

ASCC QUARTERLY REPORTING POLICY



1.0 Objective

This document describes the ASCC's policy on the completion and submission of progress reports by Principal Investigators of ASCC-funded research projects. This policy applies to all Principal Investigators, both internal and external, that receive ASCC funding for their research.

Progress reports are required for each calendar quarter and are commonly referred to as Quarterly Reports. Information contained within these reports is integrated into a final report submitted quarterly by the ASCC to the Australian Government Department of Innovation, Industry, Science and Research and the Australian Research Council. The ASCC public Annual Report also includes non-confidential information provided in the progress reports.

2.0 Definitions

ASCC Quarterly Reports – are project-specific reports that capture both the scientific progress and the budgetary spending of a project over a three month period. Quarterly reports are required to be submitted following the end of each calendar quarter. There are two types of quarterly reports, Scientific Reports and Financial Reports.

Scientific Reports – are comprised of two parts; part A and part B. Part A is used to document:

- Progress made in relation to the project
- Any material obstructions or delays in the project
- Any research results that may give rise to project IP
- Any recommendations of the project leader in respect of the remainder of the project including, but not limited to:
 - Continuing, varying or terminating any part of the project
 - Application for IP protection
 - Proposed commercialisation of project IP
- Ethics applications/approvals
- Personnel changes
- Applications for and rewards of research grants

Part B is used to document:

- Presentations made and manuscripts submitted for publication
- Compliance with laws and regulations
- Collaborations
- Declaration

Financial Reports – document quarterly reporting expenditure against a project budget. The financial representative of the home institution is primarily responsible for the preparation of financial reports however it is recommended that this be performed in liaison with the Principal Investigator.

3.0 Responsibilities

A scientific and financial report is to be prepared every calendar quarter for each research project that is supported by the ASCC.

If the project term ends before the end of a quarter, a Quarterly Report must be submitted within one month of the expiry or termination of the Project Agreement.

It is the responsibility of the Principal Investigator to:

- Report truthfully and accurately on scientific progress within their project.
- Provide supporting documentation where requested.
- Submit the scientific report on time.
- Liaise with their financial representative to ensure financial reports are accurate, complete and submitted on time.

It is the responsibility of the ASCC to:

- Provide tailored electronic templates to Principal Investigators, their financial representative and their nominated delegates to complete.
- Review reports and provide feedback to Principal Investigators in a timely manner.
- Maintain confidentiality.

4.0 Quarterly Report Templates

The Science Coordinator will provide a scientific and financial report template to each Principal Investigator and their nominated contacts approximately 2 weeks before the end of each calendar quarter.

Scientific Report Templates

The level of reporting that the ASCC is required to provide to government varies over the course of a calendar year. The government requests biannual reports that document in detail the progress of all research conducted within the ASCC portfolio, as well as ASCC progress towards corporate milestones. These reports are comprehensive and require full disclosure. As such, scientific report templates provided in June (quarter 2) and December (quarter 4) of each calendar year require full reporting against project aims, milestones and Key Performance Indicators (KPIs).

Progress reports are also submitted to government in alternating quarters. These reports document research progress on a “by exception” basis. To reflect this reduced level of reporting, scientific report templates provided in March (quarter 1) and September (quarter 3) require reporting against project aims and KPIs, but not project milestones.

The scientific report templates are prepared by the ASCC Science Administration department. Principal Investigators will receive a template that has been tailored to their project.

Financial Report Templates

The financial report templates are prepared by ASCC Finance department and are also tailored, drawing upon information contained within the project’s most current research budget. However, the type and amount of information required does not vary between quarters.

5.0 Completion of Quarterly Reports

Approximately 30 days are provided for reports to be prepared and submitted to the ASCC. If it is predicted that there will be difficulties meeting the due date, it is recommended that a request for an extension be made to the Science Coordinator. Requests for extensions will be accepted provided they can be justified and do not compromise the ASCC’s government reporting deadlines.

It is important that the templates provided for a specific reporting period are used. Reports submitted on previously issued templates (i.e. from a previous reporting period) will not be accepted as valid and a request may be made to resubmit on the current version.

Budget/contract figures on the Financial Report Template are not to be changed.

If there are any anomalies on either of the templates provided, contact the Science Coordinator at reports@stemcellcentre.edu.au or by calling (07)33463479. The Science Coordinator will ensure any issue is addressed in a timely manner.

6.0 Submission of Quarterly Reports

Quarterly Reports are to be submitted electronically to the Science Coordinator at reports@stemcellcentre.edu.au.

Scientific Reports are to be submitted as a single PDF document that includes a signed declaration by the Principal Investigator that the information contained within the report is truthful, accurate and complete.

Financial Reports are to be submitted in Excel format and are to be accompanied with a signed declaration by the Principal Investigator and Finance Officer that the information presented is truthful, accurate and complete.

Overdue report submissions

Report submissions beyond the due date, or the date agreed upon following a request for an extension, may result in funding payments being withheld. Payment will only be made once the overdue report/s are submitted and confirmed to be complete and correct.

Report submission requirements surrounding project closure

For projects coming to the completion of their contract, the final funding instalment will only be paid upon submission of the final scientific and financial reports, and once the balance of funds has been reconciled. Payment of the final instalment will only be paid if the Life To Date (LTD) expenditure matches the LTD budget (funding) otherwise a balance owing will be calculated. The ASCC will recover funds for any unspent funding.

3.0 ASCC Review of Quarterly Reports

Upon receipt of scientific and financial reports, a preliminary review will be performed to ensure all sections have been completed. Any follow-up actions arising from this review will be communicated to the Principal Investigator and/or the financial representative by the Science Coordinator.

Once confirmed to be complete, reports are made available to the ASCC Project Status Meeting (PSM) Group for scientific and/or financial review. Reviews of Scientific Reports are performed by, but not limited to, the following personnel:

- Chief Scientific Officer
- Science Managers
- General Manager – IP and Projects
- IP/Project Manager
- Ethics Officer

Financial reports are reviewed by the following personnel:

- Finance Reporting Manager
- Financial Planning and Analysis Manager (as required)

The PSM Group will convene a Quarterly Report Review meeting to discuss the progress and outcomes of each ASCC-funded research project. This will involve:

- Identification of scientific highlights made in the quarter.
- Identification of problem/s encountered in the research project.
- Resolution of problems and/or issues.
- An overall assessment of project status.

4.0 ASCC Feedback to Principal Investigators

ASCC feedback will be provided formally in a letter from the Chief Scientific Officer and the Science Manager following the Quarterly Report Review meeting.

Feedback will be provided on the following:

- Research progress
- Decisions and/or actions required to address problems reported (as applicable)
- KPIs

The letter may also include:

- A request to modify an SOW
- Notification of impending project review or closure
- Notification of project closure
- A request to explain project expenditure if significantly less or more than the budgeted amount.

Please note: Funds will be withheld if unspent funding is equal or greater than the next quarter's budgeted expenses.

- A request for the return of Laboratory Notebooks to the ASCC
- Any other items that may be relevant

5.0 Related Documents

ASCC Quarterly Report Proforma (Parts A and B; Scientific Report)

ASCC Financial Report Proforma (Part C)