



CRC Grants – Reporting Guidelines

June 2025

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Overview

This document (the Guidelines) provides guidance and standard templates to support CRCs in fulfilling the reporting obligations of the Cooperative Research Centres (CRC) Grants Program as set out in the Commonwealth Grant Agreement (the Grant Agreement).

Reporting to the Commonwealth:

- Provides a basis for making CRC Grant payments.
- Demonstrates the CRC has fully met its obligations under the terms of its Grant Agreement (e.g. completing all of its activities and financial obligations over the course of the reporting period).
- Demonstrates the CRC is meeting its obligations in terms of agreements between its partners (e.g. Partner Agreements).

Scope of these Guidelines

The Guidelines apply to CRCs who have a current Grant Agreement with the Commonwealth under the CRC Grants Program. The Guidelines have been developed in line with all CRC Program Grant Opportunity Guidelines. CRCs are responsible for ensuring they understand and comply with the terms and conditions outlined in their Grant Agreement.

Departmental approval of reports

Reports are assessed by CSMs and approved by the Program Manager. The information provided by CRCs is thoroughly reviewed in line with these Guidelines and the CRC's Grant Agreement to satisfy the Commonwealth that the CRC has met their contractual obligations for the reporting period. The Department uses tools to assist with making equitable decisions and recommendations to the Program Manager.

The Departmental assessment and approval process includes:

1. The CSM will complete a compliance check to ensure the CRC has completed all fields of the report in the grants portal and uploaded the required attachments.
 - a. If compliance has been met, the CSM will accept the report, and the report status will update to Accepted in the grants portal.
 - b. The CSM will liaise with the CRC to provide additional information if compliance has not been met. The report will be reverted to draft to allow the CRC to resubmit the requested information.
2. The CSM will assess the report for accuracy and completeness against the requirements of these Guidelines and the CRC's Grant Agreement.
 - a. Any issues identified will be discussed with the CRC. If the issues are significant, the Department may request for the CRC to provide additional information before approving a report or making a payment(s).
3. The CSM will make a recommendation to the Program Manager.
4. The Program Manager will review the report and make a decision on its approval.
 - a. The Program Manager may request additional information from the CRC to assist in their decision. In this instance the CSM will liaise with the CRC.
5. If required, a payment will be made to the CRC as per the schedule outlined in the Grant Agreement.

Non-compliance will be dealt with in accordance with the CRCs Grant Agreement.

Late reporting

Where a CRC is unable to meet a reporting deadline, the CRC must inform their Departmental Customer Service Manager (CSM) and request an extension prior to the report due date. The request needs to outline why there is a delay, what the CRC is doing to remedy the delay and the date the CRC is proposing to submit the report. The Department will consider the request and advise the CRC if an extension is approved.

Late submissions will be dealt with in accordance with the CRC's Grant Agreement.

Grants portal

CRCs must complete and submit all reports in the Department's grants portal (<https://portal.business.gov.au>).

CRCs are responsible for ensuring relevant personnel within their organisation have a portal account and have been given permission to access the CRC's application. CSMs can view reports, but do not have permission to edit or submit reports on behalf of a CRC.

Refer to the [Frequently Asked Questions page](#) for additional information on using the grants portal.

Getting further assistance

CRCs can contact their dedicated CSM for assistance or email CRC.Program@industry.gov.au.

Completing a quarterly progress report

CRCs are required to provide progress reports to the Commonwealth for each Australian financial year quarter of their funding term in accordance with the requirements of the Grant Agreement. This includes where a CRC has not been operational for a full quarter.

Report due date

The standard timing of reports due to the Department is dependent on the selection round the CRC was funded under.

The CRC personnel allocated as the primary contact for the CRC's application in the grants portal will receive automatic email reminders ahead of a reporting due date.

Round 20 CRCs and prior

Round 20 CRCs and prior must provide progress reports to the Department in accordance with the due dates specified in the table below.

Quarter	Period	Report due date
Quarter 1	July to September	By 30 October each year
Quarter 2	October to December	By 30 January each year
Quarter 3	January to March	By 30 April each year
Quarter 4	April to June	By 30 July each year

Round 21 CRCs and after

Round 21 CRCs and after must provide progress reports to the Department in accordance with the due dates specified in the CRC's Grant Agreement.

Payment

The Commonwealth will pay the contracted quarterly payment subject to Departmental acceptance that the CRC has made satisfactory progress on the project and is meeting the obligations under the Grant Agreement.

Process

To complete a quarterly report, a CRC needs to:

1. Log into the grants portal and open the CRC's application.
2. Click on the Reports button and then click to view the relevant progress report.
3. Complete all text response fields on each page of the report.
4. Upload a copy of the CRC's completed Budget & Milestone Reporting Workbook and any additional documents on the attachments page.
5. Complete the declaration and click to submit the report to the Department.

Budget & Milestone Reporting Workbook

The *Budget & Milestone Reporting Workbook* (reporting workbook) is a reporting tool for CRCs to provide quarterly information to the Department. It is a copy of the CRC's *Budget & Milestone Progress MASTER* workbook which is retained by the Department and used to monitor the CRC's progress against the contracted commitments of the Grant Agreement.

CRCs must update the following three tabs of the reporting workbook each quarter:

- CRC Contributions Progress
- CRC Budget Progress
- CRC Milestone Progress

CRCs can use the Adjustments tab when required to notify the Department of corrections required to previously reported data (within the same financial year).

Refer to the guidance in the workbook and the CRC Grants [Budget & Milestone Reporting Workbook - Instructions for CRCs](#) for further information on how to complete the workbook. Contact your CSM for a copy of the instructions.

Text response fields in the portal

Each page of the progress report includes various text response fields that a CRC needs to complete.

Project progress page

- Provide a brief summary of the CRC's progress during the reporting period including any significant achievements.
- Provide information on any real or potential challenges or issues, the likely impact on the CRC's overall ability to achieve its proposed outcomes and how the CRC intends to address the issues.

