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# Researchfish and SmartyGrants Progress Report Submission

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**Walk through slides**



**National  
Breast Cancer  
Foundation**

**#ZeroBy2030**

# Report Submission Cycle

Researchfish and Online Reporting was introduced for all NBCF funded researchers in January 2018.

## Old Format Reports

### Hard copy submission form

Achievements / Outputs

Progress on milestones

Financials

Supervisor/Head of Department approvals

## New Online Reporting

### Researchfish

Achievements /  
Outputs

### SmartyGrants

Progress on  
milestones

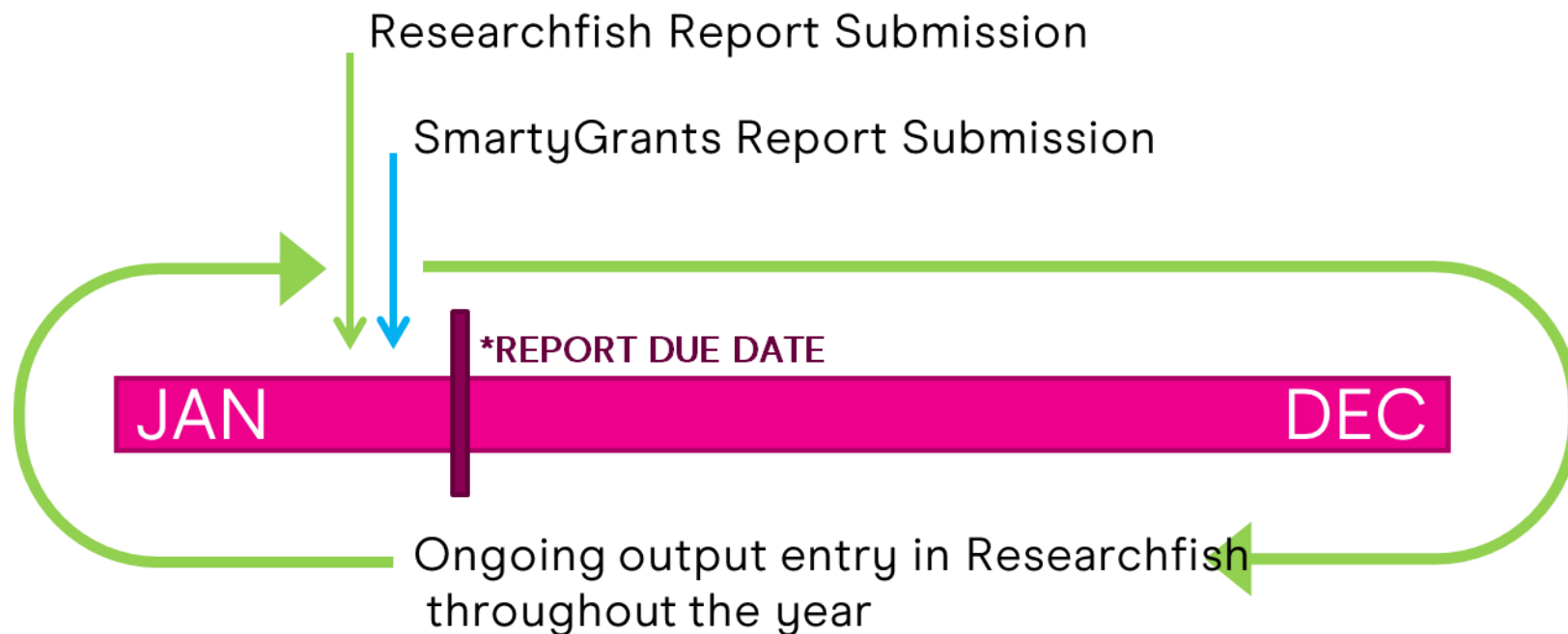
Financials

Supervisor/Head of  
Department  
approvals

# Report Submission Cycle

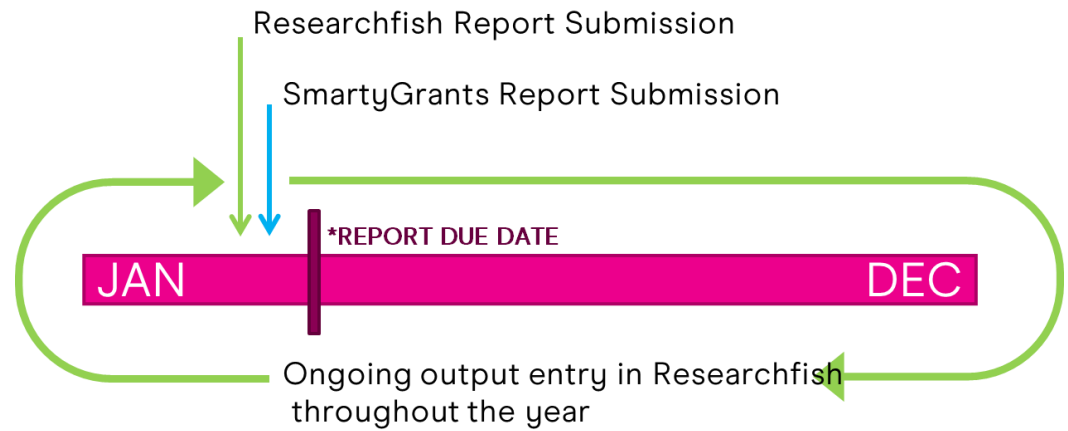
Researchfish outputs can be entered at any time – ideally as they occur

Once a year the outputs are submitted on Researchfish – before submission of the SmartyGrants report



# Report Submission Cycle

1. Researchfish Account Setup
2. Researchfish Output Entry (and an overview of the output categories)
3. Researchfish Report Submission
4. SmartyGrants Submission



# STEP 1: Researchfish Account Setup

Every CIA/PI has received an email from [admin@researchfish.com](mailto:admin@researchfish.com) with an invitation to create an account

Your Awards/Grants will be listed on the 'My Awards' page

researchfish® Mrs Poppy Talbott  
Connect to ORCID Log out  
My Awards Personal Portfolio My Account Help and Support

You Are Here My Awards Help using this page

### My Awards

#### AWARDS I AM RESPONSIBLE FOR

Funder	Award name	Submission status	Next submission period	Research Team
<a href="#">novonordisk.com</a>	<a href="#">Poppy Talbott Test Award 1</a>	Not set yet	Not set yet	Poppy Talbott

#### AWARDS WHERE I AM A RESEARCH TEAM MEMBER

Funder	Award name	Submission status	Next submission period	Research Team
<a href="#">novonordisk.com</a>	<a href="#">Peter's Test Award</a>	Submission completed	3 weeks 5 days	Peter Innings, Poppy Tabott, Oliver Kelly, Ferdinand Magalhães, Gavin Reddick
<a href="#">novonordisk.com</a>	<a href="#">Sherlock Holmes' Test Award 1</a>	Not set yet	Not set yet	Sherlock Holmes, Poppy Talbott

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# Researcher Portfolio

Personnel Portfolio is an optional feature of Researchfish

Researchfish subscription also allows researchers to add outputs not related to their NBCF grant via the 'Personal Portfolio' tab

This portfolio can be downloaded at any time

Individual output types can be included/excluded from the report

Step 1: on your Personal portfolio profile page, click on the 'Download Personal Portfolio' button.

