

# NBCF REPORTING GUIDELINES

## PURPOSE

NBCF progress reports serve a dual purpose:

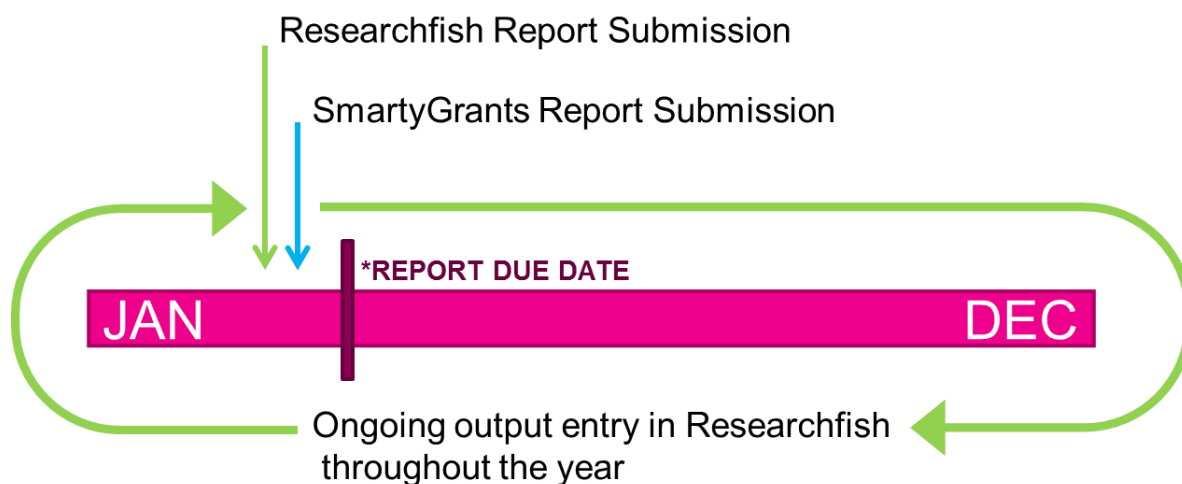
- They are a formal requirement for individual accountability and compliance with the intended aims of the NBCF grant schemes. They allow NBCF staff to assess whether the project is proceeding according to milestones and whether any delays or changes to the original plan are expected.
- They are an essential 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 to our goal of “Towards zero deaths from Breast Cancer by 2030”.

## 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. As shown in the table below, reporting is split between the Researchfish and SmartyGrants systems. The grant reporting cycle is described in Figure 1.

System	Reporting content	Submission
Researchfish	Research outputs/achievements	<ul style="list-style-type: none"> <li>• <b>Annual</b> – 12 months from start date</li> </ul>
SmartyGrants	<ul style="list-style-type: none"> <li>• Progress vs. milestones</li> <li>• Financials (if applicable)</li> <li>• Head of Department/Supervisor approvals</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Final</b> – within 3 months following completion</li> <li>• <b>Follow-up</b> – 2 years following completion*</li> </ul>

\*Note: Follow-up Reports for grants commencing prior to 2018 are due 18 months following completion



**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 (CIA)/Principal Investigator (PI). As all submissions are online, the reports do not need to be printed and posted or emailed, as it has been the case previously. The SmartyGrants online progress reports have been streamlined and abbreviated from the previously used templates, effectively reducing the amount of work required from the CIA/PI to complete the report. The SmartyGrants Progress Reports do not contain output related questions (such as intellectual property, conference presentations and publications), as these details are to be entered in Researchfish. Head of Department/Supervisor approvals need to be uploaded to the SmartyGrants reports. Links to these templates are available in SmartyGrants and the [NBCF Progress Reports Website](#). Entering outputs into Researchfish can be done prospectively throughout the year which will save time when the reports need to be submitted.

## 1) Outcomes reports (Researchfish):

The submission of outcomes reports via Researchfish has been introduced by NBCF in 2017 to enable better assessment and measurement of the outcomes from the research we fund, and reporting of these data to the scientific community as well as our lay supporters.

Researchfish is an online Research Outcomes System that enables researchers to report the outcomes of their projects electronically, and according to parameters adopted by over 140 research institutions worldwide. NBCF is the first adopter of the Researchfish platform in Australia; however, if this platform is adopted by multiple Australian research funders, the researchers will be able to submit the outcomes of multiple research projects through the same system, and attribute the specific outcomes of a project to the research funder that has financed it.

The submission of Researchfish outcomes reports is complementary to progress reports, and they must be completed before submission of the annual, final and follow-up reports via SmartyGrants. Researchfish is open for the CIA/PI (or their appointed delegates) to add and edit outcomes information throughout the year; however, immediately before submitting the progress report on SmartyGrants, the CIA/PI is required to 'submit' the Researchfish outcomes report. If research outputs are entered into the Researchfish system prospectively, the submission process will only require confirmation that all outcomes for the award have been added to the system.

