There is no requirement to provide copies of these documents as part of the Progress Report.

As part of the ARC Grant Agreement, all CE/ITRP Programs are required to have strong governance, policies and procedures in place from the commencement of the Program. These governance, policies and procedures are to be reviewed on a regular basis.

At any stage, the ARC may request to see any, or all of your governance, policies or procedure documents relating to the ARC Grant Agreement.

C1 Governance Plans

Have you completed any reviews of your governance, policies or procedures during the reporting period?

Have you completed any reviews of your governance, policies or procedures during the reporting period?

Yes

No

a) Respond 'Yes' or 'No' from the drop-down box.

If 'Yes'

Which governance, policies or procedures were reviewed?

- Operational Plan
- Strategic Plan
- Structure & Governance Plan
- Gender Equality & Diversity Plan
- Mentoring & Professional Development Plan(s)
- Translation Plan
- Data Management Plan
- Budget Plan
- Advisory Committees Structure(s)
- Other

• At least one option must be selected

If Other, please advise:

0 characters. 500 characters maximum.

b) Select which of the following have been reviewed by clicking on the adjacent checkbox:

- Operational Plan
- Strategic Plan
- Structure & Governance Plan
- Gender Equality & Diversity Plan
- Mentoring & Professional Development Plan(s)
- Translation Plan
- Data Management Plan
- Budget Plan
- Advisory Committees Structure(s)
- Other

When selecting 'Other' please state what governance, policy or procedure has been reviewed.

c) Click the drop-down and respond Yes or No to **“Have any governance, policies or procedures been updated?”**

If 'Yes'

i) Select which of the following have been updated by clicking on the adjacent checkbox:

- Operational Plan
- Strategic Plan
- Structure & Governance Plan
- Gender Equality & Diversity Plan
- Mentoring & Professional Development Plan(s)
- Translation Plan
- Data Management Plan
- Budget Plan
- Advisory Committees Structure(s)
- Other

ii) When selecting 'Other' please state what governance, policy or procedure has been reviewed.

If 'No'

There is no requirement to report updates to governance, policy or procedure.

For example, this may occur when a review has been undertaken for a policy however it was found that it is still applicable, and no updates were made.

If 'No' to “Have you completed any reviews of your governance, policies or procedures during the reporting period?”

When a project is already established and has commenced, we expect that plans and policies required by the agreements are in place. Where no reviews have taken place, there is no requirement to report an update implemented in the reporting period.

There is no requirement to provide copies of these documents as part of the Progress Report.

C2 Personnel Demographics

Since 2016*, the ARC has collected data on researchers who identify as Female, Male, Indeterminate/Intersex, or Unspecified.

The matrix should reflect the Full Time Equivalent program personnel across the reporting period.

Complete the table using FTE figures. Up to 2 decimal places may be entered. You may estimate the total FTE.

What are gender demographics among Programs personnel?

What are gender demographics among Programs personnel?

	Woman / Female	Man / Male	Non-binary	Different Term	Prefer not to answer	Total
Chief Investigators	<input type="text"/>	0				
Partner Investigators	<input type="text"/>	0				
Postdoctoral Researchers / Research Fellows (ie research staff with a PhD or equivalent)	<input type="text"/>	0				
Administrative Staff	<input type="text"/>	0				
Total	0	0	0	0	0	

Programs personnel are personnel employed and working to support activity of the project including contractors, full and part time employees.

Where personnel have changed roles through the year, report them against the role they performed majority of their duties as during the reporting period. Please provide detail in the Additional Comments section.

What are gender demographics among student personnel?

What are gender demographics among student personnel?

	Woman / Female	Man / Male	Non-binary	Different Term	Prefer not to answer	Total
PhD Students	<input type="text"/>	0				
Honours / Masters	<input type="text"/>	0				
Undergraduate Students	<input type="text"/>	0				
Total	0	0	0	0	0	

Where students have advanced their level of study (e.g. completed undergrad and commenced honours) through the year, report them against the highest degree during the reporting period.

How many of Program personnel, to your knowledge, would identify as Culturally or Linguistically Diverse?

How many of Program personnel, to your knowledge, would identify as Culturally and Linguistically Diverse?

	Total
Culturally and Linguistically Diverse	<input type="text"/>

This question is not tied to an FTE. Please provide the head count of personnel who would identify as culturally or linguistically diverse.

Ensure to [save your progress](#) on this form before proceeding to [Part D – Highlights / Case Studies](#).

Part D – Highlights / Case Studies

A highlight may be a story of a success or unintended positive impact by the Project. This could include anything from PhD completions, researcher promotion, research awards, project recognition, onboarding a new partner.

A case study is defined for this report as an example of the project having a demonstrable benefit. Anything from commercialising a product or process; making a significant scientific discovery; achieving a societal benefit; providing evidence to inform government policy; improving economic outcomes for industry; etc.

An Executive Summary must be provided for each case study provided to the ARC which may be used in the ARC Annual Report and/or media releases.

Highlights and case studies are mandatory for all Centres of Excellence projects. With highlights being mandatory and case studies optional for all ITRP and SRI projects.

Centres of Excellence must provide at least 1 highlight and at least 2 case studies in this section.