The screenshot shows the Researchfish interface. At the top, there are navigation tabs: 'My Awards', 'Personal Portfolio', and 'My Account'. The 'Personal Portfolio' tab is circled in red. Below the navigation, the page title is 'Personal Portfolio'. On the left, there is a 'COMMON OUTCOMES' section with a list of categories and their counts. On the right, there is a 'PROFILE' section with fields for Title, First name, Last Name, and ORCID ID. A red arrow points to the 'Download Personal Portfolio' button. To the right of the profile, there is a message: 'You have 12 total outcomes added to your personal portfolio. You also have 7 outcomes not attributed to an award.'

Step 2: Select which sections you wish to download, then press the 'Download Portfolio' button.

The screenshot shows the 'Download Personal Portfolio' page. At the top, there are navigation tabs: 'My Awards', 'Personal Portfolio', and 'My Account'. The 'Personal Portfolio' tab is selected. Below the navigation, the page title is 'Download Personal Portfolio'. The main content area is titled 'SELECT THE SECTION(S) YOU WANT TO INCLUDE'. There is a list of sections with checkboxes and counts: 'Further Funding (1)', 'Further Information (1)', 'Health Impact Additional Questions (1)', 'Mentoring and Teams (1)', 'Publications (7)', 'Research Databases & Models (1)', 'Skills Shortage (1)', 'Software & Technical Products (1)', and 'Spin Outs (1)'. A red arrow points to the 'Download Portfolio' button at the bottom left.

# STEP 1: Researchfish Output Entry

Outcomes can be added at any time of the year by clicking on your award

You need to select what kind of outcome you are reporting:

1. Publications
2. Collaborations and Partnerships
3. Further Funding
4. Engagement Activities
5. Influence on Policy, Practice, Patients and the Public
6. Research tools and Methods
7. Research Databases and Models
8. Intellectual Property and Licencing
9. Medical Products, Interventions and Clinical Trials
10. ~~Artistic and Creative Products~~
11. Software and Technical Products
12. Spin Outs
13. Awards and Recognition
14. Other Outputs and Knowledge/Future Steps
15. Use of Facilities and Resources

The screenshot shows the Researchfish interface for editing an award. The 'COMMON OUTCOMES' section is highlighted with a red circle and an arrow pointing to the 'Publications' category. The 'AWARD DETAILS' section shows the award title 'Peter's Test Award', reference 'PeterInningsTest1', and funding organization 'Novo Nordisk Fonden'. The 'RESEARCH TEAM' section lists team members including Peter Innings (Principal Investigator) and others. The 'MANDATORY ADDITIONAL QUESTIONS' section is partially visible at the bottom.

COMMON OUTCOMES	
Publications	5
Collaborations & Partnerships	1
Further Funding	1
Next Destination & Skills	2
Engagement Activities	4
Influence on Policy, Practice, Patients & the Public	1
Research Tools & Methods	5
Research Databases & Models	1
Intellectual Property & Licensing	1
Medical Products, Interventions & Clinical Trials	0
Artistic & Creative Products	1
Software & Technical Products	0
Spin Outs	0
Awards & Recognition	0
Other Outputs & Knowledge/Future Steps	1
Use of Facilities & Resources	2

AWARD DETAILS	
Title	Peter's Test Award
Award Reference	PeterInningsTest1
Research Organisation	Test Research Organisation
Principal Investigator/Award Holder	Mr Peter Innings
Funding Organisation	Novo Nordisk Fonden
Funding Start Date	15 Nov 2016
Funding End Date	15 Nov 2016

RESEARCH TEAM	
Name	Role
Peter Innings	Principal Investigator
Poppy Tabott	Team Member
Oliver Kelly	Team Member (pending)
Ferdinand Magalhães	Team Member
Gavin Reddick	Team Member (lead only)
Irene Meiot	Delegate

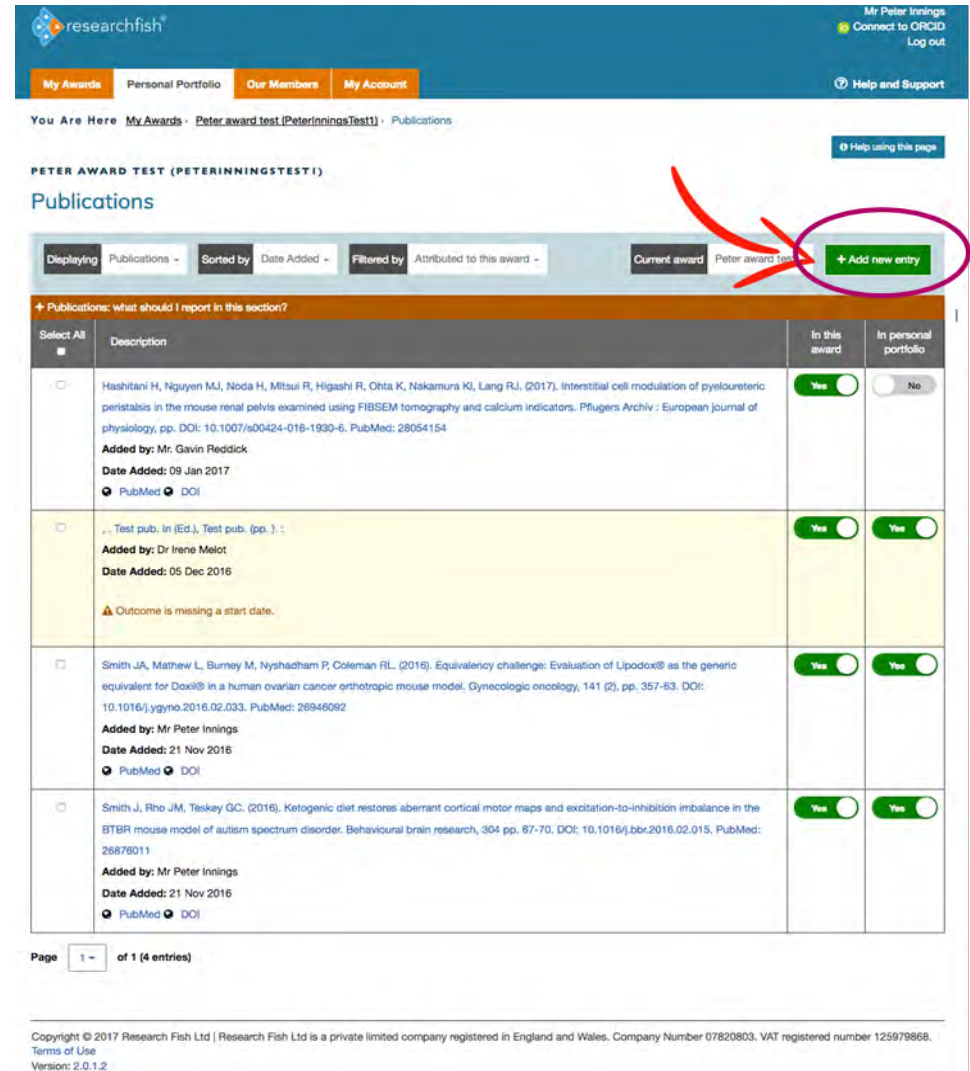
# STEP 2: Researchfish Output Entry

Outcomes can be added at any time of the year by clicking on your award

You need to select what kind of outcome you are reporting

E.g. a publication: Simply click “Add new entry” and follow the prompts

Outputs can be attributed to multiple awards



The screenshot shows the Researchfish website interface. At the top, there is a navigation bar with 'My Awards', 'Personal Portfolio', 'Our Members', and 'My Account'. Below this, the user is logged in as 'Mr Peter Innings' and is viewing the 'Peter award test (PETERINNINGSTEST1)' page. The 'Publications' section is active, showing a list of publications. A red arrow points to a green '+ Add new entry' button in the top right corner of the publication list. The list contains four entries, each with a checkbox, a description, and two toggle buttons for 'In this award' and 'In personal portfolio'.

