

OCRF RESEARCH GRANT REPORTING GUIDELINES

SUPPORTING INFORMATION FOR RESEARCHERS
CURRENTLY FUNDED BY AN OCRF RESEARCH GRANT
SCIENTIFIC ADVISORY COMMITTEE

RESEARCH GRANT REPORTING GUIDELINES

Supporting Information to Report on OCRF Research Grants

Ovarian Cancer Research Foundation Inc.
Level 1, 459 Toorak Road, Toorak VIC 3142



Document Control

Revision History

| Version | Revision date | Summary of changes |
|---------|---------------|-------------------------------|
| 1.0 | March 2019 | First version of the document |

Approvals

This document requires the following approvals.

| Name | Title | Date of Issue | Version |
|----------------|-----------------|---------------|---------|
| Dr J McNeilage | SAC Chairperson | 1/04/2019 | 1.0 |

Distribution

This document has been distributed to:

SAC Members

OCRF Staff

Current Funded Researchers

RESEARCH GRANT REPORTING GUIDELINES

Supporting Information to Report on OCRF Research Grants

Ovarian Cancer Research Foundation Inc.
Level 1, 459 Toorak Road, Toorak VIC 3142



CONTENTS PAGE

| | |
|--|----------|
| 1. Purpose | 3 |
| 2. Reporting Requirements | 3 |
| 2.1 Annual Progress Reports..... | 4 |
| 2.2 Final Progress Reports | 4 |
| 2.3 Financial Reports..... | 5 |
| 2.4 Follow-up Reports | 5 |
| 3. Report Submission | 6 |

RESEARCH GRANT REPORTING GUIDELINES

Supporting Information to Report on OCRF Research Grants

Ovarian Cancer Research Foundation Inc.
Level 1, 459 Toorak Road, Toorak VIC 3142



1. PURPOSE

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

- a) They are a formal requirement for individual accountability and compliance with the intended aims of the OCRF grant scheme. They allow the Scientific Advisory Committee (SAC) 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.
- b) They are an essential source of information for the Australian and New Zealand community (scientific and lay) to understand the outcomes 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 mission.

The Research Grant Reporting Guidelines (the Guidelines) are provided to support the completion of 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 | FY 2018-19 Due Date |
|------------------------|--|-------------------------|
| Annual Progress Report | Within one month of the end of each financial year (or upon notice by OCRF). | 5PM 22 JULY 2019 |
| Final Progress Report | One month after the completion of the Project. | |
| Follow-up Report | 18 months after the completion of the Project. | |

Lead CIs may also be asked to present to the Committee of Management from time to time on their grant and its progress.

RESEARCH GRANT REPORTING GUIDELINES

Supporting Information to Report on OCRF Research Grants

Ovarian Cancer Research Foundation Inc.
Level 1, 459 Toorak Road, Toorak VIC 3142



2.1 Annual Progress Reports

Progress Reports must be completed using the Annual Progress Report Form template and consist of both a report on project progress and project outcomes at the time of reporting. Progress Reports are due within one (1) month of the end of the financial year.

Each report should contain accurate and complete information on:

- a) The tracking of projects versus the milestones agreed in the project proposal. Each milestone should be addressed individually in the progress report.
- b) Any technical problems that have significantly impacted or delayed the project, and what plans are in place to address them (please note, a large amount of technical details is unnecessary).
- c) Updates on any changes in research and ethics approvals.
- d) A full citation list of all publications arising from the OCRF funded research during the period including soft copies of publications.

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.

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.

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 should focus on giving an overall summary of achievements including:

- whether the overall aims and Project Deliverables have been met;
- explain the reason and outcomes of any (previously approved) changes to the experimental plan;
- any publications; and
- whether any Commercial IP has been commercialized and relevant details.

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.

RESEARCH GRANT REPORTING GUIDELINES

Supporting Information to Report on OCRF Research Grants

Ovarian Cancer Research Foundation Inc.
Level 1, 459 Toorak Road, Toorak VIC 3142



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 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 details of any publications published since the Final Progress Report and any further funding awarded as a result of the Project or the data produced by the Project.

RESEARCH GRANT REPORTING GUIDELINES

Supporting Information to Report on OCRF Research Grants

Ovarian Cancer Research Foundation Inc.
Level 1, 459 Toorak Road, Toorak VIC 3142



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. All entries must be typed into the word document templates, not hand-written.

Please ensure that the footer of the document is completed with the Administering Institution as per the funding agreement, the Lead Chief Investigator's name, OCRF grant ID number and reporting period dates.

All reports must be submitted via your Research Grants Office in **a single PDF document** with the exception of soft copy publications which must be attached separately in the submission email. Reports are due by **5pm AEST on Monday 22 July 2019** to the Grants Officer at grants@ocrf.com.au. However, it is highly recommended that Lead CIs submit well in advance of the closing date. An acknowledgment of receipt of the report will follow within 48hours. For any enquiries please email the Grants Officer at grants@ocrf.com.au.