Although ITRP or SRI projects are not required to provide a case study. Please consider the option as an opportunity to present the impact of the research through the reporting period.

TIP: Ensure to [save this form](#) frequently so that your progress is not lost.

D1 Highlights

a) Click 'Add answer' to show the text box needed to complete this section.

D1. Highlights

Provide at least one research highlight of your research program for the reporting year.

• A minimum of 1 answer is required

Add answer

b) A PDF may be uploaded as supporting documentation. See [instructions for uploading](#) above.

D1. Highlights ⓘ

Provide at least one research highlight of your research program for the reporting year.

Highlight

×

0 characters. 2500 characters maximum.

• This item must be answered

PDF Upload

Choose File

No file chosen

Upload

Add answer

D2 Case Studies

a) Click 'Add answer' to show the text boxes required to complete this section

D2. Case Studies

Provide two or more case studies associated with this project, including an Executive Summary of each.

- A minimum of 2 answers are required

Add answer

b) A PDF of a case study may be provided as supporting documentation. See [instructions for uploading](#) above.

D2. Case Studies

Provide two or more case studies associated with this project, including an Executive Summary of each.

Executive Summary ✕

0 characters. 5000 characters maximum.

- This item must be answered

PDF Upload

Choose File No file chosen Upload

Supportive URL(s)

0 characters. 750 characters maximum.

- A minimum of 2 answers are required

Add answer

Centres of Excellence's must provide 2 or more case studies associated with this project, including an Executive Summary of each. Until 2 Executive Summaries have been provided, this section will flag as invalid.

Your full case study can be uploaded, or you can provide a URL link. See [instructions for uploading](#) above.

Describe how your project was involved in your examples.

The 'Executive Summary' should not be a copy paste of text from the attached case study.

Part E – Partner Contributions

Your RO will be familiar with a Partner Organisation Agreement Contribution Report (POCAR), if you have any questions regarding this section, please contact your RO.

POACR's refer to the original funded years rather than calendar year. Funds should be entered against the year the activity is intended to take place regardless of periods of deferred commencements or suspensions. Should additional contributions be provided after the original funding years, they may be entered into the last year of the table.

If your Partner Contributions require updating, please report in the 'Updated Contributions' table. Acceptance of the Progress Report will update the project POACR.

Part E - Partner Contributions

E1. Participating Organisation Agreed Contribution Report

Updated Contributions		2023		2024		2025	
Organisation	Role	Cash	In-kind	Cash	In-kind	Cash	In-kind
Placeholder Admin Organisation	Administering Organisation	10,000.00	2,000.00	20,000.00	2,000.00	30,000.00	2,000.00
Placeholder Collaborating Organisation	Collaborating Organisation	5,000.00	5,000.00	1,000.00	1,000.00	1,000.00	2,000.00
Placeholder Other Organisation	Other Organisation	1,000.00	0.00	2,000.00	0.00	3,000.00	0.00

Updated Contribution Totals

Organisation Role	Total Cash	% Of Total Allocation	Total In Kind	% Of Total Allocation	Total Contribution	% Of Total Allocation
Administering Organisation	\$ 60,000.00	100.00 %	\$ 6,000.00	10.00 %	\$ 66,000.00	110.00 %
Collaborating Organisation	\$ 7,000.00	11.67 %	\$ 8,000.00	13.33 %	\$ 15,000.00	25.00 %
Other Organisation	\$ 6,000.00	10.00 %	\$ 0.00	0.00 %	\$ 6,000.00	10.00 %
Overall Total	\$ 73,000.00	121.67 %	\$ 14,000.00	23.33 %	\$ 87,000.00	145.00 %

Additional Comment

0 characters. 500 characters maximum.

ARC Staff Comments only

0 characters. 500 characters maximum.

Current Organisational Contributions are displayed at the bottom of the page.

Current Organisation Contributions		2023		2024		2025	
Organisation	Role	Cash	In Kind	Cash	In Kind	Cash	In Kind
Placeholder Admin Organisation	Administering Organisation	\$10,000.00	\$2,000.00	\$20,000.00	\$2,000.00	\$30,000.00	\$2,000.00
Placeholder Collaborating Organisation	Collaborating Organisation	\$5,000.00	\$5,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$2,000.00
Placeholder Other Organisation	Other Organisation	\$1,000.00	\$0.00	\$2,000.00	\$0.00	\$3,000.00	\$0.00

Organisation Role	Total Cash	% Of Total Allocation	Total In Kind	% Of Total Allocation	Total Contribution	% Of Total Allocation
Administering Organisation	\$60,000.00	100 %	\$6,000.00	10.0 %	\$66,000.00	110.0 %
Collaborating Organisation	\$7,000.00	11.67 %	\$8,000.00	13.33 %	\$15,000.00	25.00 %
Other Organisation	\$6,000.00	10.0 %	\$0.00	0 %	\$6,000.00	10.0 %
Total	\$73,000.00	121.67 %	\$14,000.00	23.33 %	\$87,000.00	145.00 %

Ensure to [save this form](#) frequently so that your progress is not lost.