Select All	Description	In this award	In personal portfolio
<input type="checkbox"/>	Hashitani H, Nguyen MJ, Noda H, Mitsui R, Higashi R, Ohta K, Nakamura KI, Lang RJ. (2017). Interstitial cell modulation of pyloureteric peristalsis in the mouse renal pelvis examined using FIBSEM tomography and calcium indicators. <i>PLoS One</i> : European journal of physiology, pp. DOI: 10.1007/s00424-016-1930-6. PubMed: 28054154 Added by: Mr. Gavin Reddick Date Added: 09 Jan 2017 <a href="#">PubMed</a> <a href="#">DOI</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	... Test pub. in (Ed.), Test pub. (pp. ) : Added by: Dr Irene Melot Date Added: 05 Dec 2016 ⚠ Outcome is missing a start date.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Smith JA, Mathew L, Burney M, Nyshadham P, Coleman RL. (2016). Equivalency challenge: Evaluation of Lipodox® as the generic equivalent for Doxil® in a human ovarian cancer orthotopic mouse model. <i>Gynecologic oncology</i> , 141 (2), pp. 357-63. DOI: 10.1016/j.ygyno.2016.02.033. PubMed: 26946092 Added by: Mr Peter Innings Date Added: 21 Nov 2016 <a href="#">PubMed</a> <a href="#">DOI</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Smith J, Rho JM, Teskey GC. (2016). Ketogenic diet restores aberrant cortical motor maps and excitation-to-inhibition imbalance in the BTBR mouse model of autism spectrum disorder. <i>Behavioural brain research</i> , 304 pp. 67-70. DOI: 10.1016/j.bbr.2016.02.015. PubMed: 26878011 Added by: Mr Peter Innings Date Added: 21 Nov 2016 <a href="#">PubMed</a> <a href="#">DOI</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Page 1 of 1 (4 entries)

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# STEP 2: Researchfish Output Entry

## ADDING A DELEGATE OR TEAM MEMBER:

Outcomes reporting does not need to be done personally by the CIA/PI

The CIA/PI can add a delegate or team member to their award

The delegate/team member will receive an invite from Researchfish

The delegate/team member can only add outputs, they cannot submit the Researchfish Report

researchfish

Dr Irene Marlot  
Connect to ORCID  
Log out  
Help and Support

My Awards Personal Portfolio My Account

You Are Here **My Awards** · Parsnit allergy award (FAB78635)

How does this page work?

### Parsnit Allergy Award (FAB78635)

Edit award nickname

Current award: Parsnit allergy award

#### COMMON OUTCOMES

Publications	0
Collaborations & Partnerships	0
Further Funding	0
Next Destination & Skills	0
Engagement Activities	1
Influence on Policy, Practice, Patients & the Public	1
Research Tools & Methods	0
Research Databases & Models	0
Intellectual Property & Licensing	0
Medical Products, Interventions & Clinical Trials	0
Artistic & Creative Products	0
Software & Technical Products	1
Spin Outs	0
Awards & Recognition	0
Other Outputs & Knowledge/Future Steps	0
Use of Facilities & Resources	0

#### AWARD DETAILS

Title	St Frances award for Testing Purposes
Reference	FAB78635
Principal Investigator	Irene Marlot
Funding Organisation	St Frances Trust
Funding Value	2344557 GBP
Funding Start Date	20 May 2011
Funding End Date	20 May 2014

Download Award

#### PROJECT TEAM

MANAGE PROJECT TEAM

Name	Role
Irene Marlot	Primary investigator

Add delegate or team member

#### MANDATORY ADDITIONAL QUESTIONS

NIHR HTA	A
NPL Additional Questions	✓

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# STEP 2: Researchfish Output Entry

## TYPES OF OUTPUTS

### 1). PUBLICATIONS

#### Include:

- Book
- Book Chapter
- Book (Edited)
- Conference Proceeding / Conference Paper
- Consultancy Report
- Journal Article / Review
- Manual / Guide
- Policy Briefing Report
- Scholarly Edition
- Systematic Review
- Technical Report
- Technical Standard
- Thesis
- Working Paper
- Other

#### Don't include:

- Unpublished articles (you can mention these in your SmartyGrants report)



PUBLICATIONS CAN BE TRANSFERRED BETWEEN ORCID AND RESEARCHFISH (IN BOTH DIRECTIONS)

# STEP 2: Researchfish Output Entry

## TYPES OF OUTPUTS

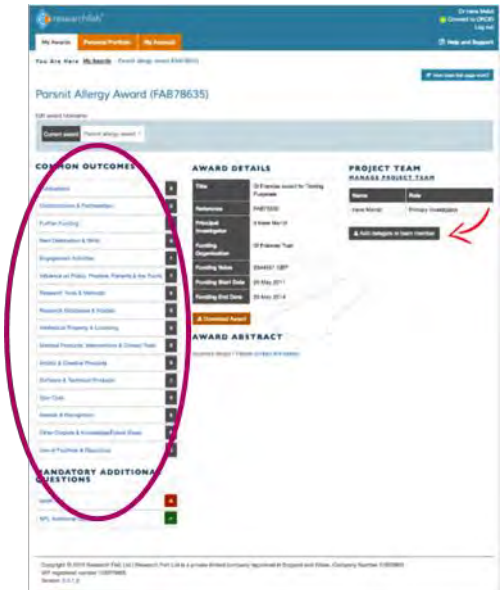
### 2). COLLABORATIONS AND PARTNERSHIPS

#### Include:

- Partnerships that have resulted from or are directly linked to this grant.
- A member of the research team/group has entered into an agreement to participate in a network, consortium, multi-centre study or other initiative.

