



# Cooperative Research Centres (CRC) Program

## Annual Report Guidelines (2018-19)

*(For CRCs established pre Round 18)*

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# 1. Introduction

The annual report is one of the mechanisms for a CRC to report progress and performance against its obligations under the Funding Agreement to the Department of Industry, Innovation and Science (the department).

Information in annual report documentation submitted by CRCs is used to assess program-wide performance. The department also relies on this information to provide accurate responses to a wide range of information requests from diverse sources including members of parliament, government agencies, industry, universities, other research institutions and international organisations.

## 1.1. Scope of these guidelines

These guidelines set out the department's 2018-19 annual reporting requirements for CRCs established prior to Round 18. A table describing a CRC's reporting obligations in its final 18 months of operation is at [Attachment A](#).

## 1.2. Reporting period

The reporting period is the financial year from 1 July 2018 to 30 June 2019.

## 1.3. Deadline for submission of the annual report

The submission of all annual report documentation must be completed by 31 October 2019.

Late submission of annual report documentation is a breach of the Funding Agreement which may affect ongoing funding. Under the terms of the Funding Agreement, no grant payments will be processed until all reporting requirements have been completed in full. This includes, where relevant, the completion and submission of wind-up plans, exit reports and/or any other reports as required by the department.

The CRC must ensure its auditor has been informed of the deadline and the auditing guidelines (provided at [Attachment B](#)) and the financial information from CRC Online have been forwarded to the auditor in sufficient time to meet the 31 October deadline.

If the auditor is unable to complete the audit by the deadline through delays on its own part, the auditor needs to provide the CRC with a letter to that effect and the department must be notified. This letter must be provided to the department no later than 31 October 2019.

In all circumstances where the submission of annual report documents will be delayed, the CRC must inform the department well before the submission deadline with an explanation of the delay, what the CRC is doing to remedy the delay and an expected date for the submission of documents. The department will consider this request and advise if the extension is approved.

## 1.4. Compliance with the Funding Agreement

Commonwealth acceptance of any annual report documentation not complying with these guidelines or the Funding Agreement does not signify the Commonwealth has approved any changes to the Funding Agreement. Approval of any changes to the Funding Agreement must be sought as specified in the 'Contract Variation Guidelines' which is available on the CRC Program website: [www.business.gov.au/CRC](http://www.business.gov.au/CRC).

# 2. Reporting Requirements

The annual report requirements include:

- Certificates of currency of insurance – a composite scan of all relevant insurance certificates uploaded to CRC Online (section 2.1);
- CEO certification – a scan of the signed original uploaded to CRC Online (refer to section 3);
- Written annual report – uploaded to CRC Online in PDF or Word format (refer to section 4);
- Milestone tables – submitted through CRC Online (refer to section 7.1);
- Financial tables – submitted through CRC Online (refer to section 7.2);
- Management data questionnaire (MDQ) – submitted through CRC Online (refer to section 7.3);

- Audited financial statement on the CRC Online financial tables – a scan of the signed original uploaded to CRC Online (refer to section 8.1);
- Audited financial statement on the Account– a scan of the signed original uploaded to CRC Online (refer to section 8.2); and
- Audited financial statement on the CRC company / CRC – a scan of the signed original uploaded to CRC Online (refer to section 8.3).

There is a 10MB size limit for all files uploaded to CRC Online. Please contact your CRC Program Liaison Officer in the department if you anticipate file size to be an issue.

## 2.1. Certificates of currency

The Funding Agreement sets out the obligations for CRCs to maintain insurance in connection with its activities. Evidence of the CRC maintaining adequate insurance (from its insurers or insurance brokers) for the reporting period must be uploaded as a single document to CRC Online annually.

## 3. CEO's Certification

### 3.1. CEO's certification

The CEO's certification must state:

*I hereby certify the information provided to the Department of Industry, Innovation and Science by <name of the CRC> in:*

- The written annual report for the 2018-19 financial year;
- The CRC's Online milestone tables for the 2018-19 financial year;
- The CRC's Online financial tables for the 2018-19 financial year; and
- The CRC's Online MDQ information for the 2018-19 financial year.

