



# Progress Report

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 Department of Health and Aged Care (the Department) reserves the right to amend or adjust the requirements.

Variations should not be requested through progress reports. 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 the Progress Report 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

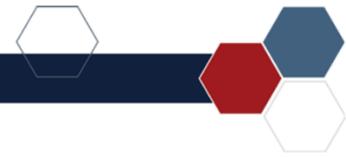
Grant ID	
Grant Opportunity Name	
Administering Organisation	
Chief Investigator A / Project Lead	
Grant Title	
Grant Agreement Start and End Dates	[From DD/MM/YYYY] - [To DD/MM/YYYY]
Research Activity Start and End Dates	[From DD/MM/YYYY] - [To DD/MM/YYYY]
Australia New Zealand Clinical Trials Registry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

## Project Progress

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

The comments field should clearly summarise progress at the end of this reporting period towards completion of the agreed research activities relevant to each milestone/objective and provide a justification for any changes or delays to milestones/objectives.

Milestone/Objective	Agreed End Date	Actual/Anticipated End Date	Current % Complete
enter Milestone/Objective information	DD/MM/YY	DD/MM/YY	X%
<b>Comments:</b> enter progress summary to date, justifications for changes or delays and strategies to rectify.			
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<b>Comments:</b> enter progress summary to date, justifications for changes or delays and strategies to rectify.			



Department of Health and Aged Care

- 2. Describe the status of the project and progress towards completion of any additional research activities undertaken during this reporting period that are not captured in the table above. (min 200, max 300 words)
- 3. Complete the following table for all variation requests under the MRFF Grant Variation Policy approved, submitted (pending approval) or in draft (pending submission) for this grant to date.

Type of Variation	Description of Variation	Current Status
Select	enter description of variation	Select

- 4. Provide details of how you are managing, or propose to manage, risks to completion of milestones/objectives that have arisen during this reporting period. Please attach an updated risk management plan if the risk to your project is high. (min 200, max 300 words)
- 5. Provide a statement on your overall progress towards completion of the Research Activity by the agreed end date. If the Research Activity is not on track, describe the extent of the overall delay. (min 200, max 300 words)
- 6. Provide a summary of progress towards implementing your research findings and how you intend to ensure their translation to support improved health outcomes. (min 200, max 300 words)

You should include information about any key enablers or barriers to implementation you have faced and your proposed approach to translation.

- 7. Complete the following table if your grant involves identifying, supporting and working in partnership with selected organisations to progress their own research project/s.

This question applies only 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



Department of Health and Aged Care

8. Provide details of all expenditure incurred using MRFF funding during this reporting period and the estimated expenditure for the next reporting period.

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), to date for the budget item (D) and estimated for next period (E). The comments field (F) should justify any differences between the budgeted and actual expenditure for the current reporting period, including any details of anticipated expenditure or any downstream effects of these differences.

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](mailto:mrff@industry.gov.au).

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

9. Provide a statement confirming the eligibility of expenditure incurred during the reporting period. 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)

10. Provide details of any partner contributions received during this reporting period and indicate whether each contribution has been made as expected. 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 of any delays or changes to the delivery of the Research Activity. If the project does not have partners that committed to make cash or in-kind contributions, select N/A in the table below.

Name of Partner	Type of Contribution	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 of any delays or changes to the delivery of the Research Activity

## Project Evaluation

11. 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 required to be submitted with the application, select N/A in the first row of the table below.



Department of Health and Aged Care

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 will indicate its achievement or completion (Note: You may select the same Measure of Success for several outcomes/results.)
- summarise your anticipated and actual progress towards achievement or completion of the target at the end of the reporting period.

Add rows as necessary.

Measure of Success	Outcome/Result	Anticipated Progress	Actual Progress
Select	enter outcome/result from application	enter comments summarising anticipated progress	enter comments summarising actual progress to date
Select			

12. The Department would like to publicise findings from this research. Using lay language, explain in a few sentences the most important finding(s) or outcome(s) from your research, if any, during this reporting period, and why they are important. (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.

## Attachments

Attach any agreed evidence required above (e.g. updated risk management plan).

## 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.