Project budget page

- Indicate whether the CRC budget is on target and in accordance with the current approved budget.
- Provide the CRC's cash balance at the end of the reporting period.
- Indicate whether the CRC has a high cash balance at the end of the reporting period. If the CRC has a high cash balance, provide details.
- Indicate whether the CRC has received financial assistance from another government source for, or in connection with, activities the CRC has been contracted to undertake under the Grant Agreement.
- Indicate whether the CRC needs to report any adjustments to expenditure reported in previous periods.
- Indicate whether partner contributions (Cash, FTE and non-staff in-kind) are on target and in accordance with the current approved schedule of contributions under the Grant Agreement.

Other matters page

- Indicate whether the CRC has any other matters and information which may require action or affect the compliance with the Grant Agreement, including:
 - Any conflicts of interest arising from the CRC's activities that will affect the CRC meeting its obligations under the Grant Agreement (if so, provide Board meeting minute extracts relating to the management of identified conflicts of interest affecting the CRC Activities or compliance with the Grant Agreement).
 - Any proposed or actual changes to company ownership/control/structure.

- Any proposed or actual changes to the CRC’s partner agreement.
- Whether the CRC Board continues to meet the requirements of independence as set out in the Grant Agreement and whether the majority of the board members continue to remain independent of the CRC’s partners.
- Whether the CRC has become aware of any of the CRC’s or the CRC’s partners’ board members, management, persons of authority or subcontractors engaging in Fraud in relation to the CRC’s activities.
- Whether the CRC or the CRC’s partners’ board members, management or persons of authority been subject to any pecuniary penalty, whether civil, criminal or administrative, imposed by a Commonwealth, State, or Territory court or a Commonwealth, State, or Territory entity.
- Whether any matters of potential security concern have been identified during the period, including any matters of potential national security concern.
- Whether there are any changes in the CRC’s or the CRC’s partner organisations’ foreign ownership, affiliations with foreign governments, organisations, institutions, companies or a member of foreign government talent programs.
- Whether there have been any proposed or actual changes to the Chairperson, Board Members, Chief Executive Officer, Research Program Leaders or other Specified Personnel (e.g., Chief Security Officer).
- Whether the Chief Executive Officer of the CRC committed the agreed percent of their time and effort to the CRC during the reporting period.
- Whether there are any additional/new risk factors that will influence the likelihood of the CRC successfully achieving its outcomes.
- Whether the CRC will be submitting a request to vary the Grant Agreement.
- Whether the CRC is planning any upcoming media opportunities e.g. announcements, releases or publications, which you wish to flag for possible cross-promotion through the Department’s communications channels and consideration by the Minister responsible for the CRC Program.

Bank account details page

- Indicate whether the CRC’s bank account details have changed since the last payment or since they were last provided.

Attachments page

- Upload a copy of the CRC’s updated Budget and Milestone Progress Reporting workbook.
- Upload any additional documents or additional supporting information requested by the Department.

Declaration page

- A declaration by the CRC’s authorised personnel submitting the report that:
 - the information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth)
 - the activities identified in this report are for the purposes stated in the grant agreement
 - I am aware of the grantee’s obligations under their grant agreement, including the need to keep the Commonwealth informed of any circumstances that may impact on the objectives, completion and/or outcomes of the agreed project
 - I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

Completing an annual report

CRCs are required to provide an annual report to the Commonwealth for each Australian financial year of their funding term in accordance with the requirements of the Grant Agreement. CRCs must ensure that information is consistent across all documentation submitted as a part of the annual reporting process.

Report due date

The standard timing of reports due to the Department is dependent on the selection round the CRC was funded under. The CRC personnel allocated as the primary contact for the CRC's application in the grants portal will receive automatic email reminders ahead of a reporting due date.

Round 20 CRCs and prior

Round 20 CRCs and prior must provide annual reports to the Department by 30 October each year. If the CRC's Activity Completion Date/ End Date is different to 30 June, refer to the CRC's grants portal for the reporting due date.

Round 21 CRCs and after

Round 21 CRCs and after must provide annual reports to the Department in accordance with the due dates specified in the CRC's Grant Agreement.

Payment

The Commonwealth may withhold contracted grant payments until the annual reporting requirements have been completed by a CRC and deemed satisfactory by the Department.

Process

To complete an annual report, a CRC needs to:

1. Log into the grants portal and open the CRC's application.
2. Click on the Reports button and then click to view the relevant annual report.
3. Complete all text response fields on each page of the report.
4. On the attachments page, upload copies of the CRC's:
 - Completed Management Data Questionnaire (MDQ) workbook.
 - Statement of grant income and expenditure ([Attachment A](#) of this document).
 - Independent audit report ([Attachment B](#) of this document).
 - Certification of certain matters by the auditor ([Attachment C](#) of this document).
 - Adjustments to Budget and Milestone Progress Reporting Workbook based on audit ([Attachment D](#) of this document and D.1 Annual Adjustments workbook as required).
 - Case study ([Attachment E](#) of this document).
 - Site visit location(s) ([Attachment F](#) of this document).
5. Complete the declaration and click to submit the report to the Department.

Management Data Questionnaire (MDQ)

The MDQ workbook captures the activities of the CRC during the financial year in relation to research, intellectual property, education and collaboration. This information is used by the Department to assess performance of the CRC Program and to inform members of parliament, government agencies, industry, universities and international organisations on the annual key performance outcomes of the CRC Program.

The Department may aggregate data collected through the MDQ for publication and reporting purposes to promote the CRC Program. The Department will seek the CRC's permission prior to the use of sensitive data.

Refer to the [MDQ Reporting Instructions](#) and the guidance within the MDQ workbook for further information on how to complete the MDQ.

Audit requirements

The independent audit provides the Department with an auditor's opinion on the CRC's statement of grant income and expenditure. The statement of grant income and expenditure is prepared by the CRC to correspond with the expenditure reported to the Department by the CRC for the same period, in the process of claiming grant payments.

The scope of the audit statement required from a CRC must address a range of issues which are wider than a financial statement usually provided by an auditor. CRCs should therefore request their auditor to provide the audit report on financial information other than a general purpose financial report (AUS 802) in order to comply with the reporting requirements of the Grant Agreement.

The CRC must provide its auditor with a copy of the CRC's Grant Agreement with the latest variations approved by the Commonwealth so that the auditor is fully informed of the terms and conditions under which the CRC Program funding and other contributions have been provided to the CRC.

