

NBCF REPORTING GUIDELINES

PURPOSE

NBCF progress reports serve a dual purpose:

- They are a formal requirement for individual accountability and compliance with the intended aims of the NBCF grant schemes. They allow NBCF staff to assess whether the project is proceeding according to milestones and whether any delays or changes to the original plan are expected.
- They are an essential source of information for the Australian community (scientific and lay) to understand the outcomes of the research funded by NBCF. The data collected in these reports will provide evidence of the contribution of NBCF funded research towards our vision of zero deaths from breast cancer.

REPORTING REQUIREMENTS

NBCF requires reports from the researchers it funds. These reports are usually annual for the duration of the project (unless otherwise agreed with NBCF), with a final report within 3 months following the end of the project and a follow-up report within 2 years after its conclusion. The grant reporting cycle is described in Figure 1.

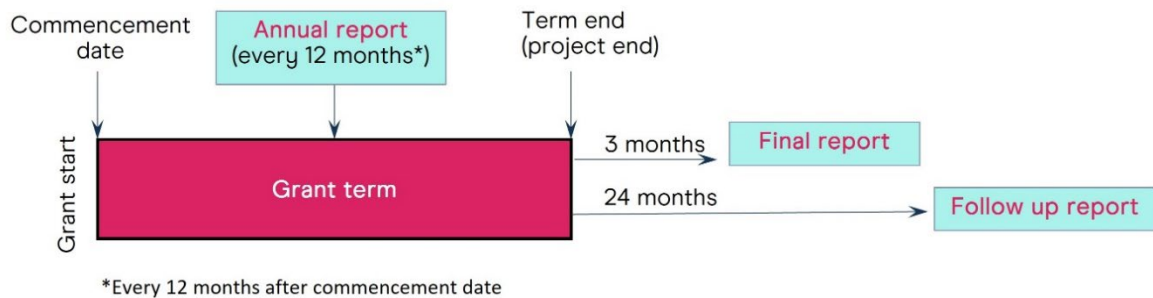


Figure 1: NBCF Grant Reporting Cycle

This reporting system has been designed to reduce, rather than add to the reporting burden for the first Chief Investigator/Principal Investigator (PI). As all submissions are online, the reports do not need to be printed and posted or emailed. The progress reports in NBCF Grants Portal have been designed in an attempt to reduce the amount of work required from the PI to complete the report. Head of Department/Supervisor approvals need to be uploaded to the reports. A link is available in the progress report but can also be downloaded from the [NBCF Progress Reports Website](#).

Annual Progress Reports

Annual, final and follow-up reports are submitted online using NBCF Grants Portal. Upon logging into the NBCF Grants Portal (<https://grants.nbcf.org.au/>) under “Top 5 milestones due” you will see a list of progress reports that are due. Click on the next report due to start filling in. As outlined in the figure below, the progress report has been divided into 6 sections:

Grant details
Progress of project
Project changes
Achievements and outputs
Financial report
Certifications

- **Grant Details:** This is a pre-filled section of the report.
- **Progress of Project:** This section tracks the progress of the projects versus the milestones agreed in the project proposal. Please note that each aim/milestone should be addressed individually in the progress report.
- **Project Changes:** In this section report on any changes in research and ethics approvals.
- **Achievements and outputs:** This section is now embedded within your progress report where you must report on any research outcomes and achievements during the year. This includes any publications, disseminations, collaborations, further funding, engagement activities etc.
- **Financial Report:** In this section you must report on all income and expenditure for the reporting period. Please attach a signed financial statement within this section.
- **Certifications:** In this section a head of department/unit certification must be uploaded. The Principal Investigator must also sign the progress report before submitting to NBCF.

Financial Statement

Financial Reports are located within the financial report section. A template for the financial report certification can be downloaded from the [NBCF Progress Reports Website](#). Financial Reports should be prepared according to the grant scheme guidelines. Grant funds can only be expended in line with the guidelines for that scheme and the terms of the signed Funding Agreement. It is essential that any significant underspend/surplus or overspend/deficit is identified and justified. Please provide justification for any surplus or deficit and how this is to be addressed in the short term. NBCF will not approve the processing of invoices when there is significant underspend of more than 20%) of the distributed funds.

An Audited Financial Statement must be submitted with the Final Report.

Please note: Claiming Institution overheads or salary on-costs as part of NBCF awards is not permitted, unless otherwise stated in the Funding Agreement. For further information on acceptable and unacceptable expenses,, please download the NBCF Grant Expenditure Guidelines from the [NBCF Progress Reports Website](#).