Part F – Key Performance Indicators

Key Performance Indicators (KPIs) are a set of quantifiable measures that are used to monitor and provide indicative progress of research outcomes.

Common KPI measures have been identified and included in the Progress Report form.

Where KPI measures have previously been approved by the ARC:

- Approved KPIs that are not in Part F and included in the published Annual Report provided in Part I require an Additional Comment prompting ARC to check the published Annual Report.
- Approved KPIs that are not in Part F should be reported in the Additional Comment section.
- A target from an approved KPI that has not been met must be indicated in the Additional Comment section.
- A target from an approved KPI that has been exceeded does not require additional comment to indicate it has been met.
- Where a KPI is included in the form but not part of the Project's approved KPIs, these are not assessed. You must enter a 0 and indicate these were not included in approved KPIs in the 'Additional Comment' section. See screenshots provided for each section for more information.

Qualitative measures should be provided in the Additional Comment section to provide context to quantitative measures in the category.

All tables are mandatory and only accept positive integers and will automatically remove characters that are not numbers (e.g. spaces, commas).

TIP: Ensure to [save this form](#) frequently so that your progress is not lost.

See below, screenshots for example responses.

General Key Performance Indicators – Traditional and Non-traditional outputs

The number of outputs would be expected to increase over time and should reflect the body of work being developed. The types of outputs can be discipline and industry and/or other sector relevant and be of the highest quality.

The quality of research outputs may be quantified through a variety of measures including impact factors, peer review of outputs, citation analysis, and awards or prizes (if applicable).

Qualitative measures should be indicated in as an Additional Comment.

F1. Number of traditional outputs

F1. Number of traditional research outputs?

(This question must be answered)

	Actual
a) Journal articles	30
b) Books	5
c) Book Chapters	0
d) Conference publications	0
e) Patents	6
Total	41

Additional Comment

c) and d) were not approved KPIs.
a) 80% of Journal articles were published in Q1 journals. This exceeded a target of 75%

121 characters. 800 characters maximum.

F2. Non-traditional Research Outputs

F2. Number of Non-Traditional Research Outputs

(This question must be answered)

	Actual
a) Artistic performances	0
b) Films	0
c) Creative Arts	12
Total	12

Additional Comment

a) and b) were not approved KPIs
c) live performance of created works and recording/rendering of created works were the approved KPIs. These measures have been reported together in c).

184 characters. 800 characters maximum.

Centres of Excellence specific Key Performance Indicators

F3. Number of workshops/conferences held/offered by the Centre

F3. Number of workshops/conferences held/offered by the Centre

(This question must be answered)

Number of workshops/conferences

	Actual
a) International conferences / workshops	0
b) National conferences / workshops	2
c) Seminars / forums / scientific talks	3
d) General Public events	6
Total	11

Additional Comment

- a) Is an approved KPI however there was no target set for the 2024 reporting period.
b) and c) achieved their targets.
d) was below its monthly target and organised on a bi-monthly basis to ensure projects had sufficiently progressed and an update could be provided to the general public

287 characters. 800 characters maximum.

F4. Number of training held/offered by the Centre

Training courses listed here should be over and above the standard professional development courses offered by participating institutions. The training should directly relate to the operation and objectives of the Centre and align with future workforce skills requirements.

F4. Number of training courses held/offered by the Centre

(This question must be answered)

	Actual
a) Media / communications / writing / public speaking	0
b) Grant applications / job applications / interview training	0
c) Equity / diversity / cultural awareness	3
d) Research skills	5
e) Professional skills	3
f) Supervision and mentoring	3
Total	14

Additional Comment

- a) and b) are not approved KPIs

31 characters. 800 characters maximum.

F5. Number of Postgraduate commenced and completed

These measures should report commencements and completions in 2024 only.

All students are expected to complete within the duration of the Centre. Acknowledging a general timeframe of 3.5 years for completion of a PhD, completions are not normally anticipated in the first three years of the Centre.

1. Number of Postgraduate commenced

1. Number of Postgraduate commenced

	Actual
a) PhD Students	3
b) Masters by research	2
c) Masters by coursework	2
d) Honours by research	2
e) Honours by coursework	2
Total	11

Additional Comment

d) and e) Targets were not met, these were anticipated to be 3. This is due to _____

88 characters. 800 characters maximum.

2. Number of Postgraduate completed

2. Number of Postgraduate completed

	Actual
a) PhD Students	0
b) Masters by research	0
c) Masters by coursework	0
d) Honours by research	0
e) Honours by coursework	0
Total	0

Additional Comment

All targets met. No completions anticipated in 2024

52 characters. 800 characters maximum.

F6. Number of additional researchers working on Centre research

This refers to the number of research personnel recruited each year and should include all Centre research personnel who are not participating as a CI or PI. Students listed should be supervised by Centre researchers.

F6. Number of additional researchers working on Centre research

(This question must be answered)

	Actual
a) Postdoctoral researchers	2
b) PhD students	3
c) Masters by research students	2
d) Masters by coursework students	1
e) Honours students	2
f) Associate Investigators	2
g) Undergraduate students	4
h) Lab Technician	1
i) Research Assistants	2
j) Administrative Support	3
Total	22

Additional Comment

0 characters. 800 characters maximum.