*is accurate and provides a true and fair view of the matters reported on therein.*

*I certify the Commonwealth Funding and Participant Contributions were applied for the Activities of the CRC as specified in the Funding Agreement and Commonwealth Funding has been expended only for the Activities and otherwise in accordance with this Agreement.*

*I certify the CRC has met its obligations in relation to the treatment of intellectual property.*

*I certify the chair of the board meets the requirements of independence set out in the Funding Agreement and the majority of board members are independent of the CRC's research providers.*

*I certify the CRC has adhered to the requirements for proper use of the CRC Program Branding, publicity and support as specified in the Funding Agreement.*

*I am aware giving false or misleading information is a serious offence and could lead to prosecution under the Criminal Code 1995.*

*Signature:*

*Name:*

*Position: CEO, <insert name of CRC>*

*Date:*

### 3.2. CEO's checklist

The CEO's checklist is provided to assist a CRC to ensure it has completed all reporting requirements under the Funding Agreement. It does not have to be provided with the annual report certification.

#### Task:

- Has the written annual report been uploaded to CRC Online?
- Have the milestone tables been submitted through CRC Online?
- Have the financial tables been submitted through CRC Online?
- Has the MDQ been submitted through CRC Online?

- Has a scan of the signed audited financial statement on the CRC Online financial tables been uploaded to CRC Online?
- Has a scan of the signed audited financial statement on the Account been uploaded to CRC Online?
- Has a scan of the signed audited financial statement on the CRC or CRC company (as applicable) been uploaded to CRC Online?
- Has a scan of the signed CEO's certification been uploaded to CRC Online?
- Has evidence of the CRC's insurance for the reporting period been uploaded to CRC Online?

## 4. Written Annual Report

There is no prescribed format for the written annual report, however, the written annual report must include all information specified in sections 4.1 to 4.14 of these guidelines. Data and text provided in the report must be consistent with the information provided in the MDQ, online milestone reporting and the audited financial tables and financial statements.

The written annual report should be concise, focused written in plain English relevant to a broad audience (not as a scientific report) and not exceed 80 pages in length (including all appendices, tables and index).

### 4.1. Executive summary

The executive summary must provide a brief outline of the major achievements, risks, impacts and key issues during the reporting period. It must at a minimum include the following sections.

### 4.2. Achievements

This section must provide a brief overview of the achievements of the CRC for the reporting period and outline (in dot point statements) major achievements in relation to:

- Research and collaboration;
- Commercialisation and utilisation; and
- Education and training.

The overview must also include:

- Any key highlights, awards and special commendations;
- Any key events, such as appointments of key staff or purchase of major equipment; and
- An overview of actions taken as a result of any internal or external reviews.

### 4.3. Risks and impediments

This section must provide information on the risks and impediments the CRC experienced during the reporting period impacting on the achievement of the CRC's outputs or on its ability to achieve the expected outcomes. It must also provide a description of the strategies the CRC has adopted to address these risks and impediments.

### 4.4. Impacts

This section must provide a brief outline of any changes to the expected impact of the CRC, as outlined in the impact tool. The impact tool is a key mechanism for the CRC to monitor its progress and it is recommended the CRC review and update the impact tool annually. The response must cover:

- Any substantial changes to the expected outputs, usages or impacts and their associated probabilities and an explanation to the changes;
- Any changes in the expected non-monetary impacts and a brief overview of the changes;
- Where the expected monetary impacts have changed, this section should provide the current predictions for the 'expected benefits associated with all programs' and the 'expected costs associated with all programs'; and
- The actions the CRC will take to address any issues and maximise its impact.

## 4.5. Performance against activities

This section must provide a summary of the research activities undertaken and the risks which eventuated during the reporting period. It should focus on providing a program / outcome level summary of major research activities and only provide lower sub-program, output or project level information if it is particularly relevant. The summary must provide background for, and be consistent with, the responses provided in the MDQ and in the online milestone reporting.

Comments in this section must cover topics such as:

- Extent to which the CRC is on target to achieve its research outputs, including strategies in place to address any risks and issues;
- Key research achievements and evidence of the research quality;
- Any issues, including technical or scientific impediments;
- Level of industry involvement and evidence the research is meeting industry's needs; and
- Any changes proposed to future research directions and the reasons for the changes.

A list of the publications (as defined and specified in question 2.1 of the MDQ) must be provided in an attachment at the end of the annual report.

