



End of Project (Final) Report

Consistent with clause E (Reporting) of the Commonwealth grant agreement, the Grantee is required to provide the information requested below in its final report. The Department of Health and Aged Care (the Department) reserves the right to amend or adjust the requirements.

Variations should not be requested through this report. For varying your grant and grant agreement please refer to the [MRFF Grant Variation Policy](#).

Please ensure that you are using the latest version of this template. You must submit your report on the [business.gov.au portal](#). You can enter the required information in stages and submit when it is complete.

Project Information

Grant ID	
Grant Opportunity Name	
Administering Organisation	
Chief Investigator A / Project Lead	
Grant Title	
Grant Agreement Start and End Dates	[From DD/MM/YYYY] - [To DD/MM/YYYY]
Research Activity Start and End Dates	[From DD/MM/YYYY] - [To DD/MM/YYYY]
Australia New Zealand Clinical Trials Registry Trial ID (where relevant):	
Reporting Period	[From DD/MM/YYYY] - [To DD/MM/YYYY]
If the Commonwealth Commercialisation Clauses apply to this project, do you plan to execute any new Commercialisation Agreements that relate to Relevant Intellectual Property developed during the term of the Grant?	Select

Project Outcomes

1. Complete the following table for each milestone or objective outlined in the Activity Schedule of your Grant Agreement.

In the comments field, clearly 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	Current % Complete
enter Milestone/Objective information	DD/MM/YY	DD/MM/YY	X%
Comments: enter activity summary and justifications for incomplete activity			
enter Milestone/Objective name	DD/MM/YY	DD/MM/YY	X%
Comments: enter activity summary and justifications for incomplete activity			



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- 2. Describe the extent to which you completed any additional research activities undertaken during the reporting period that are not captured in the table above. (min 200, max 300 words)
- 3. Provide a statement explaining how you have met the objectives and intended outcomes of the project as specified in section 1.3 of the grant opportunity guidelines. (min 200, max 300 words)
- 4. Provide a summary of how you are implementing your research findings and ensuring their translation to support improved health outcomes. (min 200, max 300 words)

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

- 5. 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. (max 300 words)
- 6. 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 question applies to grants where the funded organisation is responsible for supporting research projects led by other organisations. If your grant did not involve this type of arrangement, enter N/A in the table below.

Subcontractor/ Awardee	Project Title	Summary of Project	Lead Researcher	Grant Funds Provided (AUD)	Start Date of Project	% Project Complete
enter name of organisation	enter project title	enter summary of project conducted by subcontractor	enter name of lead researcher from subcontractor organisation	enter amount in \$AUD	DD/MM/YY	X%

Project Expenditure

- 7. 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 for each expenditure item (A), the approved budget (B) and the total expenditure: in this period (C), and for the duration of the project (D). The comments field (E) 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 if you have any questions about expenditure your administration officer or Project Lead should contact mrff@industry.gov.au.



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(A) Expenditure Item	(B) Approved Budget (AUD)	(C) Actual expenditure for this period (AUD)	(D) Total actual expenditure (AUD)	(E) Comments
enter approved budget item	enter amount in \$AUD	enter amount in \$AUD	enter amount in \$AUD	enter comments justifying differences between the budgeted and actual expenditure
TOTAL				

8. Provide a statement confirming the eligibility of expenditure incurred for the project. If grant funds have been used to cover costs for ineligible items, provide details of those costs and explain why they have been incurred. (max 300 words)
9. Provide details of any partner contributions received for the project. Indicate total contributions made per partner for the duration of the project. This table must be completed if the project partners are making a cash or in-kind contribution that is essential to the project.

If a contribution has not been made as expected, describe the impact on the delivery of the Research Activity. If the project did not have partners that committed to make cash or in-kind contributions, enter N/A in the table below.

Name of Partner	Type of Contribution	Expected Value of Contribution (AUD)	Actual Value of Contribution (AUD)	Comments
enter name of partner organisation	Select	enter amount in \$AUD	enter amount in \$AUD	enter comments describing the impact on the delivery of the research activity

Project Evaluation

10. Complete the following table for each outcome or result against which your contribution to the MRFF Measures of Success is being evaluated. Refer to the [MRFF Monitoring, Evaluation and Learning Strategy \(November 2020\)](#) for more information. A response is mandatory if you provided a Measures of Success statement with your application, as specified in the grant opportunity guidelines. If no Measures of Success were submitted with the application, select N/A in the first row of the table below.

For each Measure of Success applicable to your project:

- list each outcome/result (one per row), including a quantitative or qualitative description of the target that indicates its achievement or completion (Note: You may select the same Measure of Success for several outcomes/results.).
- summarise how you have achieved or completed the target.

Add rows as necessary.

Measure of Success	Outcome/Result	Comments
Select	enter outcome/result from application	enter comments summarising how you achieved or completed the target
Select		



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11. The Department would like to publicise findings from this research. Using lay language, explain in a few sentences what are the most important finding(s) or outcome(s) from your project, and why they are important. Include any new or unexpected findings or outcomes. Indicate if there has been any media coverage on these outcomes. (min 200, max 300 words)

Note that your response may be used in public communications about the MRFF, and that you may be contacted to expand on your response below. Please indicate whether any of the information you provide is commercial in confidence.

12. If the new findings or outcomes will lead or have led to publications, provide information on the status of or plan for the manuscript or publication in the table provided below.

Publication Status	Author(s)	Title	Journal Name/ Preprint Repository	DOI
Select	enter all author names in the order in which they (will) appear in PubMed	enter published/anticipated title of publication	enter publishing journal name or preprint repository	enter DOI of publication or preprint
Select				

13. Describe any barriers to translation or implementation of research you have faced that may systemically affect the broader sector, discipline or field. This information will be used to inform future MRFF funding opportunities. (min 200, max 300 words)

Updated Business Indicators

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

These fields are mandatory. 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

- 15. Attach any agreed evidence required to demonstrate successful completion of the project.
- 16. Attach copies of any published reports and promotional material relating to the project.



Australian Government

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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 the relevant grant opportunity guidelines, as well as 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 Department 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.