



Australian Government

Department of Health,
Disability and Ageing

Medical Research
Future Fund



Medical Research Future Fund

Guidance for grantees on final reports

Best Practices

Reporting on progress against objectives or achievement of outcomes is a requirement of receiving a Medical Research Future Fund (MRFF) grant, as outlined in the grant opportunity guidelines and grant agreement. Reporting allows the Department of Health, Disability and Ageing (the Department) to ensure projects meet intended objectives, to determine if additional support is needed for issues and/or risks, to support ongoing monitoring and evaluation on the performance of the MRFF, and to identify features of successful projects and challenges faced by grantees to improve future grant design.

Below are some points to keep in mind while completing final reports for MRFF grants. Exceptions related to the administering grant hubs, either Business Grants Hub (BGH) or National Health and Medical Research Council (NHMRC), are noted.

Content and language

- **Use the current templates for submitting project reports on MRFF grants.** The Department publishes separate MRFF progress report and final report templates on the [MRFF website](#), and the websites of the respective grant hubs. The templates are updated periodically, so please download the current template for the appropriate grant hub before drafting and submitting each report.
- **Do not delete any tables from the template.** Complete all sections in white as prompted.
- **Reporting templates must be completed in full prior to submission.** Information provided in the report should address all the questions directly and state the facts about completion of the project. Insufficient responses may result in additional requests for information and delays in report review.
- **Responses do not need to be too detailed or scientific, nor over-simplified – write for a general scientific audience.** There should be sufficient information in the report for the Department to be able to assess achievements against the milestones and understand the nature of any issues and steps taken to mitigate them.
- **The character limits provided for each question are a guideline.** These are indicative of the amount of detail expected for each section.

- **Do not request a variation through a final report.** Any deviations from the application package that require approval per the grant opportunity guidelines **must have been previously approved in a variation request.** All changes covered under the MRFF Grant Variation Policy and grant opportunity guidelines must be submitted separately as a variation request. Please refer to the grant opportunity guidelines, [MRFF Grant Variation Policy and relevant appendix](#) for additional information on variation requests.

Submission and certification process

- **Reports should be reviewed and certified by research administration officers prior to submission to the administering grant hub.** The research administration officer within the administering organisation should check for accuracy, compliance and completeness. Incomplete or missing information in the report may result in additional requests for information and delays in report review.
- **Financial information within the report should be completed with support from finance officers** within the administering organisation for accuracy, compliance, and completeness.
- Instructions for the report submission process of the administering grant hub can be found in the respective reporting templates, the grant agreement, schedule and/or grant hub's website.

Exceptional circumstances

- **Final reports should not include new information about exceptional circumstances that led to incomplete projects.** Where the activity end date is approaching or has just passed and a project is incomplete, please review the [MRFF Grant Variation Policy and relevant appendix](#) to consider submission of an appropriate variation request to support successful completion of the grant during the grant period.

Instructions to Grantees

This section provides guidance on completing each component of the MRFF final report template.

Project Information

- **Refer to the grant agreement, grant schedule and/or hub-specific grant management system for accurate information to enter in this section**, including the Grant ID, Grant Opportunity Name, Administering Organisation, Chief Investigator A/Project Lead, Grant Title, Grant Agreement Start and End Dates, and Activity Start and End Dates.
- **The 'Reporting Period' for final reports** should be for the entire grant activity/grant period.
- Information on the **Australia New Zealand Clinical Trials Registry Trial ID or similar (where relevant)** and **Commonwealth Commercialisation Clauses** should not be left blank. Please enter/select N/A where applicable.

Project Outcomes

- **Milestones and Objectives**
 - **Enter all milestones/objectives** as per the grant agreement and/or application package.
 - **Changes to milestones/objectives reported in final reports must have been previously submitted as a variation request and approved by the Delegate**, as outlined in the MRFF Grant Variation Policy.
- **Additional grant activities**
 - Any additional activities outlined in a final report should contribute towards the successful implementation of the project. Explain how the activities relate to the objectives and intended outcomes of the grant opportunity.
- **Grant opportunity objectives and intended outcomes**
 - All projects are expected to have met the objectives and intended outcomes of the grant opportunity through completion of the grant activity milestones by the activity end date.
 - Projects that have not met this requirement should review the MRFF Grant Variation Policy and contact the grant hub in the first instance.
- **Research implementation and translation**
 - This section specifically focuses on the implementation of the research findings during the grant period towards translation into improved health outcomes. The description of implementation could range from a planned approach if your research is at an early stage, to an account of steps taken if translation has been implemented.