## 4.6. Education and training

This section must provide a summary of the education/training activities undertaken and any risks which eventuated during the reporting period. The section must provide background for, and be consistent with, the responses provided in the MDQ and in the online milestone reporting.

Comments in this section must cover topics such as:

- Extent to which the CRC is on target to achieve its education and training outputs, including strategies in place to address any risks and issues;
- Details of the education and training activities conducted during the reporting period, including postgraduate, undergraduate, vocational education and training and professional development;
- Details of the level of student involvement in the CRC's activities;
- Evidence of the level of involvement of industry in developing and conducting education and training activities;
- Evidence the education and training activities are meeting the needs of industry;
- Support structures for postgraduate students, including the opportunities for interaction between students working in different parts of the CRC; and
- Destination of CRC student graduates.

A table of all CRC PhD students with the commencement date, expected completion date, research program the student is under, project title, host research institution and the student's country of origin must be provided as an appendix at the end of the written annual report.

## 4.7. SME engagement

This section must provide a summary, including examples, of the CRC's SME engagement activities during the reporting period. It must provide evidence the CRC has a clear strategy for engaging with SMEs and must demonstrate how the CRC is assisting SMEs to build their innovation capacity and utilise research and development outputs of the CRC.

Examples of SME engagement could include whether there is SME representation on the board, whether the CRC engages with SMEs across Australia or just from a geographical area or from overseas. How does the CRC structure make it easy for SMEs to engage?

## 4.8. Commercialisation

This section must provide a summary of the commercialisation and utilisation activities undertaken and any risks which eventuated during the reporting period. It should focus on a program/outcome level summary of the major commercialisation and utilisation activities and only provide lower sub-program, output or project level information if it is particularly relevant. The section must provide background for, and be consistent with, the responses provided in the MDQ and in the online milestone reporting.

Comments in this section must cover topics such as:

- Extent to which the CRC is on target to achieve its commercialisation and utilisation outputs, including strategies in place to address any risks and issues;
- Strategies for ensuring uptake by industry of the research outputs and the current levels of uptake;
- Commercialisation and utilisation arrangements with industry, including SMEs;
- Details of any new or improved products, services or processes;
- Specific benefits to industry (in particular SMEs), their nature and scale; and
- Status and current performance of existing spin-off companies, including their names and the nature of their business.

## **4.9. Intellectual property management**

This section must outline the strategies and processes adopted by the CRC during the reporting period to identify, protect and manage the intellectual property (IP) generated by the CRC. The section must provide background for, and be consistent with, the responses provided in the MDQ. It must cover:

- Key items of IP currently held by the CRC and the estimated current market value (where possible);
- IP management arrangements;
- Mechanisms in place to ensure adherence to the National Principles of IP Management for publicly funded research;
- How the IP arrangements will ensure the maximum benefits accrued to industry and Australia, including whether the CRC has imposed conditions on the licensing of its IP ensuring industry maximise the commercial potential and return to Australia; and
- Titles of all patents held (including provisional patents) in Australia and internationally.

## **4.10. Communications**

This section must provide information on the internal and external communication activities and strategies for the CRC. It must include information on how the CRC is ensuring internal communication processes are effective and support the collaboration. It must also cover how the CRC is communicating its successes externally and ensuring the opportunity for usage of all outputs is maximised. It must cover:

- Internal communications activities undertaken during the reporting period;
- External communication activities, including types of social media the CRC has undertaken to communicate its successes; and
- Overall strategies used to ensure effective internal and external communications.

Note: The CRC must also ensure all communications activities adhere to proper use of CRC Program Branding, as specified in the Funding Agreement.

## **4.11. Governance – board, committees and key staff**

This section must cover all matters relating to governance of the CRC, including the strategic plan for the CRC into the future. It must also include:

- Overview of the structure of the CRC, including information on the taxation status, role of any managing agents and details of any changes in structure;
- Overview of the governance arrangements of the CRC, including the structure of the board and sub-committees, the methods for electing board members and the dates and outcomes of elections during the reporting period;
- Detailed description of any governance or management issues experienced and the strategies implemented to address these issues;
- Any changes to board membership (where no changes have occurred for the reporting period, a brief statement to that effect should be included);
- Dates of board meetings and attendance by board members;
- Membership of the board, including an outline of the key skills and a table consisting of the following details - Name, Role, Key skills, Independent or organisation representing;



- Membership of board committees including an outline of the key skills and a table consisting of the following details - Name, Role, Key skills, Independent or organisation representing;
- Names of key staff, including the CEO and program leaders and a table consisting of the following details - Name, Organisation, CRC position or role, Time commitment; and
- Function and reporting arrangements of board committees, including frequency of meetings.