F7. Number of government, industry and business community briefings

These targets demonstrate the Centre's level of engagement with external stakeholders and the public, and ability to message the Centre's research ideas. The ARC expects students/trainees to be involved in public talks.

F7. Number of government, industry and business community briefings

(This question must be answered)

	Actual
a) To public	10
b) To government	3
c) To industry business / end user	4
d) To non-government organisations	6
e) To professional organisations and bodies	0
Total	23

Additional Comment

All targets were met

20 characters. 800 characters maximum.

F8. Number of new organisations collaborating with, or involved in, the Centre

Centres are expected to leverage new partnerships throughout the duration of the grant. Include the number of new Participating Organisations, as well as organisations with which the Centre establishes a new collaborative relationship.

F8. Number of new organisations collaborating with, or involved in, the Centre

(This question must be answered)

	Actual
a) Government	0
b) Australian Universities	0
c) International Universities	3
d) Partner Organisations	2
e) National - Industry	2
f) International - Industry	5
g) Research facilities	0
Total	12

Additional Comment

a), b) and g) None new in the 2024 calendar year.

49 characters. 800 characters maximum.

F9. Number of female research personnel

Provide the current number of female research personnel at the Centre.

F9. Number of female research personnel

(This question must be answered)

	Actual
Female	15
Total	15

Additional Comment

|

0 characters. 800 characters maximum.

ITRP Key Performance Indicators

F3. Number of visits to the project (>1 week)

This KPI will provide a measurement of the significant visits to the Investment. These visits can result from inviting a person(s) to attend or requests to visit the. This category does not include short visits, for example attending a single event such as a launch, presentation, or a mentoring session. However, if their stay for these events is extended to participate in research activities for one week or greater, this can be included.

F3. Number of visits to the project (>1 week)

(This question must be answered)

	Actual
a) Industry visitors	5
b) International visitors	12
c) National visitors	6
d) Academic visitors	16
Total	39

Additional Comment

c) is below the target of 10 for 2024. The Centre has focused on engaging international visitors and b) reports an overachievement from a target of 6.

150 characters. 800 characters maximum.

F4. Number of government, industry and business community briefings

The targets in this category are intended to demonstrate the level of engagement with external stakeholders and decision makers. The ARC expects that all students and Postdoctoral Fellows have opportunities to be involved in public talks. The targets in this category should be additional to the targets listed for workshops/conferences, and can include both invitations to speak at events, as well as - hosted events.

F4. Number of government, industry and business community briefings

(This question must be answered)

	Actual
a) To public	0
b) To government	3
c) To industry business/end user	2
d) To Non-government organisations	2
e) To professional organisations and bodies	2
Total	9

Additional Comment

a) was not an approved KPI|

26 characters. 800 characters maximum

F5. Number and nature of commentaries about the project's achievements

The ARC expects the Research Hub or Training Centre to appear as a separate entity within the Administering Organisation. This includes promoting research outcomes and events through its own website, social media, and articles. This KPI provides a measurement on how the Research Hub or Training Centre is raising its profile. A media release is defined as a factual based statement that informs people about an event, research outcome or other happenings. Social media examples include Twitter, Facebook, Instagram, and LinkedIn. Measurements of social media can include retweets, followers, or likes. Articles can include news stories, interviews, or bulletins.

F5. Number and nature of commentaries about the project's achievements

(This question must be answered)

	Actual
a) Media releases	5
b) Social media	60
c) Articles	12
Total	77

Additional Comment

b) Measure reports the number of Social Media posts. Posts on all platforms had high engagement scores. Through 2024, posts by the project were shared 300 times.

161 characters. 800 characters maximum.

F6. Additional funding secured attributable to project's engagement activities (\$)

This category demonstrates that the Training Centre or Research Hub is providing a good return on investment. This is important for planning beyond the ARC funding of the Research Hub or Training Centre. This category can include additional funding secured above the commitments of the original Partner Organisations as listed in the application, or as additional funding secured from new partners (cash or in-kind commitments). However, the latter is not the sole measure of success and new Partner Organisations should be carefully considered against the remit of the research program.

F6. Additional funding secured attributable to project's engagement activities (\$)

(This question must be answered)

	Actual
a) Additional contributions from Partner Organisations	200000
b) Secured venture capital	0
c) Grants	20000
d) Other	19000
Total	239000

Additional Comment

a) Part E Partner Contributions has not been updated to reflect these additional contributions as these have already been reported and accepted in a revised POACR

162 characters. 800 characters maximum.

Discuss [Part E – Partner Contributions](#) with your central Research Office to determine if a revised Contribution report can be included as part of the Progress Report and to reflect the response to *a) Additional contributions from Partner Organisation*.