- Provide a description of key enablers and barriers faced during implementation of this project. The Department may use the information you provide to inform strategies that could support future MRFF grantees
- **Compliance with funding conditions and legislation**
 - Grantees are expected to comply with all funding conditions and legislation that are relevant to the delivery of the project. Key legislation and policies are outlined in the grant opportunity guidelines, grant agreement and/or schedule.
 - There may be instances where grantees may be exempt from or are unable to comply with these requirements. Justification of the circumstances surrounding these scenarios should be provided.
- **Supporting projects led by Partner Organisations or Subcontractor/Awardee**
 - **This section is only applicable to Program Management Organisation grantees that are responsible for managing large MRFF-funded grant programs supporting research projects led by other organisations.** This includes grantees who establish a subcontractor/awardee relationship with the organisations leading the research projects, such as under the BioMedTech Horizons Program, Early Stage Translation and Commercialisation Support, Rapid Applied Research Translation, and Targeted Translation Research Accelerator.
 - Other types of grantees with partner organisations should select 'No' to the question of whether the grant involves partnerships with selected organisations to progress their own research projects. Instead report any partner contributions outlined in the grant agreement or application package (including letters of support) in the last question under the Project Expenditure section.

Project Expenditure

- **Expenditure table**
 - The Total Budget is the MRFF funding provided through the grant and indicated in the grant agreement, the schedule and application package, and/or an approved budget variation. For MRFF grants previously managed by the Department or another grant hub, the total should be the same as the total amount of the original MRFF grant received.
 - Any changes that have been made to the Total Budget and are allowable without Delegate approval under the grant opportunity guidelines, grant agreement and/or schedule should be reflected in the table, with appropriate comments indicating the changes. Update the budget and include comments where budget has been moved between categories to cover increased expenditure for one approved item from an underspend for another approved item.
 - Any changes allowable under the grant opportunity guidelines, grant agreement and/or schedule indicated as requiring Delegate approval must have been requested as a variation and approved in accordance with the MRFF Grant Variation Policy.

BGH-administered grants only

- 'Actual expenditure since previous report' should reflect the MRFF funding spent since the end of the previous reporting period.
- Clearly justify any differences between the budget (original, approved variation, or with allowable changes) and actual expenditure for the grant period in the comments.
- **Expenditure eligibility**
 - Where ineligible expenditure has been indicated, answer this question with a statement detailing the ineligible costs and why they were incurred.
 - Refer to the grant opportunity guidelines and grant agreement to determine the eligible expenditure allowed under the grant opportunity.
 - [*NHMRC-administered grants only*] In addition, refer to the NHMRC Direct Research Cost Guidelines to determine allowable expenditure noting that any differences outlined in the grant opportunity guidelines take precedence.
- **Partner Contributions**
 - Report on contributions (cash or in-kind) which have been outlined in the application package (including letters of support) and/or grant agreement.

Project Evaluation

- **MRFF Measures of Success**
 - Refer to the grant opportunity guidelines and your submitted application to confirm if a Measures of Success statement was required as part of the application. If the Measures of Success statement was not required with the application, select 'No' and in the table below select 'N/A.'
 - Complete the table in alignment with the Measures of Success statement provided with the submitted application. Provide a brief summary of the activities that led to successful completion of the Measures of Success, as applicable.
 - Achievement/completion of the Measures of Success are expected by the end of the project. Provide justification or description of any deviations from the approved Measures of Success, if not achieved.
- **Important findings for public communications**
 - Provide information on important findings or outcomes from your project to inform news stories for consideration in public communications about the MRFF.
 - Highlight the key headline to the findings and summarise the importance of these findings. Description of the findings should be short, succinct, and easy to read. The Department may contact you for further information where necessary.
- **Publications**
 - Using the table, provide a list of publications from the project and their status (in preparation, under review, accepted or published). Information on publications should be accurate as at certification and submission of the report. The Department may contact you for further information where necessary.

- Refer to the grant agreement and/or grant opportunity guidelines for requirements relating to dissemination/publication of research outcomes, including acknowledgement of MRFF grant support.
- **Facilitators and barriers to translation and implementation**
 - Provide a description of systemic or field level facilitators and/or barriers to translation and/or implementation faced at any stage of the project. The Department may use this information to inform the design of future MRFF grant opportunities.
 - You are encouraged to include a description of the strategies that you have adopted to overcome any barriers.

Attachments

- **Attach any documents that were requested in the template or at the direction of the administering grant hub, or indicated as required in the grant opportunity guidelines, grant agreement and/or schedule.**
- Incomplete or missing attachments may result in additional correspondence and delays in report review.
- Ensure all attachments have clear descriptive filenames, and include the relevant Grant ID.

Figures and Tables

- Include clearly numbered figures and tables in this section of the report only, and reference figure and table numbers within the report responses.

Queries and contact

- **Direct any questions about completing and submitting reports to the administering grant hub in the first instance.** The contact information specific to each grant can be found in the [grant agreement and/or schedule](#).
- Please inform the administering grant hub of any issues with the grant administration system, including any inaccurate information on the grant or milestones.
 - Email [BGH](#) for matters related to using the Business.gov.au grants portal.
 - Email [NHMRC](#) for matters related to submitting reports by email or the milestone information in Sapphire.