#### Don't include:

- Collaboration or partnerships at an early stage of discussion where there has been no tangible output as yet.
- Details of collaboration or partnership that are restricted by contractual confidentiality



# STEP 2: Researchfish Output Entry

## TYPES OF OUTPUTS

### 3. FURTHER FUNDING

#### Include:

- Research grant (including intramural programme)
- Fellowship
- Studentship
- Capital/infrastructure (including equipment)
- Travel/small personal

#### Don't include:

- Financial contributions from collaborating partners

# STEP 2: Researchfish Output Entry

## TYPES OF OUTPUTS

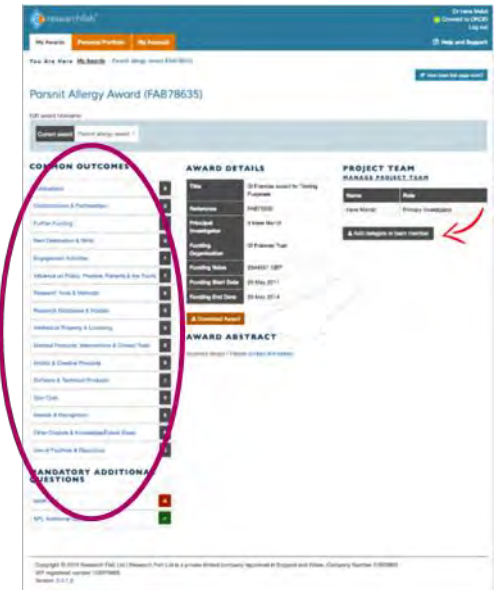
### 4. ENGAGEMENT ACTIVITIES

#### Include:

- A formal working group, expert panel or dialogue
- A consumer talk, presentation or debate
- A magazine or newsletter (print or online)
- Event, workshop or similar
- Participation in an open day or visit at my research institution/facility
- Media interview, press release, press conference or other response to a media enquiry
- Engagement focused website, blog or social media channel
- A broadcast e.g. TV/radio/film/podcast (other than news/press)

#### Don't include:

- Activities that were based on science or research in general (e.g. academic conference)
- Activities not specifically related to the research funding you are reporting against



# STEP 2: Researchfish Output Entry

## TYPES OF OUTPUTS

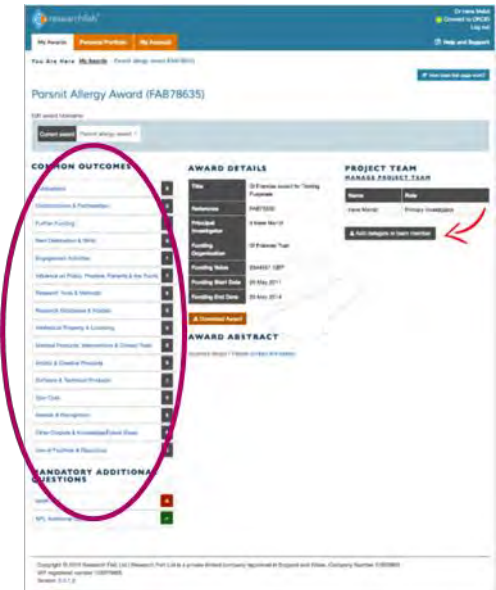
### 5. INFLUENCE ON POLICY, PRACTICE, PATIENTS AND THE PUBLIC

#### Include:

- Policy/practice influenced at local, regional, national or international level
- Influence on all policy or practice areas that affect society and the economy
- Influences on systematic reviews, guidelines and policy documents (e.g. shaping recommendations)
- Training/educational developments (including courses and course material)
- Membership of and participation in advisory committees and/or government reviews

#### Don't include:

- Training developments for undergraduate courses



# STEP 2: Researchfish Output Entry

## TYPES OF OUTPUTS

### 6. RESEARCH TOOLS AND METHODS

#### Include:

- Research tools or methods (including transgenic animal models, cell lines, assays, reagents, improvements to research infrastructure) that have supported new lines of enquiry
- Novel advances in methods that (including in vitro methods or advances in experimental design which can reduce the number of animals used, or non-invasive/improved techniques which can minimise animal pain or distress

#### Don't include:

- Materials that could be generated in any well equipped laboratory or research environment
- Research materials obtained from other sources including collaborators.

The screenshot shows the Researchfish interface for entering an award. The title is 'Parsnit Allergy Award (FAB78635)'. The 'COMMON OUTCOMES' section is circled in red. The 'AWARD DETAILS' section includes fields for 'Award Title', 'Award Number', 'Award Type', 'Award Start Date', 'Award End Date', and 'Award Status'. The 'PROJECT TEAM' section includes 'Project Lead' and 'Project Co-ordinator'. The 'AWARD ABSTRACT' section is indicated by a red arrow. The form is titled 'Parsnit Allergy Award (FAB78635)' and has a 'Save' button at the bottom right.

# STEP 2: Researchfish Output Entry

## TYPES OF OUTPUTS

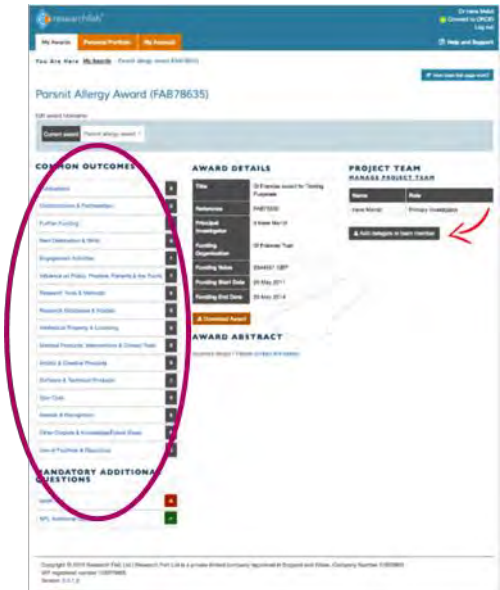
### 7. RESEARCH DATABASES AND MODELS

#### Include:

- Databases, datasets and collections of that have been produced as part of your work
- Novel data analysis methods or techniques that your work has significantly influenced
- Data handling and control systems that have applications outside of the original research area or technology (e.g. data matching, monitoring, modelling, grid infrastructure)

#### Don't include:

- Databases, datasets and collections obtained from other sources including collaborators.





# STEP 2: Researchfish Output Entry

## TYPES OF OUTPUTS

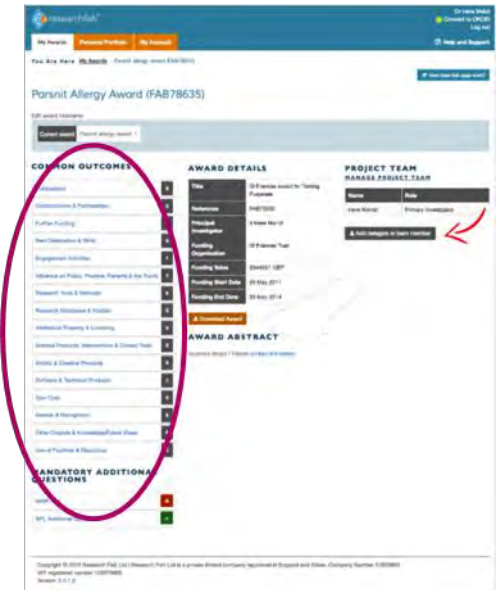
### 8. INTELLECTUAL PROPERTY AND LICENSING

#### Include:

- Patents related to the grant that have been published

#### Don't include:

- Patents filed, but not yet published
- Spin-out companies (report these in the 'Spin Outs' section)
- Any details of discoveries that should remain confidential



# STEP 2: Researchfish Output Entry

## TYPES OF OUTPUTS

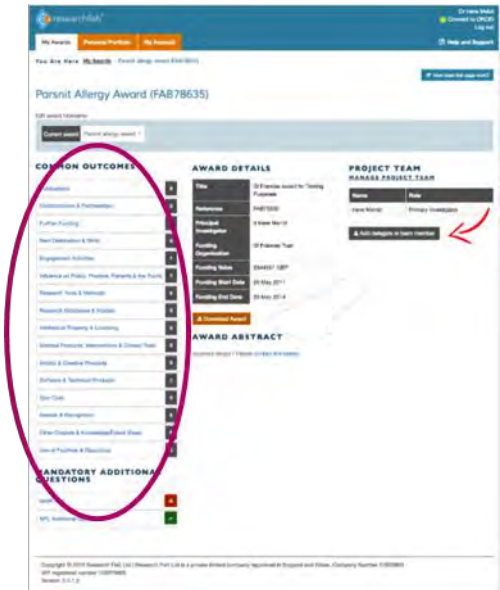
### 9. MEDICAL PRODUCTS, INTERVENTIONS AND CLINICAL TRIALS

#### Include:

- Drugs and vaccines
- Diagnostic tests, biomarkers and diagnostic imaging techniques
- Medical devices
- Surgical interventions
- Public health interventions
- Any other products that are, or are likely to be marketed/distributed to a wider audience.
- Clinical trials
- Changes to the status of products and interventions previously reported.