## 4.12. Participants

This section must provide a list of all participants during the reporting period. For reporting purposes, participants include:

- Essential and Other participants, including those not listed in the Funding Agreement but are party to a Participants Agreement; and
- Third parties (persons, bodies or organisations) not party to a Participants Agreement, but have provided contributions (cash or in-kind) to support the activities.

Note: Do not include in this section any contract research, consultancies or other fee-for-service arrangements not part of the activities under the Funding Agreement. These are additional to the activities and must only be reported under section 5.3.

For each participant the following information is required:

- Participant's name
- Participant type
  - Essential
  - Other
  - Third party
- ABN or ACN
- Organisation type (or individual)
  - Australian Government
  - State government
  - University
  - Large Industry
  - Individual SME
  - Other

This section must also include information on any changes during the reporting period to participants, including if the participant is new to the CRC or is departing and whether or not these changes have been approved by the department. Where no changes have occurred for the reporting period, please include a brief statement to that effect.

## 4.13. Collaboration

This section must provide a summary, including examples, of the extent of collaboration in undertaking the activities (including research, commercialisation/utilisation, education/training and SME engagement) during the reporting period. Collaboration is defined as joint action by multiple organisations, including sharing both knowledge and risk. The summary must provide background for, and be consistent with, responses provided in the MDQ.

The following areas must be addressed:

- Collaborations between research participants;
- Collaborations between research participants and industry participants;
- Collaborations between industry participants; and
- Collaborations with non-participant organisations and how they contribute to the CRC overall.

Commentary must focus on:

- Nature of collaborations and how they add value to the CRC and other collaborators;
- Efforts of the CRC to increase the level of collaboration across the activities; and
- How the collaboration is building innovation and encouraging commercialisation of R&D outputs.



## 4.14. Financial management

This section must provide an overview of the financial position and management of the CRC in relation to the activities. It must provide a commentary on, and be consistent with, all of the financial information provided through the annual report process and include:

- Assessment of the financial performance of the CRC overall, including the overall level of participant contributions; and
- Details of any issues experienced and the strategies implemented to address the issues.

## 5. Additional Requirements

### 5.1. CRC future plans and transition arrangements

This section should contain a summary which describes the CRC's future plans and its transition arrangements for any post-CRC Program activity (after Commonwealth Funding has ceased).

Specifically:

- Where participants and other stakeholders see value in continuing some or all of a CRC's activities beyond the agreement period; or
- Where a CRC chooses not to continue as an ongoing entity beyond the agreement period.

Regardless of the future path chosen by a CRC, CRCs are required to ensure the outputs of the CRC have been identified and plans are in place to maximise these outputs into the future. Therefore, transition arrangements should reflect the CRC's strategy for maximising the utilisation of its outputs by the collaboration and identifying the CRC's legacy. The department recognises transition arrangements may initially contain limited detail but would progressively increase in detail as the CRC moves to exit the CRC Program.

If dissolving or deregistering the CRC at the end of the agreement period is the most appropriate course of action for participants to take, CRCs must take into account provisions in its Participants Agreement and Company Constitution when addressing CRC activities whilst ceasing operations. Chapter 5A of the *Corporations Act 2001* and the Australian Securities and Investments Commission website ([www.asic.gov.au](http://www.asic.gov.au)) provides useful information about deregistering a company.

### 5.2. Performance review

An update must be provided on the progress of implementation of recommendations from any performance review. The CRC must provide details of the proportion of recommendations implemented, strategies for implementing any remaining recommendations and any difficulties anticipated by the board in relation to any of the recommendations.

Note: The table below must be completed by CRCs each year following a review until all recommendations have been implemented. Recommendations reported as completed in previous annual reports do not need to be repeated.