Where revised contributions have previously been accepted by the ARC *a) Additional contributions from Partner Organisation*

ITRP scheme specific Key Performance Indicators

Research Hubs

Research Hub Specific

	Actual
a) Number of mentoring programs (formal/informal) that Hub participants and staff are engaged with	<input type="text"/>
b) Number of post-doctoral fellows placed in Partner Organisations	<input type="text"/>
c) Number of HDR students placed in Partner Organisations	<input type="text"/>
Total	0

a) Number of mentoring programs (formal/informal) that Research Hub participants and staff are engaged with

This category includes formal and informal mentoring programs. Where possible, each student or postdoctoral fellow should have both an academic and industry mentor throughout the funding period. Please note that a mentor is additional to a supervisor. Mentoring programs listed should involve experienced personnel as mentors. Mentees may be Research Hub participants at any career stage. Programs listed can include Research Hub development/ leadership/ induction programs for Research Hub researchers, students, postdoctoral researchers, new staff, external stakeholders, end-users etc. Programs should include all personnel (including the Director).

b) Number of postdoctoral fellows placed in Partner Organisations

This category demonstrates how the Research Hub will ensure ARC funded postdoctoral fellows will be integrated into the research program and involved with Partner Organisations over the life of the project. It is expected that there will be opportunities for postdoctoral fellows to be placed with Partner Organisations.

c) Number of Higher Degree Researcher (HDR) students placed in Partner Organisations

This category demonstrates how the Research Hub will ensure ARC funded HDR students will be integrated into the research program and involved with Partner Organisations over the life of the project. It is expected that there will be opportunities for HDR students to be placed with Partner Organisations.

Training Centres

Training Centre Specific

	Actual
a) Number of ICHDR postgraduate students enrolled at the Training Centre	<input type="text"/>
b) Number of ICPD postdoctoral fellows enrolled at the Training Centre	<input type="text"/>
c) Number of placements to Partner Organisations	<input type="text"/>
d) Number of professional short courses/workshops programs attended by Training Centre participants and staff	<input type="text"/>
Total	0

a) Number of Industry Centre Higher Degree Research (ICHDR) postgraduate students enrolled at the Training Centre

This category should include the number of ICHDRs funded by the ARC and should demonstrate how the Training Centre will ensure ARC funded ICHDR students will be integrated into the research program over the life of the project.

b) Number of Industry Centre Postdoctoral (ICPD)s enrolled at the Training Centre

This category should include the number of ICPDs funded by the ARC and should demonstrate how the Training Centre will ensure ARC funded postdoctoral fellows will be integrated into the research program over the life of the project.

c) Number of placements to Partner Organisations

The ARC encourages all ARC funded ICHDRs and ICPDs to spend considerable time conducting research outside of the higher education sector with a Partner Organisation (i.e., a year or more over the life of the project). Indicate whether the number of postdoctoral fellows who will be placed in Partner Organisations are either full-time or part-time per year. If the number is zero, please indicate this. The arrangements can be listed as a block of time or an FTE commitment.

d) Number of professional short courses/workshops programs attended by Training Centre participants and staff.

Some examples are:

- Engaging with media
- Public speaking
- How to write a grant application, applying for a job and interview training.
- Gender equality and diversity
- Cultural awareness and ethics training

The ARC expects that Training Centres actively participate in several professional development courses, beyond what is offered at the university. Indicate the number of professional short courses/workshop programs that are available for Training Centre participants and staff.

Once Part F is completed for an ITRP or SRI, the form is complete and all parts are valid, the report may be submitted (See [Submitting a Form](#)).

Part G – Outreach

CE only

G1 Describe the Centre's Outreach Strategy

Where unchanged from previous years and/or has been previously provided to the ARC or stated as part of the 'Glossy' Annual Report, it may be copy/pasted here.

G1. Describe the Centre's Outreach and Engagement Strategy

(This question must be answered)

Outreach and Engagement Strategy

0 characters. 2500 characters maximum.

- This item must be answered

G2 Grant Outreach

G2. Grant Outreach and Engagement

(This question must be answered)

Total number of outreach and engagement activities for the reporting period.

Enter Item Type

- This item must be answered

a) Provide total number of outreach activities conducted by the Centre in reporting period.

G3 Provide a summary of Program's Top 10 outreach

G3. Provide a summary of the Centre's Top 10 outreach and engagement activities

Outreach Type ✕

▼ Add

Date of Outreach

• This item must be answered

Attendance Range - Select the attendance range for this activity.

▼

• This item must be answered

Outreach Overview - Describe the activity and its impact to the broader Australian community.

0 characters. 500 characters maximum.

• This item must be answered

Add answer

b) Click 'Add answer' to add a response to an outreach activity. Click 'Add answer' multiple times to provide the required number of summaries.

When there are less than 10 outreach activities completed in the reporting period, all activities must complete a summary.

No more than 10 activities can be described in this section.

Outreach Type

Multiple types may be attributed to an activity. The following may be selected:

- Conference
- Congress
- Forum
- Mentoring
- Round Table
- Scientific talks
- Seminar
- Summit
- Symposium
- Training
- Visitors
- Workshop

- c) Select the activity type and click 'Add'.
- d) Repeat as required, adding types where an activity has multiple types that are suitable

G3. Provide a summary of the Centre's Top 10 outreach and engagement activities

If there are less than 10 outreach and engagement activities, a summary for each must be provided

- e) Click 'X' to remove a type that is not required.

Date of Outreach

You may only select dates in the 2024 calendar year.

Attendance Range

The following ranges may be selected:

- <25
- 26-50
- 51-75
- 76-100
- 101-150
- 151-200
- 201-300
- >300

Outreach Overview

Describe the activity and its impact to the broader Australian community.

