

ARC Final Report – Common Processing Issues

The ARC is experiencing a high volume of Final Reports submitted to the ARC for review which have been deemed initially unsatisfactory. A large number of Final Reports are being de-submitted back to the Research Offices to update incomplete sections or, provide additional information where little or no detail has been provided.

Research Offices are responsible for reviewing the Final Reports prior to submission to the ARC to ensure that they are compliant and meet with the terms of the Agreement.

The most common issues relate to either incomplete or minimal information provided within the form. The Final Report Instruction document (refer attached), provides a guide regarding the level of detail and information required within each section.

Below is a list of the most common issues identified when reviewing Final Reports.

➤ **Part B1 – List each of the original objectives, then list any approved/revised objectives.**

Objectives are to be split into individual cells and marked as met/not met. RO's should refer to the original Proposal to obtain the objectives. If additional objectives have been added throughout the duration of the Project, these also need to be added and identified within this section. Please note that this does not include 'Change in Scope'. A VFA should be submitted to the ARC at time of required change for review and approval.

➤ **Part C1 – Briefly describe the significance, results and outcomes of the Project**

Provide a brief summary, highlighting the most significant results, benefits, outcomes and impacts arising from the Project.

A summary of no more than 5000 characters, describing the significance, results and outcomes of the Project to be entered. At a minimum, a paragraph should be written summarising the results. Please ensure that no Academic Outputs are to be entered into this section. Academic Outputs should be entered in Part E – Academic Outputs

➤ **Part C2 - Did the Project lead to exciting new research directions, innovations and/or lay foundations for new research and/or partnerships?**

A written summary of no more than 5000 characters should be reflected within this section. Two sentences is not an acceptable submission.

➤ **Part D1 (Part D4 Linkage Projects) - List any collaborations or partnerships the research involved or led to, other than those with investigators or organisations listed in Part A of this Final Report**

Ensure that the Country is selected (if not Australia). Also, include collaborations that have been listed in section C if relevant.

➤ **Part E3 (Part F3 Linkage Projects) - Project Outputs**

Ensure that all sections (Output category, ISBN/ISSN/Other Ref, Title, Date Published, Primary Author/Contributor, Other unnamed Primary Author/contributor, Other named contributors) are completed. Also, ensure that outputs achieved prior to Project commencement are not included.

➤ **Part F (Part G Linkage Projects) – Research Commercialisation**

Complete, even if answer is zero.

➤ **Part G (Part H Linkage Projects) – Research training, careers and employment**

Complete, even if answer is zero

➤ **Part I (Linkage Projects) – Funding Contributions**

Ensure that the Final Report figures match those currently reflected in RMS. If this differs, an updated POACR should be submitted to reflect the current contributions.

Note: An updated POACR should be submitted during the life of the Project, when it is known that contributions have changed. This allows the ARC to reflect the most current and up to date information throughout the duration of the Project. An updated POACR should also be submitted for other schemes including DP when changes are made during the life of the Project.

Last updated 30 October 2017