#### Don't include:

- Products or interventions that have not been made public, or cannot be disclosed prior to protection of intellectual property.



# STEP 2: Researchfish Output Entry

## TYPES OF OUTPUTS

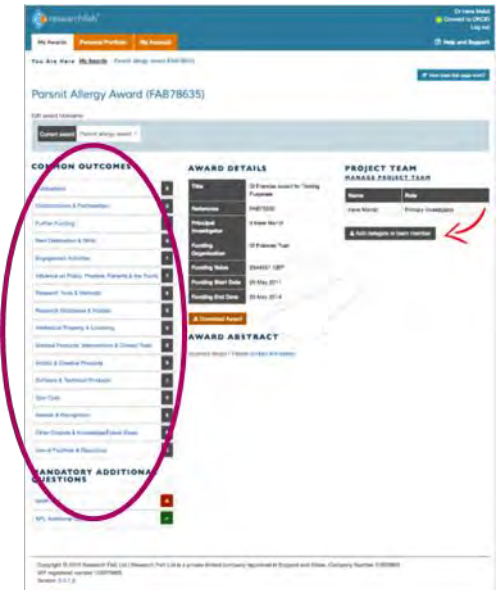
### 11. SOFTWARE AND TECHNICAL PRODUCTS

#### Include:

- Details of any technologies that have been developed either for the first time or to a significant new stage
- Advances which have made new lines of enquiry possible, or which have significantly accelerated research progress
- Software and technical products that are fully protected and/or public

#### Don't include:

- Details about software or technical products that should remain confidential.



# STEP 2: Researchfish Output Entry

## TYPES OF OUTPUTS

### 12. SPIN OUTS

#### Include:

- You can record details of any link between your research and the growth or establishment of organisations in this section

The screenshot shows the Researchfish interface for a 'Parsnit Allergy Award (FAB78635)'. The 'COMMON OUTCOMES' section is circled in red, and a red arrow points to the 'AWARD ABSTRACT' field. The 'AWARD ABSTRACT' field contains the text: 'Parsnit Allergy Award (FAB78635)'. The 'PROJECT TEAM' section is also visible, showing the name 'RANGER PROJECT TEAM' and a button labeled '& click through to team member'.

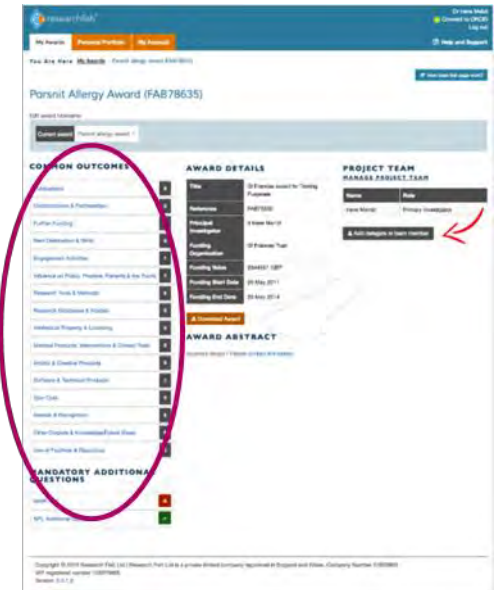
# STEP 2: Researchfish Output Entry

## TYPES OF OUTPUTS

### 13. AWARDS AND RECOGNITION

#### Include:

- Research prize
- Medal
- Awarded honorary membership, or a fellowship, of a learned society
- Appointed as the editor/advisor to a journal or book series
- Poster/abstract prize
- Attracted visiting staff or user to your research group
- NIHR Senior Investigator/Clinical Excellence Award
- National honour e.g. Order of Chivalry, OBE
- Prestigious/honorary/advisory position to an external body
- Personal invitation as keynote or other named speaker to a conference
- Honorary Degree



# STEP 2: Researchfish Output Entry

## TYPES OF OUTPUTS

### 14. OTHER OUTPUTS AND KNOWLEDGE/FUTURE STEPS

#### Include:

- You may include information in this section that you feel is important to feed back to your funders about your research, or how this has been applied by others, which you cannot include in other sections of the form.
- Conference/scientific meeting oral and poster presentations (where there is no published abstract)

The screenshot shows the Researchfish award entry form for 'Parsnit Allergy Award (FAB78635)'. The 'COMMON OUTCOMES' section is circled in red, and a red arrow points to the 'AWARD ABSTRACT' section. The form includes sections for 'COMMON OUTCOMES', 'AWARD DETAILS', 'PROJECT TEAM', and 'AWARD ABSTRACT'. The 'COMMON OUTCOMES' section has a list of categories with expand/collapse icons. The 'AWARD ABSTRACT' section is currently empty.

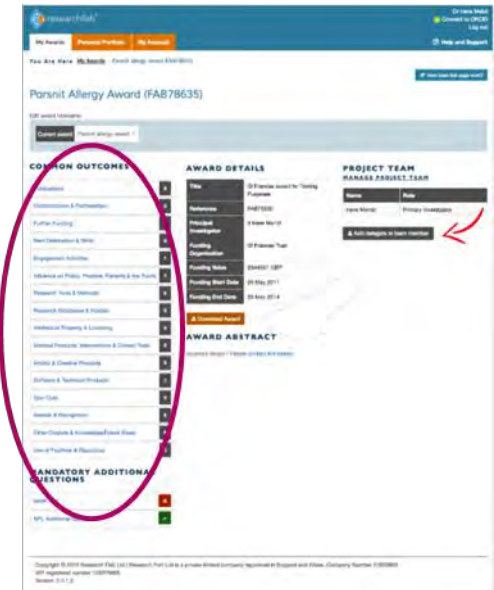
# STEP 2: Researchfish Output Entry

## TYPES OF OUTPUTS

### 15. USE OF FACILITIES AND RESOURCES

#### Include:

- Use of National or international research resource (such as tissue/DNA banks, patient cohorts, facilities such as high throughput sequencing hubs or proteomics services, bio banks) used to realise the outputs you are reporting against your funding awards/ grants.



# STEP 3: Researchfish Report Submission

The Researchfish report should be submitted just prior to completing your Progress Report using the SmartyGrants system

All outputs must be in the system before the report is submitted

The report can be quickly submitted via the “Begin submission process” button on the my awards page

This step can only be done by the CIA/PI

During submission process the CIA/PI will be asked to answer some brief questions regarding consumer engagement in the project

researchfish

Dr Irene Meert  
Connect to ORCID  
Log out  
Help and Support

My Awards Personal Portfolio My Account

You Are Here My Awards

How does this page work?