Part H – Lodgment of Publication

CE only

ARC Open Access Policy applies to all Research Outputs that come from ARC Funded Research, and their Metadata. Any Research Outputs arising from an ARC research project must be made accessible within 12 months from the date of publication.

Provide a list of publications (with justification) as to why they are not compliant with ARC Open Access Policy as an attachment below.

Note: The template for non-lodgement is provided on the ARC website and available here: [Annual Reporting Responsibilities of ARC Centres of Excellence](#).

You may also click the ‘i’ under the question header to reveal a link to the same webpage above.

H1. Lodgment of Publication ⓘ

The template for non-lodgement is provided on the CEs Annual Report webpage on the ARC website linked here: [Annual Reporting Responsibilities of ARC Centres of Excellence](#)

- a) Click the drop-down to respond Yes or No to “Do you have any research outputs that don’t comply with the ARC Open Access Policy?”

For a response of ‘Yes’

- b) Click ‘Choose File’ and select a file to upload

H1. Lodgment of Publication ⓘ

(This question must be answered)

Do you have any research outputs that don't comply with the ARC Open Access Policy?

Yes

Attachment (*.xlsx, *.xls)

Choose File No file chosen

Upload

- This item must be answered

- c) Click ‘Upload’ to upload the file.

Attachment (*.xlsx, *.xls)

Choose File

Part H - Attachment.xlsx

Upload

- This item must be answered

- d) Click ‘Save’ at the top right of the page to ensure this is uploaded.

RMS-ARC NCGP Progress Report - Centres 2024 Save PDF Close

 Australian Government
Australian Research Council

Search

Notifications Dashboard

Action Centre / Research Office Project Reports

e) When done correctly the file will appear as a downloadable hyperlink.

Attachment (*.xlsx, *.xls)

Choose File No file chosen Upload

Part H - Attachment.xlsx

Part I – Annual Report

CE only

ARC Grant Agreement requires each CE to produce an Annual Report. Please provide a link or upload a copy of your Annual Report for this reporting period.

When the Annual Report is publicly available on you Centre’s website, a link to the Annual Report may be provided here.

Part I - Annual Report

11. Annual Report

ARC Grant Agreement requires each CE to produce an Annual Report. Please provide a link or upload a copy of your Annual Report for this reporting period.

URL

22 characters. 750 characters maximum.

Attachment

No file chosen

Additional Comment

0 characters. 500 characters maximum.

Submitting a Form

When all parts of the form are Green, the Report is ready to be submitted to the research office and its status will update to 'Ready to Submit'.

Ready to submit

A Project B Themes C Governance D Highlights / Case Studies E Partner Contributions F Key Performance Indicators
G Outreach & Engagement H Lodgement of Publication I Annual Report

Director or COO/BM

- a) Login to [RMS](#).
- b) In the *ARC Applicant Project Management* section of *Action Centre*, click on 'Project Reports'.

Australian Government
Australian Research Council

Search

ARC Nomination -

Nominations

ARC Applicant Project Management -

Final Reports
Project Reports

- c) Click the 'Report' drop-down and select the relevant form (either 'NCGP Progress Report – Centres' or 'NCGP Progress Report ITRP' followed by the reporting year)

Australian Government
Australian Research Council

Search

Action Centre / Project Reports

Draft Applications Request not to Assess Applications Rejoinders Project Reports Final Reports

Report Status Search

End Of Year Report 2024 All Reports Project / Title / Investigator

End Of Year Report 2024
NCGP Progress Report - Centres 2024
End Of Year Report 2023
Partner Organisation Agreed Contribution Report

No project reports found

d) In the filtered search results click 'Submit to RO' to edit the report for the desired project.

Australian Government
Australian Research Council

Action Centre / Project Reports

Draft Applications Request not to Assess Applications Rejoinders Project Reports Final Reports

Report: NCGP Progress Report - Centres
Status: All Reports
Search: Project / Title / Investigator

Project	Chief Investigator	Title	Report Status	Last Status Change	
CE230100000	[Chief Operating Officer]	ARC Centre of Excellence for _____	Ready to Submit	06/02/25 12:45 PM	Form Submit to RO

e) Click 'Submit to RO' in the following prompt to submit the report to your Research Office

RMS-ARC TST Project Reports

Australian Government
Australian Research Council

Action Centre / Project Reports

Draft Applications Request not to Assess Applications Rejoinders Project Reports Final Reports

Report: NCGP Progress Report - Centres
Status: All Reports
Search: Project / Title / Investigator

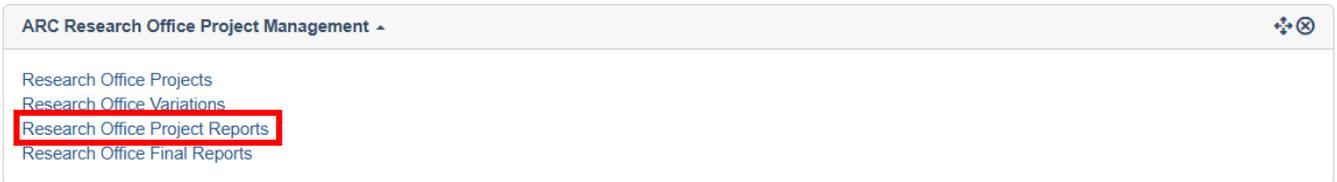
Showing 2 of 2 project reports.