Audit standards

The independent audit report must be prepared by a person who is an approved auditor.

An approved auditor is a person who is:

- a. registered as a company auditor under the *Corporations Act 2001* or an appropriately qualified member of Chartered Accountants Australia and New Zealand, or of CPA Australia or the Institute of Public Accountants; and
- b. not a principal, member, shareholder, officer, Agent, subcontractor or employee of the Grantee or of a related body corporate or a Connected Entity.

Given the size and structure of CRCs, using a registered company auditor is considered best practice. The Department may follow up any qualifications with the CRC or auditor.

The audit must be undertaken and reported in accordance with Australian Auditing Standards. Auditors must comply with the professional requirements of Chartered Accountants Australia and New Zealand, CPA Australia and the Institute of Public Accountants in the conduct of their audit.

Independent audit report

The independent audit report must be provided in the required format ([Attachment B](#) of this document) and include any qualification regarding the matters on which the auditor provides an opinion. The independent audit report must be submitted on the auditor's letterhead.

CRC's Budget & Milestone Reporting Workbook

The auditor must review the CRC's *Budget & Milestone Reporting Workbook* to confirm:

- The receipts and expenditure included in the workbook are directly related to undertaking the CRC's Activities as specified in the Grant Agreement.
- The receipts and expenditure are reported on a cash basis.
- The workbook correctly reflects the CRC's receipts and expenditure. If adjustments are required, these must be recorded in [Attachment D – Adjustments to Budget and Milestone Reporting workbook based on audit](#), and signed off by the auditor.

Findings of the audit

If the auditor forms an opinion that the statement of grant income and expenditure does not give a true and fair view of the eligible expenditure for the period, the independent audit report should be qualified and the error quantified in the qualification section of the independent audit report.

Certification of certain matters by the auditor

The Department requires a certification of certain matters by the auditor in addition to the independent audit report. The required format of certification is at [Attachment C](#) of this document. The Department will not accept an independent audit report that lacks this attachment.

The auditor who signs this certification must be the same person to initial and date a copy of the Statement of grant income and expenditure ([Attachment A](#)) and the Adjustments to Budget and Milestone Progress Reporting Workbook based on audit ([Attachment D](#)) of this document.

Case study

CRCs are required to provide at least one case study highlighting how the CRC overcame an industry problem with the help of funding from the CRC Program. At least one supporting image is also required. The required format is at [Attachment E](#) of this document.

Tips for writing a strong case study

- Case studies are intended to be self-contained stories about how a CRC overcame an industry problem with the help of funding from the CRC Program.
- Strong case studies highlight the CRC's journey to delivering a tangible solution.
- Make it relatable so that the average person can understand.
- Use facts and data to support your major points.
- Include a quote to provide validation and credibility for the story.
- Use an active voice.
- Keep it to one page or 400-500 words.
- Keep your language simple. Avoid the use of 'weasel words', jargon, technical terms, or acronyms.
- Keep sentences and paragraphs short. Limit paragraphs to two to three sentences.

Site visits

CRCs are required to provide at least one CRC site location (beyond the main office/HQ) that would be suitable for a potential visit from Ministerial and/or Departmental representatives. The site should promote the work of the CRC 'out in the field'. The required format is at [Attachment F](#) of this document.

Text response fields in the portal

The annual report includes various text response fields for a CRC to complete.

Annual report summary page

Highlights and achievements

- Provide a brief overview of the achievements of the CRC for the annual reporting period and outline major achievements for each of the following:
 - Research and collaboration

- SME engagement
- Commercialisation and utilisation (including IP management)
- Education and training
- Key events (including international engagement).

Risks and impediments

- How has the CRC mitigated risks and impediments experienced in the financial year?

Compliance

- Does the CRC have any changes to the following which affect compliance with the CRC's Grant Agreement?
 - Recipient and/or Partner structure, ownership or involvement
 - Agreement material
 - Key personnel
 - Budget.

CRC future plans and transition arrangements page

Future plans

- By the end of the Agreement Period, CRCs need to determine whether to wind-up and deregister the entity or source funding to continue as an entity, establish a subsidiary, or transfer work to a Partner. At this point, is the CRC planning to continue work following the end of the Agreement Period?
 - **Yes, the CRC is planning to transition**
 - » This section should contain a summary which describes the CRC's future plans and its transition arrangements for any post-CRC Program activity (after Commonwealth Funding has ceased). Transition arrangements should include information on the strategies and processes adopted to ensure as much commercial potential from research activities are captured by the CRC during transition, including intellectual property.
 - **No, the CRC is planning to wind up**
 - » Provide detail and deregistration plans relative to the stage of CRC progression, including information on the strategies and processes adopted to ensure as much commercial potential from research activities are captured by the CRC during transition, including intellectual property.
 - **Not yet determined. CRC has not progressed to mid-point and has not arrived at a transition decision.**
 - » Selecting this response is only expected from a CRC whose contract has not progressed to mid-point, noting a CRC can decide at any time on the future of the CRC and be working and reporting on those plans.

Attachments page

- Upload a copy of the Management Data Questionnaire (MDQ) workbook.
- Upload a copy of the Statement of grant income and expenditure ([Attachment A](#) of this document).
- Upload a copy of the Independent audit report ([Attachment B](#) of this document).
- Upload a copy of the Certification of certain matters by the auditor ([Attachment C](#) of this document).

- Upload a signed copy of the Adjustments to Budget and Milestone Progress Reporting Workbook based on audit ([Attachment D](#) of this document).
- Upload at least one case study ([Attachment E](#) of this document).
- Upload at least one site visit location ([Attachment F](#) of this document).
- Upload any additional documents or additional supporting information.

Declaration page

- A declaration by the CRC's authorised personnel submitting the report that:
 - the information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth)
 - I am aware of the grantee's obligations under their grant agreement
 - I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

Attachment A - Statement of grant income and expenditure

This attachment must be completed by the Grantee and used as the basis for compiling the Independent Audit Report

Grantee	[registered CRC entity name]
Project number	[project number]
Reporting period start date	[project start date or other reporting period start date]
Reporting period end date	[project end date or other reporting period end date]

Statement of funds, Grantee contributions and other financial assistance

Complete the following table for all cash and in-kind contributions for your project for the period in question, including

- the Cooperative Research Centres grant
- other government funding
- your own contributions
- partner contributions
- other Third Party contributions

Insert rows as required.

