

OCRf RESEARCH GRANT REPORTING GUIDELINES

SUPPORTING INFORMATION FOR RESEARCHERS FUNDED BY
AN OCRf RESEARCH GRANT

1. PURPOSE

The Ovarian Cancer Research Foundation (OCRF) requires annual progress reporting from its grant holders as outlined in the OCRF Grant Funding Agreement. Progress reports serve a dual purpose:

- i. They are a formal requirement for individual accountability and compliance with the intended aims of the OCRF Grants Program(s). They allow the International Scientific Advisory Committee (ISAC) and OCRF staff to assess whether the project is proceeding according to milestones and whether any delays or changes to the original plan are expected.
- ii. They are an essential source of information for the Australian and New Zealand community (scientific and lay) to understand the outcomes and impact of the research funded by OCRF. The data collected in these reports will provide evidence of the contribution of OCRF funded research towards OCRF's vision and purpose.

The Research Grant Reporting Guidelines (the Guidelines) are provided to support the completion of the required OCRF grant reporting and should be read in conjunction with the OCRF Grant Funding Agreement.

2. REPORTING REQUIREMENTS

Lead Chief Investigators (Lead CIs) are required to submit Progress Reports on an annual basis (by financial year) outlining the progress and achievements made, with a Final Report within one month following the end of the project and a Follow-up Report within 18 months after its conclusion. The grant reporting timelines are outlined below:

Report	Submission
Annual Progress Report	One month after the end of each financial year (or upon notice by OCRF).
Final Progress Report	One month after the completion of the Project.
Follow-up Report	18 months after the completion of the Project.

Interim or out-of-session reports may be requested as and when reasonable notice is given by OCRF. Lead CIs may also be asked to present to the Board from time to time on their grant and its progress.

2.1 Annual Progress Reports

Progress Reports must be completed using the Annual Progress Report Form on the Omnistar grants management system (<https://grants.ocrf.com.au>) and consist of both a report on progress and outcomes at the time of reporting. Progress Reports are due within one (1) month of the end of the financial year.

Each report will require accurate and detailed project information across a range of domains, including:

- i. The tracking against milestones agreed in the project proposal. Each milestone should be addressed individually in the progress report with supporting data and a description of research findings.
- ii. Information about all researchers involved in the project, including their role and career stage.
- iii. Any technical problems or challenges that have significantly impacted or delayed the project, and the plans to address them.
- iv. Updates on any changes to the project, including related to personnel, ethics, research direction, and/or anticipated outcomes.
- v. A citation list of all publications arising from the OCRF funded research during the period including soft copies of publications.
- vi. Any other funding applied for or awarded related to the project.
- vii. Project expenditure with cumulative surplus or deficit.
- viii. A lay progress update for public and community reporting.
- ix. Any other impact measures as requested by the OCRF.

It is crucial that challenges and/or difficulties that have or are expected to result in delays to the project are identified in Progress Reports. This information will be reviewed if an extension is requested. Where no challenges and/or difficulties are identified in Progress Reports, it is unlikely that any requests for extensions will be supported.

If delays are expected prior to the Progress Report due date, contact grants@ocrf.com.au as soon as reasonably possible for an extension request.

It is important that each report provides sufficient detail to allow for the assessment of whether adequate progress has been made towards achieving the project milestones. The OCRF will not honour invoices for grant payments until submission and approval of progress reports by the International Scientific Advisory Committee (ISAC).

2.2 Final Progress Reports

Final Progress Reports are required no later than one (1) month after the completion of the Project. Final Progress Reports provide an overall summary of activities and achievements including:

- i. Whether the overall aims and Project Deliverables have been met.
- ii. The impact of the project upon researchers' career progression.
- iii. Explain the reason and outcomes of any (previously approved) changes to the experimental plan.
- iv. A citation list of all publications arising from the OCRF funded research during the period including soft copies of publications.
- v. Details of other funding applied for or awarded related to the project.
- vi. A complete funding acquittal.
- vii. Whether any Commercial IP has been sought or finalized, and relevant details.
- viii. A lay progress update for public and community reporting.
- ix. Any other impact measures as requested by the OCRF.

If any delays and challenges arise during the final year and the need for an extension is anticipated, please notify OCRF immediately. To be considered, an extension request must be submitted at least 60 Business Days prior to the original end date of the granting period.

2.3 Financial Reports

Lead CIs are also required to submit Financial Reports on an annual basis outlining expenditure of funds in relation to the grant (for the financial year) and a financial acquittal will be required at the completion of the funding in the Final Report. Financial Reports are located within the Progress or Final Reports templates. If necessary, a second Financial Report can be submitted following the Progress Report where there is a significant underspend of grant funds or upon the request of OCRF.

Financial Reports should be prepared in line with the Approved Costs at Schedule 3 of the signed Grant Funding Agreement as funds can only be expended as outlined in the terms of this Agreement. It is essential that any significant underspend/surplus or overspend/deficit is identified and justified. Please provide justification for any surplus or deficit and how this is to be addressed in the short term.

A certification by the Chief Financial Officer of the Administering Institution or their delegate that the financial statement is complete and accurate and that the Grant has been expended in accordance with this Agreement is required as outlined in the Grant Funding Agreement.

2.4 Follow-up Reports

Follow-up Reports are due 18 months after the completion of the project and allow the OCRF to take a longer-term view on the outcomes and impact of the funded research particularly given that the results from research are often capitalized well after the Project funding has ended.

Follow-up Reports are to include:

- i. Any long-term outcomes and impact of the project, both in relation to scientific progress and researcher career progression.
- ii. Details of challenges in maximizing the research's potential since completion of the project.
- iii. Additional funding secured for continuation of the project.
- iv. Major achievements such as publications resulting from the project.
- v. A lay progress update for public and community reporting.
- vi. Any other impact measures as requested by the OCRF.

3. REPORT SUBMISSION

The Lead Chief Investigator named in the signed Grant Funding Agreement must complete each report. The Lead CI may need to seek and enter contributions from other parties involved in the Project where required. All sections of the form should be completed for all research funding.

Reports are to be submitted through the Omnistar grants management system (<https://grants.ocrf.com.au>). Pdf reports are no longer accepted.

All reports must be reviewed by your Research Grants Office. Reports are due by **5pm AEST** on the dates specified in Section 2: Reporting Requirements, however it is highly recommended that Lead CIs submit reports well in advance of the due date.

For any enquiries, please email the OCRF Research Team at grants@ocrf.com.au.