Project	Chief Investigator	Title	Report Status	Last Status Change	
CE230100000	[Chief Operating Officer]	ARC Centre of Excellence for _____	Ready to Submit	12/02/25 01:54 PM	Form Submit to RO

Once submitted to research office, the status will update to 'Submitted to Research Office'.

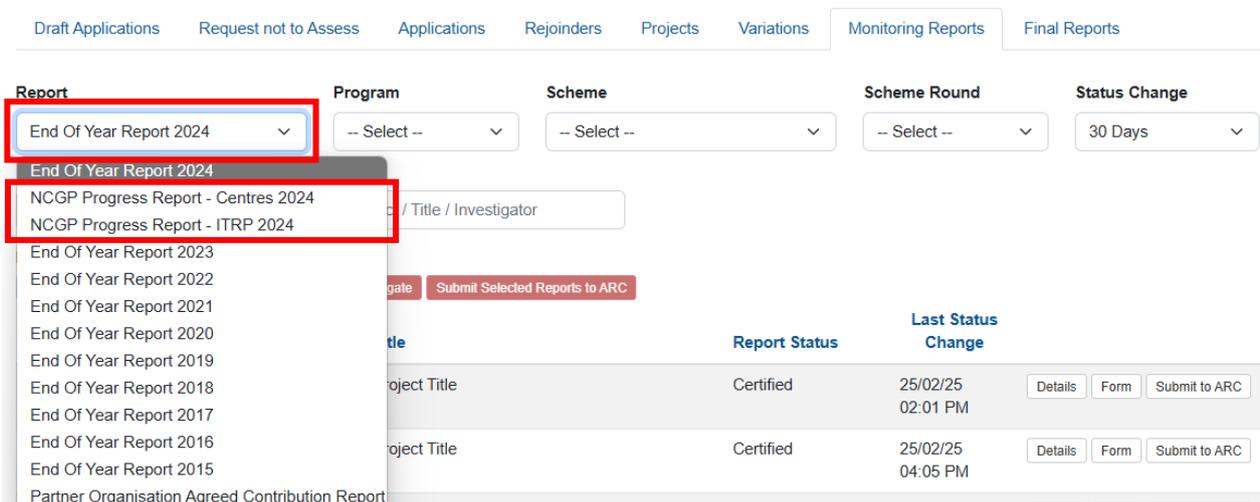
Research Office Staff

- a) Login to [RMS](#).
- b) In the *ARC Research Office Project Management* section of *Action Centre*, click on 'Research Office Project Reports'



Searching for and editing Reports

- c) Click the 'Report' drop-down and select the relevant form (either 'NCGP Progress Report – Centres' or 'NCGP Progress Report ITRP'. The reporting year is indicated on the name of the form)



- d) In the filtered search results click 'Submit to RO Delegate' to send the report to the RO Delegate for Certification.



You may use the 'Select All' and 'Submit Selected Reports to Delegate' buttons to bulk submit forms that are ready to be certified by the RO Delegate. These forms will have a status of 'Submitted to Research Office'

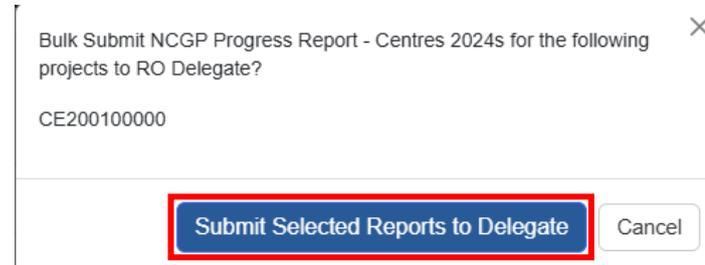
You may also select individually using the check box against the project code.

e) Click through the prompts to send to the RO Delegate.

Prompt when submitting individually.

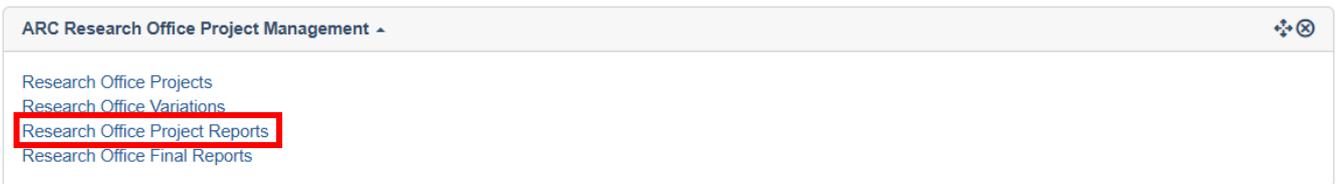


Prompt when submitting using the bulk submit function.