Contributor	Cash amount (GST excl)	[Estimated in-kind amount (GST excl)]	Total (GST excl)
Cooperative Research Centres grant	[\$[enter amount]]	[\$[enter amount]]	[\$[enter amount]]
Grantee	[\$[enter amount]]	[\$[enter amount]]	[\$[enter amount]]
[enter contributor e.g. partner name]]	[\$[enter amount]]	[\$[enter amount]]	[\$[enter amount]]
[enter contributor e.g. partner name]	[\$[enter amount]]	[\$[enter amount]]	[\$[enter amount]]
[enter contributor e.g. e.g. Third Party contributions]	[\$[enter amount]]	[\$[enter amount]]	[\$[enter amount]]
Total	[\$[enter amount]]	[\$[enter amount]]	[\$[enter amount]]

Statement of expenditure against the categories under the Grant Agreement

Complete the following table for all eligible expenditure for your project for the period in question. Include the expenditure item categories as detailed in your grant agreement.

Insert rows as required.

Expenditure item	Contracted Project Cost	Actual Project Cost	Variance	Comment on any variance between the expenditure items and the contracted amounts detailed in the grant agreement
[enter item e.g. Employee expenditure or Labour and on-costs]	\$(enter amount)	\$(enter amount)	\$(enter amount)	
[enter item e.g. Supplier expenditure or Contract expenses]	\$(enter amount)			
[enter item e.g. Capital expenses]	\$(enter amount)			
Total	\$(enter amount)			

Certification by directors [or appropriate equivalent]

- We have fulfilled our responsibilities for the preparation of the statement of grant income and expenditure in accordance with the terms of the grant agreement with the Commonwealth, represented by the Department of Industry, Science and Resources dated [enter date];
- That all grant funds, contributions and other financial assistance were spent for the purpose of the project and in accordance with the grant agreement.

Name:

Signature:

Title:

Date:

Attachment B - Independent audit report

Independent Audit Reports are an important component of Commonwealth Grant programs to verify that expenses have been incurred and grant funding claimed in keeping with the Grant Opportunity Guidelines and Grant Agreement.

Grantee responsibilities

The report must be informed by information provided and declared to be accurate by the grantee. At a minimum, the following information must be provided to the auditor in the format at Attachment A:

- a statement of grant funds, contributions and other financial assistance income
- statement of expenditure against the expenditure categories under the Grant Agreement
- a detailed breakdown of the expenditure

Independent Auditor Responsibilities

The Independent Audit Report must be in writing (s20) and can be formatted by the Auditor per their usual practice, but must contain the following key information in accordance with the requirements of [ASA 700: Forming an Opinion and Reporting on Financial Report](#):

- Title 'Independent Audit Report' (s21)
- Addressee (s22)
- Auditor's Opinion (s23-26)
- Basis for Opinion (s28)
- Responsibilities for the Financial Report
 - Management Responsibilities (s33-36)
 - Auditor Responsibilities (s37-39, s41, s43-45)
- Name of the Engagement Partner (s46)

Mandatory information

- I declare that:
 - The audit report has been prepared in accordance with [ASA 700: Forming an Opinion and Reporting on Financial Report](#):
 - That all grant funds, contributions and other financial assistance were spent for the purpose of the project and in accordance with the Grant Agreement and Grant Opportunity Guidelines.
- Signature of the Auditor (s47)
 - Name of auditor
 - Auditor's employee
 - Auditor's qualification
 - Auditor's position
- Auditor's Address (s48)
- Date of the Auditor's Report (s49)

Attachment C - Certification of certain matters by the auditor

The Department also requires a certification of certain matters by the auditor in addition to the independent audit report. This should be submitted with the statement of grant income and expenditure and independent audit report.

The auditor who signs this certification must also initial and date a copy of the Grantee's statement of grant income and expenditure. The Department will not accept an independent audit report that lacks this attachment.

The required format of certification is on the following page.

[print on auditor letterhead]

[addressee]

Department of Industry, Science and Resources
GPO Box 2013
Canberra ACT 2601

I understand that the Commonwealth, represented by the Department of Industry, Science and Resources and [Grantee name] have entered into a grant agreement for the provision of financial assistance under the [grant opportunity name] to the Grantee for the project. A condition of funding under the grant agreement is that the Grantee provides a statement of grant income and expenditure certifying that expenditure on approved project items has been incurred within the relevant audit period and paid in accordance with the grant opportunity guidelines, and is supportable by appropriate documentation.

In fulfilment of the condition, I hereby certify that:

- a. I am a member of Chartered Accountants Australia and New Zealand/ CPA Australia/ the Institute of Public Accountants (as a Public Practice Certified Member).
- b. I have prepared the independent audit report on [Grantee name]'s, statement of grant income and expenditure in accordance with the details of the grant agreement between the Grantee and the Commonwealth, project no [project no] dated [dd/mm/yyyy].
- c. I have reviewed the grant agreement between the Grantee and the Commonwealth, project no [project no] dated [dd/mm/yyyy], and related grant opportunity guidelines and understand the requirements pertaining to financial reporting and eligible expenditure contained therein.
- d. I have signed the attached copy of [Grantee name]'s statement of grant income and expenditure that I used to prepare the independent audit report.
- e. I have complied with the professional independence requirements of Chartered Accountants Australia and New Zealand/ CPA Australia/the Institute of Public Accountants. I specifically certify that I:
 - i. am not, and have not been, a director, office holder, or employee of [Grantee name] or related body corporate of [Grantee name]
 - ii. have not been previously engaged by [Grantee name] for the purpose of preparing their [grant opportunity name] application or any report required under the grant agreement
 - iii. have no financial interest in [Grantee name].

Signature

Name [enter name]

Qualifications [enter qualification]

Position [enter position]

Date [dd/mm/yyyy]

Attachment D – Adjustments to Budget and Milestone Progress Reporting Workbook based on audit

Budget adjustments

Do you need to report adjustments to cash receipts or expenditure reported in the CRC's Budget and Milestone Progress Reporting Workbook during the financial year? **Yes / No**

If yes, complete the annual reporting adjustments workbook.