More information about Researchfish and how it works can be found at [www.researchfish.com](http://www.researchfish.com).

## 2) Progress reports (SmartyGrants):

**Annual, final and follow-up reports** are submitted online using the SmartyGrants system. Please see below for details on the submission process.

We ask that each report contains accurate and complete information on:

- The tracking of the projects versus the milestones agreed in the project proposal. Please note that each milestone should be addressed individually in the progress report.
- Any technical problems that have significantly impacted or delayed the project, and what plans are in place to address them (please note: a large amount of technical details is unnecessary).
- Updates on any changes in research and ethics approvals.
- Soft copies of publications arising from the NBCF funded research.

It is important that each report provides sufficient detail to allow for the assessment of whether adequate progress has been made towards achieving the project milestones. Please note: invoices for grant payments will not be honoured until submission and approval of progress reports.

**Final reports** are required no later than 3 months after the completion of the project. They should focus on giving an overall summary of achievements, 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.

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** are due 2 years after the completion of the project (or 18 months following completion for grants commencing before 2018). They allow NBCF to take a longer term view on the outcomes of the research that we fund, considering that results from research are often capitalized 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 CIA/PI to seek an extension.

If any reporting delays occur or are anticipated after the end of February, the CIA/PI will need to apply for an extension, which is at the total discretion of NBCF. NBCF requests that the CIA/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.

NOTE FOR ADMINISTERING INSTITUTIONS: On request, NBCF can provide a list of report due dates relating to their own institution. It is the responsibility of the Principal Investigator to liaise with their grant administration office and provide a copy of their submitted reports if required.

### 3) Financial Reports (SmartyGrants)

Financial Reports are located within the annual or final reports on the SmartyGrants system. If necessary, a second financial report can be submitted following the annual report (i.e. where there is a significant underspend of grants money or upon the request of NBCF).

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 to be accounted for.**

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 allowed, unless otherwise stated in the Funding Agreement. For further information on expenses that are allowed or not allowed to be claimed, please download the NBCF Grant Expenditure Guidelines from the [NBCF Progress Reports Website](#).

## REPORT SUBMISSION

### Smarty Grants Submission:

All reports are to be completed online via the SmartyGrants administration system. This system has replaced the previously used annual, final, and follow-up templates that were submitted by email and in hard copy. **The superseded report templates will not be accepted from 01/01/2018.**

Each report must be completed by the CIA/PI named in the grant application. The CIA/ PI may need to seek and enter contributions from other parties involved in the project where required (Co-Investigators, Associate Investigators, and Collaborating Organisations etc.). To complete the report, the CIA/PI should login to SmartyGrants via <https://nbcf.smartygrants.com.au/> and select the 'My Submissions' link. From this page, all submitted and outstanding report forms can be viewed and completed. **Please contact the NBCF Grants Office if your scheduled report is not listed on this page.**

During the report submission process, the CIA/ PI will be asked to confirm that they have submitted their research outcomes on Researchfish. The SmartyGrants report cannot be submitted unless it is confirmed that the Researchfish submission is complete.

Information on using SmartyGrants can be found at <http://applicanthelp.smartygrants.com.au/>

### Researchfish Report Submission:

When CIA/PIs are awarded a research grant from the NBCF, they will automatically receive an email from Researchfish. The link in this email can be followed to register on the Researchfish site. The CIA/PI or one of their delegates can add, edit and delete outputs and attribute them to their award(s) or personal portfolio. Researchfish can be accessed via <https://app.researchfish.com/>.

NBCF will continue to ask for data to be entered into Researchfish after projects have been completed in order to gain a realistic view of what has been achieved and leveraged through the funding. All Researchfish submissions are linked to the annual, final, and follow-up reports. Reporting in Researchfish will be mandatory until the submission of the follow-up report. Following the follow-up report, the CIA/PI will benefit from continued access to Researchfish; however, from this point, entering and attributing further outcomes is welcome but not mandatory.

For more detailed instructions please view the resources below:

Introductory video: <https://www.youtube.com/watch?v=5tQs7EbMA5Y>

Frequently Asked Questions: <https://app.researchfish.com/documentation/faq>

Researchfish User Guide: <https://userguide.researchfish.com/>

**IMPORTANT: The SmartyGrants report cannot be submitted until it has been confirmed that the Researchfish report has been completed.**

### Contact Us:

For technical issues relating to SmartyGrants please phone +61 3 9320 6888 or email [service@smartygrants.com.au](mailto:service@smartygrants.com.au). For technical issues relating to Researchfish please email [support@researchfish.com](mailto:support@researchfish.com).

For all other queries please contact the National Breast Cancer Foundation Grants Administrator:

Phone: 02 8098 4825

Email: [research@nbcf.org.au](mailto:research@nbcf.org.au)

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