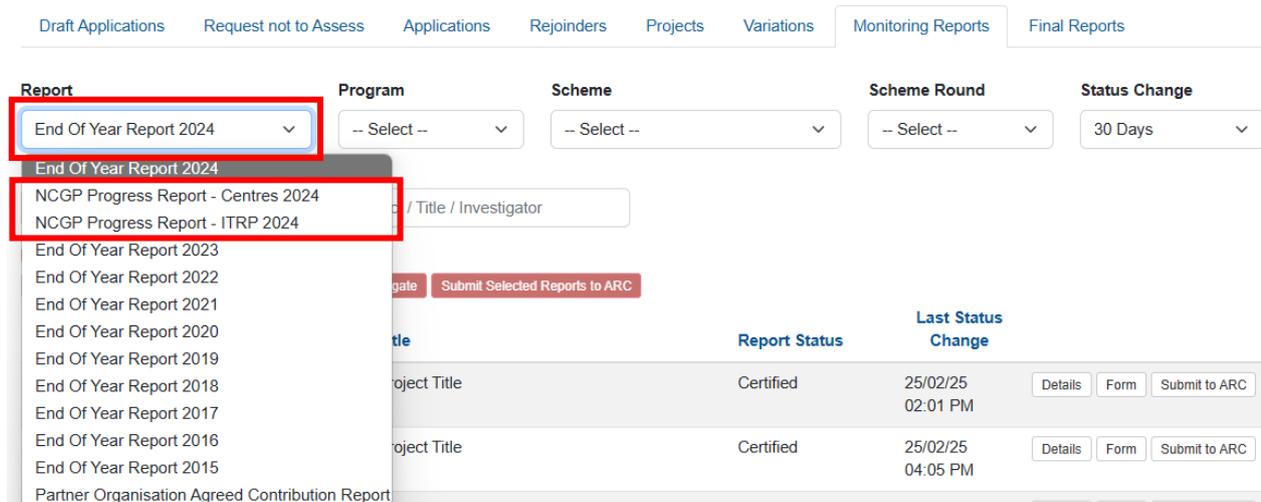
Certifying as RO Delegate

- a) Login to [RMS](#).
- b) In the *ARC Research Office Project Management* section of *Action Centre*, click on 'Research Office Project Reports'



Searching for and editing Reports

- c) Click the 'Report' drop-down and select the relevant form (either 'NCGP Progress Report – Centres' or 'NCGP Progress Report ITRP'. The reporting year is indicated on the name of the form)



d) In the filtered search results click 'Submit to RO Delegate' to send the report to the RO Delegate for Certification.

The screenshot shows a web interface with several filter tabs at the top: Draft Applications, Request not to Assess, Applications, Rejoinders, Projects, Variations, Monitoring Reports, and Final Reports. Below these are filter dropdowns for Report (NCGP Progress Report - Centres), Program, Scheme, Scheme Round, and Status Change (30 Days). There are also dropdowns for Status (All Reports) and a search box (Project / Title / Investigator). A 'Bulk Submission' section contains buttons for 'Select All', 'Deselect All', 'Submit Selected Reports to Delegate', and 'Submit Selected Reports to ARC'. Below this is a table with columns: Project, Select, Chief Investigator, Title, Report Status, Last Status Change, and actions (Details, Form, Certify, Return to Research Office).

Project	Select	Chief Investigator	Title	Report Status	Last Status Change	Actions
CE230100000	<input type="checkbox"/>	Director/COO	ARC Centre of Excellence for	Draft	06/03/25 09:28 AM	Details Form
CE200100000	<input type="checkbox"/>	Director/COO	ARC Centre of Excellence for	Submitted to RO Delegate	06/03/25 01:41 PM	Details Form Certify Return to Research Office

Bulk certification is unavailable.

e) Click through the prompts to Agree to certification.

The screenshot shows a dialog box titled 'Certify NCGP Progress Report - Centres 2024 for CE230100000'. It contains the following text: '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 (DVC(R), equivalent or nominee) has approved the report content.', and 'That the Director or COO has certified that all details in this report are true and complete and that this is an accurate report for the period covered.' At the bottom right, there are two buttons: 'Agree to certification' (highlighted with a red box) and 'Cancel'.

f) Once certified, the Progress Report can be submitted to the ARC. Follow the prompts to submit the form to the ARC.

You may use the 'Select All' and 'Submit Selected Reports to ARC' buttons to bulk submit forms that have a status of 'Certified'.

You may also select individually using the check box against the project code.

Prompt when submitting individually.

The screenshot shows a dialog box titled 'Submit NCGP Progress Report - Centres 2024 for CE200100000 to ARC?'. At the bottom right, there are two buttons: 'Submit to ARC' (highlighted with a red box) and 'Cancel'.

Prompt when submitting using the bulk submit function.

The screenshot shows a dialog box titled 'Bulk Submit NCGP Progress Report - Centres 2024s for the following projects to ARC ?'. It lists the project code 'CE200100000'. At the bottom right, there are two buttons: 'Submit Selected Reports to ARC' (highlighted with a red box) and 'Cancel'.

Once submitted to the ARC, the Report's status will update to 'Submitted to ARC'.

CE200100000

Director/COO

ARC Centre of Excellence for _____

Submitted to ARC

06/03/25 03:31 PM

Details

Form