Contributions adjustments

Do you need to report adjustments to contributions reported in the CRC's Budget and Milestone Progress Reporting Workbook during the financial year? **Yes / No**

If yes, complete the annual reporting adjustments workbook.

Attachment D. 1 - Adjustments template is available from business.gov.au/crc under 'Resources for current CRCs'. This Excel workbook contains a separate tab (worksheet) for each CRC Grants selection round. To complete Attachment D.1, use the worksheet for the selection round your CRC was funded under.

Instructions for completing the template are included in the Workbook. Comprehensive guidance on adjustments is provided in the 'CRC Grants Budget & Milestone Reporting workbook instruction manual' also available under 'Resources for current CRCs'

The auditor must sign attachment D.

Where attachment D indicates adjustments are required attachment D.1 must also be submitted.

Auditors Signature

Signature:

Name:

Date:

Company:

Attachment E – Case study template

Case study section	Description of what's required
CRC Name	[insert the CRC name]
Case study title	[insert the title of the case study]
CRC partners involved	[list the CRC partners involved in the project or initiative this case study relates to]
The industry problem	[explain the industry-identified problem the CRC was aiming to solve. For example, what was the challenge facing end-users?]
The solution/outcome	[explain the strategy to solve the problem. You may like to describe the journey the CRC took to address the challenge. How was the CRC's strategy successful? What was the outcome? What were the key lessons learnt?]
The impact	[explain how the competitiveness, productivity and sustainability of Australian industries has been improved. Use supporting facts and figures. How has funding from the CRC Program helped?]
What's next	[where possible, provide details on relevant additional plans. For example, is this just the first stage of a broader plan? Are there additional commercial applications the CRC is exploring? What's on the horizon?]
Quote	[include a compelling quote from a key CRC representative, project stakeholder or end-user. Include the person's name, position and organisation]
Supplied images	<i>[upload at least one high-res image (anything over 1MB, but not too large) to support the story. Include people in the image if possible].</i>
Alternative text for supplied images	[provide alternate text (alt text) for all images provided that is suitable for a screen reader to describe the appearance or function of the image]
Link to published case study	[if a version of this case study is already publicly available (for example, published on the CRC's website), please provide the relevant link]

Attachment F – Site visits template

CRC site visits	Description of what's required
CRC Name	[insert the CRC name]
Site name	[insert the name of the site]
Site contact for visit coordination	[insert the contact's name, position title, phone number, email address]
Site address	[insert the street number, street name, city/town, state, postcode. Include the hyperlink to the site location on Google maps where possible.]
Site description	[insert a brief description of the site and what the visitor(s) will see]
Further details or additional comments	[insert further details, including hyperlinks to additional site information where possible]

Completing a draft - end of CRC funding report

CRCs are required to develop a strategy to complete all activities and financial obligations well in advance of the end of the CRC's Agreement Period. The report encompasses a whole of life summary of the CRC to date, including milestone, budget/audit acquittal and transition arrangements. It covers the same structural reporting requirements as the Final Report, but is submitted as an interim report in the CRC's penultimate year of operation to ensure the CRC is on track to complete its Grant Agreement obligations.

The draft final report provides supplementary information required by the Department as part of the final reporting requirements (in line with the CRC Grants Reporting Guidelines) and must cover the following section headings:

- Governance and Management
- Post-CRC contact details
- Activities Status (research, commercialisation/utilisation, education and training)
- Financial Management and Budget Provisions
- Management of Intellectual Property (IP)
- Assets
- Taxation
- Use of CRC Program Branding (Post Project)
- Any other issues as directed by the Department.

As part of the CRCs' ongoing governance arrangements, CRCs should have already examined how their 'legacies' will be dealt with and/or maintained. For example, how/will outcomes generated by a CRC be continued and how/will any education and training programs developed by the CRC be kept going. The details of such legacies must be summarised in the CRC's future and transition arrangements within the CRC Annual Reporting.

Report due date

The standard timing of reports due to the Department is dependent on the selection round the CRC was funded under.

The CRC personnel allocated as the primary contact for the CRC's application in the grants portal will receive automatic email reminders ahead of a reporting due date.

Round 20 CRCs and prior

Round 20 CRCs and prior must provide a draft - end of CRC funding report to the Department 12 months prior to the End Date or the Activity Completion Date of the CRC's Grant Agreement.

Round 21 CRCs and after

Round 21 CRCs and after must provide a draft - end of CRC funding report to the Department in accordance with the due dates specified in the CRC's Grant Agreement.

Process

To complete a draft end of CRC funding report, a CRC needs to:

1. Log into the grants portal and open the CRC's application.

2. Click on the Reports button and then click to view the draft end of CRC funding report.
3. Complete all text response fields on each page of the report.
4. On the attachments page, upload a copy of the completed Draft Grant Completion Report ([Attachment G](#) of this document).
5. Complete the declaration and click to submit the report to the Department.

Text response fields in the portal

The draft end of CRC funding report includes various text response fields for a CRC to complete.

Draft end of funding summary page

Contact Details

- Provide contact details (name, phone number and email address) for the CRC staff member responsible for managing the cessation of operations process and who can be contacted after the agreement period to assist the Department with any outstanding reporting requirements or information requests.

Whole of life highlights and achievements

- Provide the major achievements over the life of the CRC in relation to:
 - The direct economic benefits associated with the CRC research, specifically:
 - » The number of products and services generated by the CRC which went to market (other items of intellectual property) during the agreement period
 - » The economic benefit to industry through the development of new or improved products, services or processes
 - » Any other economic benefits such as risk mitigation, growth in employment, reduction in costs, and capability enhancement and
 - » At least one case study of the successful commercialisation/utilisation of the research outputs.
 - The impact of the CRC on the level of collaboration within the industry more broadly, specifically:
 - » Breakdown of partners and collaborations over the life of the CRC, including how many SMEs collaborated in the CRC
 - » How many relevant publications partners published during the agreement period
 - » Which Industry Growth Centres the CRC worked with during the agreement period
 - » A statement on the value partners place on being part of the CRC and
 - » At least one case study which outlines how partners working together led to an impact which would not have been achievable without the CRC collaboration.
 - The impact of education programs on industry, the sector in general and on skills development, specifically:
 - » Breakdown of postgraduate information over the life of the CRC
 - Total number of postgraduates and PhD graduates
 - Total number of postgraduates and PhD graduates taking up employment in the industry and
 - Industry and other non-university staff supervising postgraduates.