### My Awards

#### AWARDS I AM RESPONSIBLE FOR

Dr Frances Trust: Submission due by 14 Feb 2025

[Begin submission process](#)

Award name	Submission status	Days left for submission	Project team
<a href="#">Parent allergy award (FA070635)</a>	Submission required	1 month 2 weeks	Irene Meert, Matt Wynne, Sarah Morgan

#### Awards not currently due for submission

Award name	Submission status	Next submission period	Project team
<a href="#">Merit award (FA03502)</a>	Not set yet	Not set yet	Frances Buck, Sarah Morgan, a cad, xxxz, xcz
<a href="#">Irene's award (FA0601)</a>	Not set yet	Not set yet	Irene Melo, Sarah Morgan, a cad

#### AWARDS I COLLABORATE ON

Award name	Submission status	Next submission period	Project team
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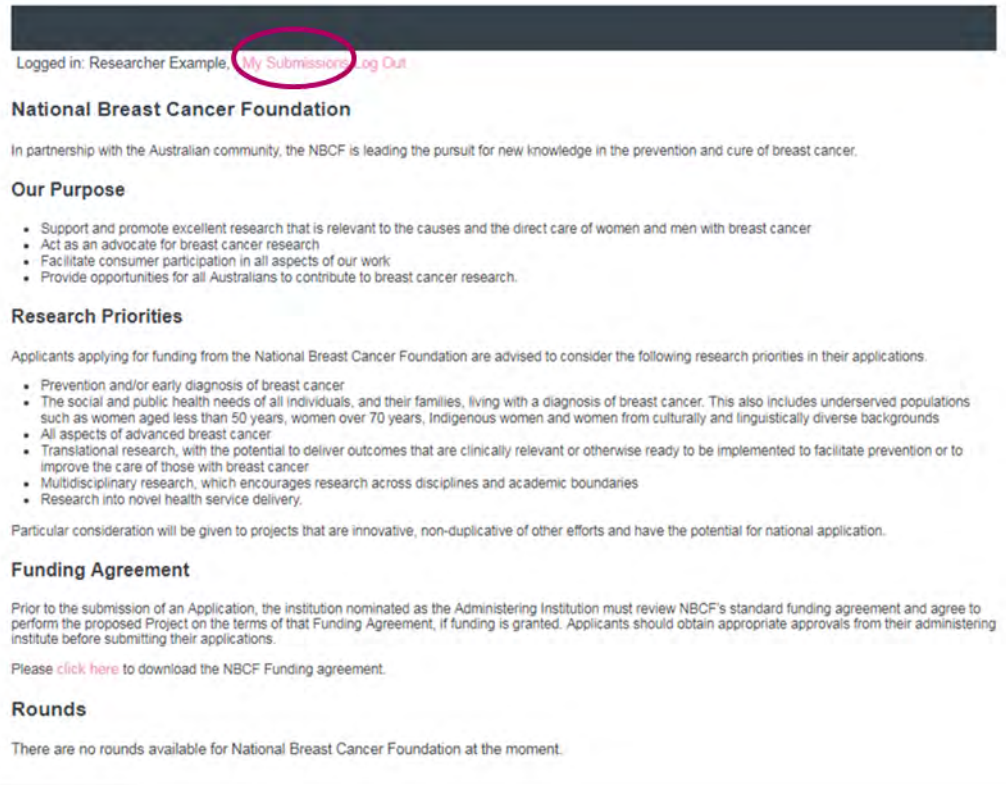


# STEP 4: SmartyGrants Submission

Log in to SmartyGrants with the same login details used to submit a new application

<https://nbcf.smartygrants.com.au/>

We have contacted each CIA/PI who did not submit their application using SmartyGrants to link a SmartyGrants account to their grant



The screenshot shows a dark navigation bar at the top with the text "Logged in: Researcher Example, My Submissions, Log Out". The "My Submissions" link is circled in red. Below the navigation bar is the header for the "National Breast Cancer Foundation". The main content area includes a paragraph about the foundation's partnership with the Australian community, followed by a section titled "Our Purpose" with a bulleted list of goals. Below that is a section titled "Research Priorities" with a paragraph of context and a bulleted list of specific research areas. The next section is "Funding Agreement" with a paragraph of terms and a link to download the agreement. The final section is "Rounds" with a paragraph stating that no rounds are currently available.

Logged in: Researcher Example, [My Submissions](#), [Log Out](#)

## National Breast Cancer Foundation

In partnership with the Australian community, the NBCF is leading the pursuit for new knowledge in the prevention and cure of breast cancer.

### Our Purpose

- Support and promote excellent research that is relevant to the causes and the direct care of women and men with breast cancer
- Act as an advocate for breast cancer research
- Facilitate consumer participation in all aspects of our work
- Provide opportunities for all Australians to contribute to breast cancer research.

### Research Priorities

Applicants applying for funding from the National Breast Cancer Foundation are advised to consider the following research priorities in their applications.

- Prevention and/or early diagnosis of breast cancer
- The social and public health needs of all individuals, and their families, living with a diagnosis of breast cancer. This also includes underserved populations such as women aged less than 50 years, women over 70 years, Indigenous women and women from culturally and linguistically diverse backgrounds
- All aspects of advanced breast cancer
- Translational research, with the potential to deliver outcomes that are clinically relevant or otherwise ready to be implemented to facilitate prevention or to improve the care of those with breast cancer
- Multidisciplinary research, which encourages research across disciplines and academic boundaries
- Research into novel health service delivery.

Particular consideration will be given to projects that are innovative, non-duplicative of other efforts and have the potential for national application.

### Funding Agreement

Prior to the submission of an Application, the institution nominated as the Administering Institution must review NBCF's standard funding agreement and agree to perform the proposed Project on the terms of that Funding Agreement, if funding is granted. Applicants should obtain appropriate approvals from their administering institute before submitting their applications.

Please [click here](#) to download the NBCF Funding agreement.

### Rounds

There are no rounds available for National Breast Cancer Foundation at the moment.

# STEP 4: SmartyGrants Submission

## SUBMISSIONS HOME PAGE

All scheduled reports are listed

CIA/PI can view their application and previously submitted reports – marked with a green tick

Due dates visible

Possible to start, save progress and come back later

The screenshot shows the 'Your Submissions' section of the SmartyGrants interface. At the top, it indicates the user is logged in as 'Researcher Example' and provides links for 'My Submissions' and 'Log Out'. Below this, it states that all current and past grant submissions are listed and provides instructions on how to start a new submission or update user details. The main section is titled 'Your Submissions' and contains a 'Forms In Progress' list for a grant titled 'test for online reporting — 00004-TEST — Test Project Title'. The list includes: 'IIRS Application Form - test' (Submitted on 27 July 2017), 'Annual Progress and Financial Report' (Submitted on 28 July 2017), 'Annual Progress and Financial Report' (In progress, created on 27 July 2017, due at 5:00PM 27 July 2018 (AEST)), 'Final Progress and Financial Report' (In progress, created on 27 July 2017, due at 5:00PM 27 July 2019 (AEST)), and 'Follow-Up Report' (In progress, created on 27 July 2017, due at midnight 26 July 2020 (AEST)). Annotations with pink arrows and boxes point to the grant title, the submitted application, the scheduled reports, and the due dates.