#### Review recommendations:

- Recommendation
- Implemented (yes or no)
- Reasons why not implemented
- Strategies to implement

### 5.3. Other activities

This section should contain a summary of activities undertaken by the CRC outside the activities specified in the Funding Agreement. This can include work through other agreements such as grants, contracts, consultancies and fee for services. The summary must provide background for, and must be consistent with, responses provided in the MDQ. This section should also include details of memorandum of understanding (MOUs) with Growth Centres and any CRC activities linking to Growth Centres.

## 6. Wind-up Plan and Exit Report Requirements

CRCs must prepare a wind-up plan and exit report for inclusion in the second last (penultimate) and final annual report. The objective of these sections is to ensure the CRC:

- Fully meets its obligations under the terms of its Funding Agreement (e.g. completing all of its activities and financial obligations by the end of the agreement period);
- Fully meets its obligations in terms of agreements between its participants (e.g. Participants Agreement);
- Has in place mechanisms to protect the interests of its participants, personnel and students; and
- Demonstrates how the Commonwealth Funding has supported its achievements, the impact of its work and the benefits to Australia.

The following provides an outline of the minimum information to be provided by a CRC. The department may require further updates for assessment prior to the submission of a final annual report. A table describing a CRC's reporting obligations in its final 18 months of operation is at [Attachment A](#).

Information in the wind-up plan and exit report will be used to inform the Minister, the CRC Advisory Committee, the department and the general public about the performance of individual CRCs. It may also be used as part of any evaluation of the impact of the CRC Program as a whole.

Note: CRCs should develop their wind-up plan and exit report in consultation with all their participants, and must seek Board approval prior to lodgement with the department.

### 6.1. Wind-up plan

#### 6.1.1. Ceasing operations

CRCs are required to develop a strategy to cease operations well in advance of the end of the agreement period. The ceasing operations section must address at a minimum the following areas:

- Governance and management arrangements after the end of the agreement period;
- Activities (research, commercialisation, education and training);
- Financial management and budget provisions;
- IP, asset, capital item and tax arrangements; and
- Any other issues as directed by the department.

As a part of the CRC's ongoing governance arrangements, CRCs should have already examined how any of its 'legacies' will be dealt with or maintained. For example, how/will outcomes generated by the CRC be continued and how/will any education and training programs developed by the CRC be kept going. The details of such legacies must be summarised in the CRC's future and transition arrangements (section 5.1).

#### 6.1.2. Governance and management

This section of the report is to address how the board of the CRC will:

- Ensure all the participants are aware of their roles and responsibilities;
- Ensure appropriate management resources are in place to complete all obligations under the these guidelines and Funding Agreement;
- Ensure appropriate arrangements for the transition of human resources funded by the CRC are in place; and
- Ensure the appropriate storage and archival of documentation with relevant parties, particularly so contract material is accessible by the Commonwealth for a period of at least seven years.

This section must also detail the planned future of any incorporated entities controlled by the CRC, such as management companies and IP holding vehicles.

Note: CRCs are eligible to have the contents of their public websites archived at no cost using the PANDORA web archive project ([pandora.nla.gov.au](http://pandora.nla.gov.au)) administered by the National Library of Australia (NLA) and state libraries. The NLA's Web Archiving Section can be contacted at [webarchive@nla.gov.au](mailto:webarchive@nla.gov.au).

### 6.1.3. Contact details

The CRC must include contact details for at least one CRC staff member responsible for managing the ceasing operations process and who can be contacted after the agreement period to assist the department with any outstanding reporting requirements or information requests.

### 6.1.4. Activities status

A CRC must complete all of its activities by the end of the agreement period. This section must identify the status of all activities outlined in the Funding Agreement that will be:

- Completed or terminated at the end of the agreement period;
- Continued by participants on a cooperative basis for further development and future uptake by industry (including commercialisation); and
- Transferred to a participant or other organisation for further development and future uptake by industry (including commercialisation).

The CRC must ensure alternative arrangements are in place to provide ongoing support to CRC students who are yet to complete their research education and training.

