# PROGRESS REPORT ON SIEF FUNDED RESEARCH

**Purpose**

**The Science and Industry Endowment Fund (SIEF) requests reports to assess progress of the Research Project against the agreed milestones and to monitor proper use of the SIEF funds.**

**Instructions**

**Progress reports for SIEF Research Projects are required to be submitted to the SIEF Manager by the dates set out in the relevant Funding Agreement.**

**The Project Leader must note:**

* Please expand tables as appropriate.
* There is no limit to the amount of text that can be provided, as long as it is relevant to the full and proper reporting of progress. The SIEF Manager is seeking a complete, accurate and not misleading account of project progress.
* A Finance Report must be completed in accordance with the pro forma (guidelines for completing the Finance Report are available in a separate worksheet behind the pro forma).
* Once complete**,** the Project Leader should submit electronically a **pdf copy** of the signed progress report and a **word/excel version** (unsigned) of the final progress report and finance report to the SIEF Manager.
* Certifications are made on behalf of all the Grant Recipients, and therefore the Project Leader should consult with all Grant Recipients as appropriate prior to signing the certifications.
* The SIEF Manager may refer your Progress Report to a reviewer (who may be external) for an independent assessment or seek further information from you in relation to the Progress Report.
* As provided in the terms of the Funding Agreement (clause 3.2), you must black out any confidential information so that it does not appear in the report. **The report must not contain any confidential information.**

# PROGRESS REPORT ON SIEF FUNDED RESEARCH

## PROJECT IDENTIFICATION

|  |  |
| --- | --- |
| Recipient Leader |  |
|  |
| Email Address |  |
|  |
| Project Title |  |
|  |
| Report No: |  |
|  |
| Grant Start Date |  |
| Project End Date |  |
|  |
| Reporting Period | Start Date |  |
| End Date |  |

## PROJECT DESCRIPTION AND OBJECTIVES

2.1 Project Description and Objectives (Schedule B.2 and B.3 of Funding Agreement) (excluding any confidential information)

|  |
| --- |
|  |

2.2 Project Milestones and Deliverables (from Schedule B.4 of Funding Agreement) (excluding any confidential information)

|  |
| --- |
|  |

## PROJECT PROGRESS

**Reporting Period Milestones**

|  |  |  |
| --- | --- | --- |
| **Milestone (number, description)***As in Agreement Schedule B.4* | **Work Program Undertaken and Deliverables produced***Please provide sufficient detail to clearly describe how each milestone has been met* | **Has the Milestone been met? (Yes/No/ Partially)** |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |

**Overall Progress**

|  |  |
| --- | --- |
| **Overall assessment of progress** with respect to Project Description and Objectives as described in Funding Agreement Schedule B.2 and B.3 respectively |  |
| **Significant outcomes** |  |
| **Significant difficulties** (deliverables, funding) & how issues wereresolved*Please identify any discrepancies between scheduled and delivered milestones and the proposed new path to achievement.* |  |
| **Publications***Detail of any publications that have been submitted* | Attached to this Report as Attachment 1. |
| **Publicity**Details of any publicity in connection with the ProjectHas SIEF been notified of this publicity in advance?[ ]  Yes [ ]  No Has SIEF been acknowledged in the publicity in accordance with clause 5.4 of the Funding Agreement? [ ]  Yes [ ]  No |   |
| **Early Career Researchers***Please provide the names of Postdoctoral Fellows and Postgraduate Students funded via this SIEF Grant during the Reporting Period* | **Postdoctoral Fellows** | **Postgraduate Students** |
|  |  |
| **Invoice amount**(s) and milestone(s) that invoice relates to.*Please justify the invoice payment(s) against each milestone. If there is any variation from Schedule C of the Funding Agreement, please explain.* |  |
| **Next Reporting Period**Please indicate and explain if any of the progress reported in this report will affect the Milestones that are due for completion in the next report. *A mark-up of the Funding Agreement reflecting what changes will be required for subsequent reporting periods should be submitted with the Report* |  |
| **Additional comments** |  |

## GRANT RECIPIENT CONTRIBUTIONS

4.1 Grant Recipient Contributions

Does the level and type of Contributions provided by the Grant Recipients accord with the commitment (cash and/or in-kind) given by them in the Funding Agreement?

|  |  |  |
| --- | --- | --- |
|  | [ ]  Yes [ ]  No  |  |

If no, give details

4.2 Source documentation

Is there appropriate source documentation readily available to demonstrate to an auditor the contribution (cash and/or in-kind) of the Grant Recipients to the Project?

|  |  |  |
| --- | --- | --- |
|  | [ ]  Yes [ ]  No |  |

If no, give details

## FINANCIAL REPORTS

 Financial Report attached as Attachment 2 to this Report.

|  |  |  |
| --- | --- | --- |
|  | [ ]  Yes [ ]  No  |  |

## CERTIFICATIONS

6.1 Certification by the Project Leader on behalf of the Grant Recipients

I certify on behalf of the Grant Recipients that:

* this Progress Report (and the attached Financial Report) confirms that:
1. SIEF Funds have only been used for the Approved Expenses;

(b) the Grant Recipients have made the agreed Contributions in accordance with Schedules A and C of the Funding Agreement; and

(c) the Project has been carried out in accordance with Schedule B of the Funding Agreement, including meeting the Objectives, Milestones and Deliverables;

* to the date of this Progress Report, the SIEF Funds have only been applied to expenses that are for the purposes of Research;
* this Progress Report is not incomplete, false or misleading in any respect and that this is an accurate Progress Report for the period covered;
* there have been no breaches of the Funding Agreement to the date of this Progress Report; and
* this Progress Report does not contain any confidential information.

6.2 Comments or reservations in relation to the Certifications

Project Leader

|  |  |
| --- | --- |
| Name:  | Date:  |

**Please note:** Capitalised terms in the Certifications have the meaning ascribed to them in the Funding Agreement between the Grant Recipients and the Trustee of SIEF. The submission of this Progress Report to the SIEF Manager by the Recipient Leader is verification that the Grant Recipients have approved the Progress Report content.

**Attachment 1 – Publications**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Authors\*** | **Title** | **Journal Reference (Title, volume, issue, page)** | **DOI number\*\*** | **UT Ref (WOS#)\*\*\*** | **Type** | **Status\*\*\*\*** |
| *2013* | ***A.Smith****, B.Smith, C.Smith* | *Publication Title* |  |  | *WOS-xxxxxxxxxxxxx* | *Journal Article* | *Published* |

|  |  |
| --- | --- |
| ***\**** | *Please* ***bold*** *authors names who are directly involved with SIEF Projects.* |
| ***\*\**** | *Digital Object Identifier* |
| ***\*\*\**** | *The Web of Science (WOS) UT Reference should contain 13 digits. To find the WOS# please refer to the* [*'How to' document*](http://www.sief.org.au/Documents%5CHowto_FindWOS.pdf)*.* |
| ***\*\*\*\**** | *Only include Published or in Press.* |

**Attachment 2 - Finance Report**