Logged in: Researcher Example, . [My Submissions](#) [Log Out](#) Current Rounds

All your current and past grant submissions — if any — are available below.  
To start a new submission, click on the name of the round you'd like to fill out.

To update your name, organisation or password: [Update My Details](#)

### Your Submissions

Forms In Progress

**test for online reporting — 00004-TEST — Test Project Title** ← Your grant details

- IIRS Application Form - test  
Submitted on 27 July 2017 ← Your submitted application
- Annual Progress and Financial Report  
Submitted on 28 July 2017
- Annual Progress and Financial Report  
In progress, created on 27 July 2017, due at 5:00PM 27 July 2018 (AEST)
- Final Progress and Financial Report  
In progress, created on 27 July 2017, due at 5:00PM 27 July 2019 (AEST)
- Follow-Up Report  
In progress, created on 27 July 2017, due at midnight 26 July 2020 (AEST)

← Your scheduled progress, final, and follow-up reports in order of due date

# STEP 4: SmartyGrants Submission

## PAGE 1: GRANT DETAILS

Grant details auto populated

Select Scheme

Logged in: Hannah Hawkins, National Breast Cancer Foundation, [My Submissions](#) [Log Out](#) Current Progress

test for online reporting — 00001-TEST — Test study

**Form Navigation**

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- 2. Progress of Project
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- 7. Supervisor Certification/(Not Applicable)
- 8. Head of Department/Unit Certification
- 9. Principal Investigator Certification

[Review and Submit](#)

**Grant Details** Last saved today, 12:55pm (AEST)  
*\*indicates a required field.*

**Project Title**   
This question is read only.

**NBCF Grant Code \***

**Start Date**    
This question is read only.

**End Date**    
This question is read only.

**Chief/Principal Investigator \***

**Total value of NBCF grant**   
This question is read only.

**Annual Report Year \***  1st  2nd  3rd  4th  5th [Clear](#)

**Grant Scheme \***

# STEP 4: SmartyGrants Submission

## PAGE 2: PROGRESS OF PROJECT

Timeline/milestones from original submission auto populated from the original submission (if applicable)

Required to outline progress with respect to the original milestones

If the project is not on track, it is necessary to elaborate on why and the actions to be taken

Logged in: Researcher Example, . My Submissions Log Out Current Rounds

test for online reporting — 00004-TEST — Test Project Title

### Form Navigation

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Review and Submit

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Save Progress

Save and Close

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### Progress of Project

Last saved today, 8:54am (AEST)

\*Indicates a required field.

This section has been disabled because of your response to question: "Grant Scheme" on page 1

Please provide a summary of the progress of your NBCF funded research for the reporting period. \*

Word count: 0 words

Must be between 100 and 500 words.

Please see below your planned timescale for achieving the proposed milestones and deliverables for your project

Timeline

Word count: 1 word

This question is read only. Must be no more than 500 words

Outline the progress of your research with respect to each milestone. Please address each milestone individually and indicate the status of the milestone (i.e. not started, in progress or complete). If you application did not require a planned timescale with deliverables and milestones, please provide a summary of the progress of your NBCF funded research for the reporting period. \*

Progress of project based on submitted timeline

Word count: 252 words

Must be between 200 and 1000 words.

Is your project 'on track' with respect to your proposed milestones? \*

Yes

No

[Clear](#)

Please elaborate on the reasons why the project is behind schedule and provide details on the actions taken to resolve the issues. \*

Reason why project is behind schedule and plan to resolve the issues

# STEP 4: SmartyGrants Submission

## PAGE 3: PROJECT CHANGES

Provide details of any changes to the project (detailed technical information is not necessary)

Attach ethics approvals if necessary

Logged in: Hannah Hawkins, National Breast Cancer Foundation. [My Submissions](#) [Log Out](#) Current Rounds

test for online reporting — 00001-TEST — Test study

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### Project Changes

\*indicates a required field. Last saved today, 1:00pm (AEST)

Have any changes been made to the project in the reporting period? \*

Yes  No [Clear](#)

Please summarise any changes made to the project and why. Please note it is not necessary to include minor technical changes to the methodology. \*

yes

Word count: 1 word  
Must be between 50 and 500 words.  
**This response of 1 words is shorter than the 50 word limit.**

Do any of the above changes require an amendment to the existing animal/human ethics approval OR a new animal/human ethics application? \*

Yes  No  N/A - Project does not involve human/animal research [Clear](#)

Amendment already approved by NBCF

Has ethics approval for the amendment or new project been granted? \*

Yes  No [Clear](#)

This section is not applicable because of your response to question: "Has ethics approval for the amendment or new project been granted?" on page 3

Please attach the relevant ethics approval letter(s) \*

Attach a file: [Choose Files](#) No file chosen

Please provide details of the progress of the relevant ethics amendment/application \*

Word count: 0 words  
Must be between 10 and 100 words.  
**Response required**

[Previous Page](#) [Save Progress](#) [Save and Close](#) [Next Page](#)

# STEP 4: SmartyGrants Submission

## PAGE 4: ACHIEVEMENTS AND OUTPUTS

Must confirm submission of Researchfish report before form is submitted

Attach PDF copies of all publications

Must provide a short summary of achievements during the reporting period in lay language

Logged in: Researcher Example, My Submissions Log Out Current Rounds

test for online reporting — 00004-TEST — Test Project Title

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Review and Submit

Previous Page Save Progress Save and Close

Next Page **Achievements and outputs** Last saved today, 9:10am (AEST)

**\*Indicates a required field.**

**Researchfish**

As part of your funding agreement with NBCF you are required to provide information on the outcomes and outputs of NBCF funded awards. NBCF now uses the Researchfish online system to collect information on the outputs, outcomes and impacts that have arisen from NBCF-funded research. You will have been sent an invitation from Researchfish to set up an account. If you have not received an email please contact the NBCF Research Office ASAP.

Outcomes can (and should be) entered into Researchfish as they occur during the year, but once a year there is a formal submission period when researchers are required to confirm that their outcomes information is accurate and up-to-date. You are required to attach this formal submission to your annual report.

For further information the Researchfish user guide can be found [here](#).

[Login to Researchfish](#)

Please confirm you have submitted your outcomes on Researchfish \*  Submitted  Clear

Please attach PDF copies of all publications that have arisen from this reporting period Attach a file:  No file chosen

Please provide details any of achievements or outputs not covered by Researchfish

Nil

Word count: 1 word  
Must be no more than 300 words.

Please provide any additional comments about the outputs of your project to date

Nil

Word count: 1 word  
Must be no more than 300 words.

Please provide a lay summary of your outputs so far that could be communicated to the general public. Please include details of upcoming work and potential impacts.\*

# STEP 4: SmartyGrants Submission

## PAGE 5: FINANCIAL REPORT

Same information required as old format reports

Guidance provided on the acceptable use of grant money

Expenditure totals and cumulative overspend/underspend is automatically calculated

Link to upload Financial Officer Certification. This form must be signed and uploaded to the report. Please don't use the old template.

test for online reporting - 0004-TEST - Test Project Title

Financial Report

Period of Reporting

Reporting period start date: 01/01/2017

Reporting period end date: 31/12/2017

EXPENDITURE

Please note:

- grant funds must only be used for costs associated directly with the Project
- grant funds cannot be used for overhead costs, employee entitlements or expenses of the Research Personnel or the Administering Institution

Please ensure that the use of grant money is within the conditions stipulated in the signed Funding Agreement. Please click on the link to review the standard Support Funding Agreement.