- » The key educational outputs, including details of any courses developed
- » The impact of education and training programs in areas of skills shortages and
- » At least one case study which outlines how education programs offered by the CRC have influenced the uptake of new knowledge, products or processes.
- Where possible, relevant examples, including quotes, should be included from partners and other industry entities benefiting as a result of their involvement in the CRC.

Whole of life case studies

- Provide at least one case study showcasing the achievements and highlights over the life of the CRC in:
 - successful commercialisation/utilisation of the research outputs.
 - how partners working together led to an impact which would not have been achievable without the CRC collaboration.
 - how education programs offered by the CRC have influenced the uptake of new knowledge, products or processes.
- Where possible, relevant examples, including quotes, should be included from partners and other industry entities benefiting because of their involvement in the CRC.

Whole of life snapshot summary

- Provide high level, concise dot point statements of key highlights/ achievements over the life of the CRC in the following categories:
 - Major achievements
 - Research
 - Commercialisation and utilisation
 - SME engagement
 - Education and training
 - Spin-off companies and inventions
 - International engagement.

The information provided in the 'snapshot' may be used for input into government briefings; as such it should clearly demonstrate a CRC's achievements in plain English.

Draft end of funding reports page

- Upload a copy of the Draft Grant Completion Report Template ([Attachment G](#) of this document).
- Upload a copy of the highlights and achievements report.
- Upload any additional documents or additional supporting information.

Declaration page

- A declaration by the CRC's authorised personnel submitting the report that:
 - the information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the *Criminal Code 1995* (Cth)
 - the grant was spent in accordance with the grant agreement
 - I am aware of the grantee's obligations under their grant agreement, including survival clauses
 - I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

Completing a final - end of CRC funding report

CRCs are required to provide a final end of CRC funding report to the Commonwealth in accordance with the requirements of the Grant Agreement.

CRCs are required to develop a strategy to complete all activities and financial obligations well in advance of the end of the CRC's Agreement Period.

The report builds on the 'draft end of CRC funding report' to capture the entire CRC grant funding period, including milestone, budget/audit acquittal and transition arrangements. It ensures the CRC has completed all of its Grant Agreement obligations including the final acquittal of CRC Grant funds including the status of relevant outputs, assets, IP and PhD students.

The final report provides supplementary information required by the Department as part of the final reporting requirements (in line with the CRC Grants Reporting Guidelines) and must cover the following section headings:

- Governance and Management
- Post-CRC contact details
- Activities Status (research, commercialisation/utilisation, education and training)
- Financial Management and Budget Provisions
- Management of Intellectual Property (IP)
- Assets
- Taxation
- Use of CRC Program Branding (Post Project)
- Any other issues as directed by the Department.

As part of the CRCs' ongoing governance arrangements, CRCs should have already examined how their 'legacies' will be dealt with and/or maintained. For example, how/will outcomes generated by a CRC be continued and how/will any education and training programs developed by the CRC be kept going. The details of such legacies must be summarised in the CRC's future and transition arrangements within the CRC's annual reporting.

Report due date

The standard timing of reports due to the Department is dependent on the selection round the CRC was funded under.

The CRC personnel allocated as the primary contact for the CRC's application in the grants portal will receive automatic email reminders ahead of a reporting due date.

Round 20 CRCs and prior

Round 20 CRCs and prior must provide a final end of CRC funding report to the Department within 120 days after the End Date or the Activity Completion Date outlined in the CRC's Grant Agreement.

Round 21 CRCs and after

Round 21 CRCs and after must provide a final end of CRC funding report to the Department in accordance with the due dates specified in the CRC's Grant Agreement.

Process

To complete a final end of CRC funding report, a CRC needs to:

1. Log into the grants portal and open the CRC's application.
2. Click on the Reports button and then click to view the final report.
3. Complete all text response fields on each page of the report.
4. On the attachments page, upload a copy of the completed Grant Completion Report Template ([Attachment G](#) of this document).
5. Complete the declaration and click to submit the report to the Department.

Text response fields in the portal

The final end of CRC funding report includes various text response fields for a CRC to complete.

End of funding summary page

Contact Details

- Provide contact details (name, phone number and email address) for the CRC staff member responsible for managing the cessation of operations process and who can be contacted after the agreement period to assist the Department with any outstanding reporting requirements or information requests.

Whole of life highlights and achievements

- Provide the major achievements over the life of the CRC in relation to:
 - The direct economic benefits associated with the CRC research, specifically:
 - » The number of products and services generated by the CRC which went to market (other items of intellectual property) during the agreement period
 - » The economic benefit to industry through the development of new or improved products, services or processes
 - » Any other economic benefits such as risk mitigation, growth in employment, reduction in costs, and capability enhancement and
 - » At least one case study of the successful commercialisation/utilisation of the research outputs.
 - The impact of the CRC on the level of collaboration within the industry more broadly, specifically:
 - » Breakdown of partners and collaborations over the life of the CRC, including how many SMEs collaborated in the CRC
 - » How many relevant publications partners published during the agreement period
 - » Which Industry Growth Centres the CRC worked with during the agreement period
 - » A statement on the value partners place on being part of the CRC and
 - » At least one case study which outlines how partners working together led to an impact which would not have been achievable without the CRC collaboration.
 - The impact of education programs on industry, the sector in general and on skills development, specifically:
 - » Breakdown of postgraduate information over the life of the CRC
 - Total number of postgraduates and PhD graduates

- Total number of postgraduates and PhD graduates taking up employment in the industry and
- Industry and other non-university staff supervising postgraduates.
- » The key educational outputs, including details of any courses developed
- » The impact of education and training programs in areas of skills shortages and
- » At least one case study which outlines how education programs offered by the CRC have influenced the uptake of new knowledge, products or processes.
- Where possible, relevant examples, including quotes, should be included from partners and other industry entities benefiting as a result of their involvement in the CRC.