Final Reports

Final reports are required no later than 3 months after the completion of the project. They should focus on providing an overall summary of all achievements and outcomes for the duration of the grant, describe whether the project has met its original objectives and explain the reasons and outcomes of any (previously approved) changes of the experimental plan. An audited financial statement must be submitted with the Final Report within the Financial Report section of the form.

If any delays and challenges arise during the final year and a need for an extension is anticipated, please notify NBCF immediately. To be considered, an extension request must be submitted at least 60 days prior to the original end date of the granting period.

Follow-up Reports

Follow-up reports are due two years after the completion of the project (or 18 months following completion for grants commencing before 2018). This assists NBCF collect data on the longer term outcomes of the funded research,, and noting that results from research are often capitalised well after the project grant funding has ended.


Delays and Due Dates

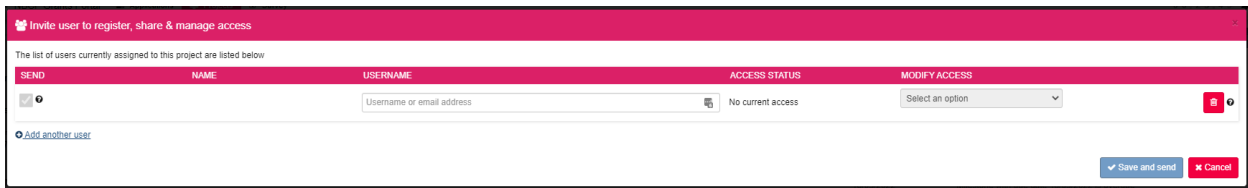
NBCF understands that most universities and research institutions undergo a shutdown period during the New Year and it is unlikely that financial data will be available by a January 1 deadline. Therefore, NBCF is prepared to accept progress reports until the **end of February** without the need for the PI to seek an extension.

If any reporting delays occur or are anticipated after the end of February, the PI will need to apply for an extension, which is at the total discretion of NBCF. NBCF requests that the PI notifies their administering institution's grant office and finance department of any delays to the submission of reports, so that invoices can be withheld and timed with the submission of the reports.

REPORTING SUBMISSION

All reports are to be completed online via NBCF Grants Portal (<https://grants.nbcf.org.au/>). The PI may need to seek and enter contributions from other parties involved in the project where required (Co-Investigators, Associate Investigators, Financial Officers etc). You can invite users (that are already registered on the system) to share access to your project so they can input information into your report. To share access, you must click on the particular project you wish to share access to. In the top right-hand corner click on invite user to register or share and then invite the user and set their access level to the project.

 Invite user to register or share




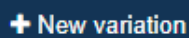
*Please note if you have more than one project you must set the access for each project.

VARIATION TO PROJECT

The project (as outlined in the application) must not be changed without NBCF's prior consent. The new grants management system allows you to submit a request for a variation to the project. To apply for a variation, you must click on the project and then click on "Variations" and "New Variation".

Applications Details Forms KPIs Milestones More information requests **Variations**

 There are no project variations for this project. Use the 'New variation' button below to start a new one.



Within this form- you must include the following information:

- The reasons behind the request,
- The anticipated impact on the project, mitigation of risks to the project and any proposed new completion date; and
- Evidence that the Administering Institution has consulted with any Collaborating Institutions about the change (if applicable).

These changes may include:

- A change in the project aims,
- A change in the approved budget,
- Any delay or expected delay in the progress of the project,
- Transfer of your grant to a different Administering Institution,
- Parental and sabbatical leave,
- Request to work on the project part-time, and
- Employing additional personnel

The research team will notify you whether NBCF agrees to the change. If this is accepted, an Amending Deed or Novation Deed will be executed by both NBCF and the Administering Institution.

IMPORTANT: Any extension requests submitted less than 60 Business Days before the end of the term of the project will not be granted (please refer to the Funding

Agreement). No amendment requests will be considered once the term of the project has ended as the project is considered complete and any unspent funds will be relinquished.

Chrome, Firefox and Microsoft Edge are fully supported browsers for NBCF Grants Portal use. Safari and Internet Explorer are not supported.

Contact Us:

For all queries please contact the NBCF Grants Administrator: Phone: 02 8098 4825

Email: research@nbcf.org.au

NBCF Progress Reports Website: <http://nbcf.org.au/research/information-for-researchers/grants-information/progress-reports/>

NBCF Grants Portal <https://grants.nbcf.org.au/>