Personal

e.g. 0.5 FTE for 12 months

Expenditure	£	€

Total Personal Expenditure  
£0.00

Consumables

Expenditure (aggregate and/or itemised)	£	€

Total Consumable Expenditure  
£0.00

Equipment and others

Expenditure (aggregate and/or itemised)	£	€

Total Equipment and Others Expenditure  
£0.00

TOTALS

Total Expenditure \*  
£0.00

Income for Reporting Period \*  
£0.00

Positive Balance Brought Forward  
£0.00

Negative Balance Brought Forward  
£0.00

Cumulative Budget Overspend / Or Default/Overspend  
£0.00

Please provide justification for any surplus/default and how this amount will be avoided.

Financial Report Certification

Please download the Financial Report Certification template. This form must be completed by an authorised financial officer from the administering institution.

In order to sign the report Financial Report form with your authorised financial officer for approval, please refer to the review page and download the PDF. For guidance on how to register through the form please see [Financial Report Guide](#).

Alternatively you may share your SmartyGrants login details so others can access your report for review and approval.

Named Financial Report Certification \*  
Please refer to [Choose Files](#) No file chosen

FINANCIAL REPORT CERTIFICATION

I certify that:

- Monies received under the **SmartyGrants title**, have been expended for the purpose of the grant as per the signed Funding Agreement; and
- The Financial Statement for the reporting period **<DDMM/YYYY>** to **<DDMM/YYYY>** is accurate and complete; and
- Salaries paid under the grant are in accordance with the general rates in force at this institution at the time of payment; and
- I am an authorised financial officer for the **<insert administering institution>**.

Name

Signed

Position

Date (DD/MM/YYYY)

Email

Telephone

\*\*\* Please scan the completed form and attach to the online SmartyGrants Report form.

# STEP 4: SmartyGrants Submission

## PAGE 6: SUPPORTING DOCUMENTS

Optional opportunity to upload any additional documents to support your report

All attachments must be adequately described

Logged in: Researcher Example, . My Submissions Log Out Current Reports

test for online reporting — 00004-TEST — Test Project Title

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Review and Submit

Previous Page Save Progress Save and Close

Next Page **Supporting Documents** Last saved today, 9:36am (AEST)

Please attach any additional supporting documents here.

Description of attachment	
	Attach a file: <input type="button" value="Choose Files"/> No file chosen <span style="float: right;">+</span>
	Attach a file: <input type="button" value="Choose Files"/> No file chosen <span style="float: right;">+</span>

Previous Page Save Progress Save and Close

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# STEP 4: SmartyGrants Submission

## PAGES 7-8: SUPERVISOR AND HEAD OF DEPARTMENT CERTIFICATIONS

### Link to upload Head of Department Certification

This form must be completed by the Head of Department/Unit where the research is taking place.

If the first Chief Investigator/Principal Investigator is the Head of Department/Unit, this form must be signed by a person with a level of seniority above that of the CI/PI, or the head of another department related to the project.

The screenshot shows the SmartyGrants submission interface. At the top, it indicates the user is logged in as 'Researcher Example' and provides links for 'My Submissions' and 'Log Out'. The current round is identified as 'Current Rounds'. The page title is 'test for online reporting — 00004-TEST — Test Project Title'. A 'Form Navigation' sidebar on the left lists steps from 1 to 10, with step 9, 'Head of Department/Unit Certification', highlighted. The main content area features navigation buttons for 'Previous Page', 'Next Page', 'Save Progress', and 'Save and Close'. The title of the form is 'Head of Department/Unit Certification', with a timestamp 'Last saved today, 9:46am (AEST)'. A red asterisk indicates a required field. The text explains that the form must be completed by an authorised financial officer and provides instructions on how to share the draft financial report form for approval. It also mentions that the form must be signed by a person with a level of seniority above that of the CI/PI, or the head of another department related to the project. At the bottom, there is a section for 'Signed Head of Department/Unit Certification' with a 'Choose Files' button and the text 'No file chosen'. A second set of navigation buttons is visible at the bottom of the form area.

# STEP 4: SmartyGrants Submission

## PAGE 9: PRINCIPAL INVESTIGATOR CERTIFICATION

CIA/PI required to make 3 certifications

Report can then be submitted

Email sent to CIA/PI when report successfully submitted

NBCF Research Team will contact PI if any further information is required

Logged in: Researcher Example, . My Submissions Log Out [Current Rounds](#)

test for online reporting — 00004-TEST — Test Project Title

**Form Navigation**

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- 10. Principal Investigator Certification**

Review and Submit

Previous Page Save Progress Save and Close

Next Page **Principal Investigator Certification** Last saved today, 9:50am (AEST)

*\*indicates a required field.*

Principal Investigator \*

Title	First Name	Last Name
Dr		

I certify that this is an accurate report for the period covered. \*

Yes [Clear](#)

I certify that this is an accurate Financial Statement for the period covered. \*

Yes [Clear](#)

I certify that my Head of Department and Supervisor (if applicable) were provided with a copy of this report. \*

Yes [Clear](#)

Date \*

dd/mm/yyyy

Must be a date.

Previous Page Save Progress Save and Close

Next Page

# Resources

## NBCF RESEARCH OFFICE

Phone: 02 8098 4825

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

## NBCF Progress Reports Page

- Guidelines
- Expenditure Guidelines
- FAQ
- Certification Documents
- Links to SmartyGrants and Researchfish sites and help pages

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

[Home](#) > [Research](#) > [Information For Researchers](#) > [Grants Information](#) > [Progress Reports](#)

### Grants Information

- [NBCF Grants Scheme](#)
- [Collaborative Grants](#)
- [Progress Reports](#)
- [Peer Review Process](#)

### PROGRESS REPORTS

#### NEW: Researchfish and Online Annual/Final/Follow-Up Reports

NBCF has made the following changes to reporting requirements:

- 1) Progress reports (annual, final and follow-up) have been simplified and are submitted online via SmartyGrants,
- 2) Outcomes reports (through the Researchfish platform) have been introduced as a complementary tool to progress reports.

Please refer to the documents below for information on NBCF progress reporting:

- [NBCF Progress Report Guidelines](#)
- [NBCF Grant Expenditure Guidelines](#)
- [Frequently Asked Questions](#)
- [Walk through slides](#)

Annual Report Certification templates (to be uploaded to SmartyGrants reports):

- [Financial Officer](#)
- [Head of Department](#)
- [Supervisor](#)

Quick links:

- [SmartyGrants login](#)
- [SmartyGrants help](#)
- [Researchfish login](#)
- [Researchfish help](#)

Amendments:

Please email the Grants Administrator ([research@nbcf.org.au](mailto:research@nbcf.org.au)) to enquire about all grant amendments. If an amendment application is necessary, an online application form will be made available to the Principal Investigator. To be considered, an extension request must be submitted at least 60 days prior to the original end date of the granting period.