

Appendix 2

MRFF – 2021 BioMedTech Incubator - end of project report requirements

Consistent with clause E (Reporting) of the Commonwealth grant agreement, the Grantee is required to provide the information requested below in its progress reports. The Commonwealth reserves the right to amend or adjust the requirements.

You must submit your report via the business.gov.au [portal](#) when it is complete.

You must also answer any additional reporting questions as per the template provided on business.gov.au and submit as part of your progress report.

Project Information

Grant ID:

Institution/Organisation:

Grant Title:

Month and Year:

Australia New Zealand Clinical Trials Registry Trial ID (where relevant)

Project Outcomes

Complete the following table, for each milestone or objective outlined in the Activity Schedule of your grant agreement or (if applicable) previous progress report, and any additional approved milestones.

The Comments field should summarise the extent to which you completed all agreed research activities relevant to each milestone/objective and provide a justification for any incomplete milestones/objectives.

Milestone/ Objective	Agreed end date	Actual/ end date	% complete	Comments

- Describe the extent to which you completed any additional research activities undertaken during the reporting period that are not captured in the table above.
- Provide a statement explaining how you have met the objective/s and intended outcome/s of the project as specified in section 1.3 of the grant opportunity guidelines.
- Provide a summary of how you are implementing your research findings and ensuring their translation to support improved health outcomes.

You should include information about any key enablers or barriers to implementation.

- d. Have you complied with all funding conditions and legislation applicable to the delivery of the project as outlined in the grant agreement?

If not, explain why.

Complete the following table if your grant involved identifying, supporting and working in partnership with selected organisations to progress their own research project/s. If any of the projects are not completed, explain why.

This applies to grants where the funded organisation is responsible for supporting research projects led by other organisations.

Partner Organisation	Project Title	Summary of Project	Lead Researcher	Grant Funds Provided	Start Date of Project	% Project Complete

Project expenditure

- a. Provide details of all expenditure incurred for the project

Expenditure should be divided into the same categories as the budget in your grant agreement. The table should indicate total budgeted and actual expenditure for the project. The Comments field should justify any differences between the budgeted and actual expenditure.

If you are registered for GST, enter the GST exclusive amount. If you are not registered for GST, enter the GST inclusive amount. We may ask you to provide evidence of costs incurred. Refer to the grant opportunity guidelines or contact us if you have any questions about expenditure.

Expenditure Item	Budget (AUD)	Actual (AUD)	Comments

- b. Provide a statement confirming the eligibility of expenditure incurred for the project. If grant funds have been used to cover costs for ineligible items, explain why.
- c. Provide details of any partner contributions received for the project.

The Comments field should indicate whether each contribution has been made as expected. If not, describe the impact on the delivery of the Research Activity.

Name of Partner	Type of Contribution	Value of Contribution	Comments

Project Evaluation

The [MRFF Monitoring, Evaluation and Learning Strategy](#) was published in November 2020.

Complete the following table for each outcome or result against which your contribution to the Measures of Success for the MRFF is being evaluated, as specified in the Measures of Success statement provided with your application.

For each Measure of Success, the table should:

- a. list each outcome/result (one per row), including a quantitative or qualitative description of the target that will indicate its achievement or completion
- b. summarise your anticipated and actual progress towards achievement or completion of the target at the end of the reporting period.

You may list several outcomes/results against a single Measure of Success.

Measure of Success	Outcome/Result	Anticipated Progress	Actual Progress

- c. Provide a statement on the most important finding or outcome from your research during the reporting period, including any new or unexpected findings or outcomes.

Noting that your response may be used in public communications about the MRFF, please indicate whether any of the information you provide is commercial in confidence.
- d. Describe any enablers or barriers to the translation or implementation of your research that could be used to inform future MRFF funding opportunities.

Updated business indicators

Provide the following financial data for your organisation for your latest complete financial year

These fields are mandatory and entering \$0 is acceptable if applicable.

- Financial year completed
- Sales revenue (turnover)
- Export revenue
- R&D expenditure
- Taxable income
- Number of employees including working proprietors and salaried directors (headcount)
- Number of independent contractors (headcount)

Attachments

- a. Attach any agreed evidence required with this report to demonstrate successful completion of your project.
- b. Attach copies of any published reports and promotional material, relating to the project.
- c. Attach any commitment deed polls as required.

Certification

By submitting this progress report, you are certifying that:

- an authorised person has completed the report.
- the information in this report is accurate, complete and not misleading and that you understand the giving of false or misleading information is a serious offence under the Criminal Code 1995 (Cth).
- you have complied with all funding conditions and relevant legislation applicable to the delivery of the Research Activity, as described in the grant agreement.

- you are 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.