Whole of life case studies

Provide at least one case study showcasing the achievements and highlights of the CRC in:

- successful commercialisation/utilisation of the research outputs;
- how partners working together led to an impact which would not have been achievable without the CRC collaboration; and
- how education programs offered by the CRC have influenced the uptake of new knowledge, products or processes.

The reporting period is over the life of the CRC grant agreement.

Case studies outlined in the Highlights and Achievements Report should be provided here. Further information on these case studies can be included here if useful to highlight the CRC's achievements. Additional case studies can also be provided.

Where possible, relevant examples, including quotes, should be included from partners and other industry entities benefiting as a result of their involvement in the CRC.

Whole of life snapshot summary

The snapshot summary should contain high level concise dot point statements for key highlights/achievements in the following categories, where applicable. The reporting period is over the life of the CRC grant agreement. As the information provided may be used for input into government briefings, it should be in plain English.

Final end of funding reports page

- Upload a copy of the Grant Completion Report ([Attachment G](#) of this document).
- Upload a copy of the highlights and achievements report.
- Upload any additional documents or additional supporting information.

Declaration page

- A declaration by the CRC's authorised personnel submitting the report that:
 - the information in this report is accurate, complete and not misleading and that I understand the giving of false or misleading information is a serious offence under the Criminal Code 1995 (Cth)
 - the grant was spent in accordance with the grant agreement
 - I am aware of the grantee's obligations under their grant agreement, including survival clauses
 - I am aware that the grant agreement empowers the Commonwealth to terminate the grant agreement and to request repayment of funds paid to the grantee where the grantee is in breach of the grant agreement.

Attachment G – Grant Completion Report Template

There are no word limitations for this document. CRCs are encouraged to address each section heading succinctly.

A summary of the information required within the section headings is below.

Governance and management

Provide information on the CRC's governance and management arrangements after the end of the funding period of the Grant Agreement, including how the CRC Board will:

- Ensure all partners are aware of their roles and responsibilities.
- Ensure appropriate management resources are in place to complete all obligations under these Guidelines and the Grant Agreement.
- Ensure appropriate arrangements for the transition of human resources funded by the CRC are in place.
- Ensure appropriate arrangements for the planned future of any incorporated entities controlled by the CRC, such as management companies and IP holding vehicles.
- Ensure the appropriate storage and archival of documentation with relevant parties, particularly contract material, so it is accessible by the Commonwealth for a period of at least seven years.

This section must also detail the planned future of any incorporated entities controlled by the CRC, such as management companies and IP holding vehicles.

Note: CRCs are eligible to have the contents of their public websites archived at no cost using the PANDORA web archive project (pandora.nla.gov.au) administered by the National Library of Australia (NLA) and state libraries. The NLA's Web Archiving Section can be contacted at webarchive@nla.gov.au.

Post CRC contact details

The CRC must include contact details for at least one CRC staff member responsible for managing the cessation of operations process and who can be contacted after the agreement period to assist the Department with any outstanding reporting requirements or information requests. Post-CRC contact details must be provided in the following table format.

Name	Phone	Mobile	Email	Address	Comments

CRC Activities status

A CRC must complete all its CRC Activities by the end of the Agreement Period. This section must identify the status of all CRC Activities outlined in the Grant Agreement being:

- Completed or terminated at the end of the Agreement Period
- Continued by partners on a cooperative basis for further development and future uptake by industry (including commercialisation)
- Transferred to a partner or other organisation for further development and future uptake by industry (including commercialisation).

The CRC must ensure alternative arrangements are in place to provide ongoing support to CRC students who are yet to complete their research education and training.

Status of all milestones and outputs not yet completed must be provided in the following table format.

Outputs yet to be completed / milestones yet to be achieved	Expected status at end of agreement period (completed / terminated / transferred)	If transferred, organisation(s) responsible for ongoing activities after the agreement period

Status of all CRC students must be provided in the following table format.

Student name	Degree type	Expected completion date	Enrolling / Partner organisation

Financial management and budget provisions

This section must ensure the following financial management and budget activities are addressed:

- Finalising the accounts, including the processing of:
 - Any outstanding payments/debts
 - Salaries, employee entitlements and administrative overheads for staff retained to undertake cessation of operation activities
 - Legal costs
 - Taxes due
 - Unpaid scholarship monies.
- Acquittal of Commonwealth funds (for the entire term of Grant funding)
- Expected allocation of any remaining CRC funds
- Completion of an independent audit of the CRC's financial statements for its final year of operation in line with the relevant CRC Grants Reporting Guidelines.

A summary of the information required within the Financial Management and Budget Provisions section is below.

Final year prospective budget

It is important to consider all expenses arising before ceasing operations and budget accordingly. This section must include a cash budget for the final year of the agreement period. This should indicate whether there will be a cash balance at the Agreement End Date in the final year of funding and how the CRC plans to distribute this cash.

Note: Department approval must be sought in regard to the use of any unspent (CRC Program) Grant funds after the funding period for purposes outside of the CRC Activities.

This final year cash budget must be presented in the following table format:

Cash Budget for Final Year of Operation (for Rounds 17 -19)

Opening balance	\$
<i>Income</i>	
(CRC Program) Grant funds	\$
Other income	\$

Total income	
Total resources (opening balance + total income)	\$
<i>Expenses</i>	
Employee expenses	\$
Supplier expenses	\$
Other expenses	\$
Capital expenditure	\$
Total expenses	\$
Net balance	\$
Accrued expenses	\$
Remaining funds	\$
Remaining (CRC Program) Grant funds	\$

Cash Budget for Final Year of Operation (for Rounds 20 and 21)

Opening balance	\$
<i>Income/receipts</i>	
(CRC Program) Grant funds	\$
Partner Cash Contributions	\$
Other Firm/Third Party Cash	\$
Total GST Received	\$
Total Interest	\$
Total receipts	\$
<i>Expenses</i>	
<i>Total GST Paid</i>	\$
<i>Labour and on-costs</i>	\$
<i>Contract</i>	\$
<i>Capital</i>	\$
<i>IP & Technology</i>	\$
<i>Travel & Overseas</i>	\$

<i>Audit</i>	\$
<i>Student expenses</i>	\$
<i>Other</i>	\$
Total expenses	\$
Net balance	\$
Accrued expenses	\$
Remaining funds	\$
Remaining (CRC Program) Grant funds	\$

Cash Budget for Final Year of Operation (for Rounds 22 and above)

Opening balance	\$
<i>Income/receipts</i>	
(CRC Program) Grant funds	\$
Partner Cash Contributions	\$
Other Firm/Third Party Cash	\$
Total GST Received	\$
Total Interest	\$
Total receipts	\$
<i>Expenses</i>	
<i>Total GST Paid</i>	\$
<i>Labour and on-costs</i>	\$
<i>Contract</i>	\$
<i>Capital</i>	\$
<i>IP & Technology</i>	\$
<i>Travel & Overseas</i>	\$
<i>Audit</i>	\$
<i>Student expenses</i>	\$
<i>Other</i>	\$
<i>Special Purpose Expenditure</i>	\$

Total expenses	\$
Net balance	\$
Accrued expenses	\$
Remaining funds	\$
Remaining (CRC Program) Grant funds	\$

Intention for use of any remaining (CRC Program) Grant funds

Organisation receiving funds	Purpose	Transfer amount
		\$
Total		\$

Note: Commonwealth Grant funding is provided to the CRC to undertake the activities and objectives as agreed in the Grant Agreement. After the end of the CRC's Agreement Period, the Grant Agreement states the Commonwealth is entitled to recover any unspent (CRC Program) Grant funds, unless otherwise approved by the Commonwealth.

Written approval is required (prior to the CRC's Grant Agreement End Date) for CRCs to transfer any remaining (CRC Program) Grant funds after the end of the CRC's Agreement Period or a Commonwealth debit recovery process will occur. Approval for the ongoing use of any remaining (CRC Program) Grant funds is reviewed on a case-by-case basis by the Program Delegate. Please contact your CSM if you require further guidance.

Management of intellectual property

The CRC must ensure structures and procedures are in place to safeguard the ongoing management of the CRC's intellectual property (IP), including any assignment for commercialisation or further development and distribution of any commercial returns.

The IP must be distributed in a way which maximises the benefits to Australia, in compliance with the arrangements specified in the Grant Agreement and Partner Agreement(s). Where the IP has no tangible commercial potential, research results must be disseminated to appropriate parties to ensure effective transfer of technology and utilisation of research in compliance with the Partner Agreement(s). The CRC should consider the use of open access arrangements for non-commercially sensitive material.

The information must be provided in the following table format and include the name, description, future ownership arrangements and associated rationale for each item of IP.

Item of IP	Description of IP	Ownership arrangements after the end of the agreement period	Rationale

This section must also outline how the CRC will manage and monitor the project risks, including any associated national security issues and involvement of international partners, as well as intellectual property protection following the wind-up or cessation of operations of the CRC.

Assets

Unless allowed for in the Grant Agreement, the CRC must ensure any asset valued at \$50,000 (excluding GST) or above is not disposed of without the Commonwealth's consent/approval.

The information must be provided in the following table format and include the name, description, future ownership arrangements and associated rationale for each asset.

Asset	Description of asset	Ownership arrangements after the end of the agreement period	Rationale

Taxation

The CRC must include information on its tax position. Specifically, to ensure all taxation expenses are accounted for and the tax position of the CRC is confirmed with the Australian Tax Office before ceasing operations.

Use of CRC Program branding post project

CRCs have a non-exclusive licence to use CRC Program Branding until the termination or expiration of their Grant Agreement. CRCs must cease using CRC Program Branding, except where acknowledgement of support is required where the publications, products, processes or inventions are not released or developed until after the CRC Grant funding period.

Written approval is required (prior to the CRC's Grant Agreement End Date) for CRCs to continue to use the CRC Program Branding (i.e. CRC logo and name) after the end of the CRC's Agreement Period. Approval for the ongoing use of CRC Program Branding is reviewed on a case-by-case basis by the Program Delegate and CRCs will be required to sign an agreement with the Department stipulating the conditions on the use of the branding.

Completing an evaluation report

CRCs are required to complete an evaluation report (also known as a post CRC Program reporting survey). The report gathers important evaluative information on the CRC and the CRC Program as a whole. Completion of the report is independent of a CRC's payment but formal reporting obligations under the Grant Agreement remain.

Report due date

The standard timing of reports due to the Department is dependent on the selection round the CRC was funded under. The CRC personnel allocated as the primary contact for the CRC's application in the grants portal will receive automatic email reminders ahead of a reporting due date.

Round 20 CRCs and prior

Round 20 CRCs and prior must provide an evaluation report to the Department 12 months after the Agreement Period outlined in the CRC's Grant Agreement.

Round 21 CRCs and after

Round 21 CRCs and after must provide an evaluation report to the Department in accordance with the due dates specified in the CRC's Grant Agreement.

Process

To complete an evaluation report, a CRC needs to:

1. Log into the grants portal and open the CRC's application.
2. Click on the Reports button and then click to view the evaluation report.
3. Complete all text response fields on each page of the report.
4. Complete the declaration and click to submit the report to the Department.

Text response fields in the portal

The following questions covered in the post project survey include:

- Are you satisfied with the benefits received from participating in the CRC Program through a CRC?
- List up to three key benefits you received from participating in the CRC Program through a CRC.
- Did the CRC develop a product, service or process that solved the industry-identified problem?
- Has the CRC led to broader economic or community benefits, such as risk mitigation, growth in employment, reduction in costs, and capability enhancement?
- How many CRC industry partners reported they valued their involvement with the program?
- How many CRC Industry partners reported collaboration has improved competitiveness and productivity?
- What is an example of the way collaboration has improved competitiveness and productivity for an industry partner (i.e. job creation, sales, and export sales)?
- How many CRC related collaborations extended beyond the Agreement Period?
- How many internships and secondments between the CRC's partners extended beyond the Agreement Period?
- Did any unexpected benefits result from the CRC? If yes, explain.