The status of all milestones and outputs must be provided in the following table:

<b>Outputs yet to be completed / milestones yet to be achieved</b>	<b>Expected status at end of agreement period (completed / terminated / transferred)</b>	<b>If transferred, organisation(s) responsible for ongoing activities after the agreement period</b>

The status of all CRC students must be provided in the following table:

<b>Student name</b>	<b>Degree type</b>	<b>Expected completion date</b>	<b>Enrolling / Participant organisation</b>

### 6.1.5. Financial management and budget provisions

This section must ensure the following financial management and budget activities are addressed:

- Finalising the accounts, including the processing of:
  - Any outstanding payments/debts;
  - Salaries, employee entitlements and administrative overheads for staff retained to undertake cessation of operation activities;
  - Legal costs;
  - Taxes due; and
  - Unpaid scholarship monies.
- Acquittal of Commonwealth funds;
- Expected allocation of any remaining CRC funds; and
- Completion of an independent audit of the CRC's financial statements for its final year of operation in line with the Annual Report guidelines.

### 6.1.6. Final year prospective budget

It is important to consider all expenses which may arise before ceasing operations and budget accordingly. This section must include a cash budget for the final year of the agreement period. This should indicate whether there will be a cash balance as at 30 June of the final year of funding and how the CRC would like to distribute this cash.

Note: Department approval must be sought in regards to the use of any unspent CRC Program funds after the funding period for purposes outside of the CRC activities.

This final year cash budget must be presented in the following tables:

**Cash Budget for Final Year of Operation**

<b>Opening balance</b>	\$
<i>Income</i>	
CRC Program grant	\$
Other income	\$
<b>Total income</b>	
<b>Total resources (opening balance + total income)</b>	\$
<i>Expenses</i>	
Employee expenses	\$
Supplier expenses	\$
Other expenses	\$
Capital item expenses	\$
<b>Total expenses</b>	\$
<b>Net balance</b>	\$
<b>Accrued expenses</b>	\$
<b>Remaining funds</b>	\$
<b>Remaining CRC Program funds</b>	\$

**Intension for use of all remaining CRC funds**

<b>Organisation Receiving Funds</b>	<b>Purpose</b>	<b>Transfer Amount</b>
		\$
<b>Total</b>		\$

Note: Commonwealth funding is provided to the CRC to undertake the activities and objectives as agreed in the Funding Agreement. After the end of the agreement period, the Funding Agreement requires the Commonwealth is entitled to recover any unspent grant funds, unless otherwise approved by the Commonwealth. Contact your CRC Program Liaison Officer if you require further guidance.

**6.1.7. Management of intellectual property (IP)**

The CRC must ensure structures and procedures are put in place to safeguard the ongoing management of the CRC’s IP including any assignment for commercialisation or further development and distribution of any commercial returns.

The IP must be distributed in a way that maximises the benefit to Australia in compliance with the arrangements specified in the Funding Agreement and Participants Agreement. Where the IP has no tangible commercial potential, research results must be disseminated to appropriate parties to ensure effective transfer of technology and utilisation of research in compliance with the Participants Agreement. The CRC should consider the use of open access arrangements for non-commercially sensitive material.

The information must be provided in the following table and include the name, description, future ownership arrangements and associated rationale for each item of IP.

<b>Item of IP</b>	<b>Description of IP</b>	<b>Ownership arrangements after the end of the agreement period</b>	<b>Rationale</b>

### 6.1.8. Assets

Unless allowed for in the Funding Agreement, the CRC must ensure any asset valued at \$50,000 (excluding GST) or above is not disposed of without the Commonwealth's prior approval. The information must be provided in the following table and include the name, description, future ownership arrangements and associated rationale for each asset.

Asset	Description of asset	Ownership arrangements after the end of the agreement period	Rationale

### 6.1.9. Taxation

The CRC must include information on the CRC's tax position. Specifically, to ensure all taxation expenses are accounted for and the tax position of the CRC is confirmed with the Australian Tax Office before ceasing operations.

## 6.2. Exit report

The exit report section should be concise, aimed at the general public, describing the CRC, its participants and purpose. This section should be similar to an executive summary, introducing the CRC and its activities. However, CRCs are encouraged to include any other relevant information (including diagrams, images and graphs/tables) which demonstrates the achievements and impacts of the CRC over the agreement period.

The exit report should include information on:

- The direct economic benefits associated with the CRC research (verified and quantified by industry wherever possible); specifically information on:
  - The number of products and services generated by the CRC which went to market (other items of intellectual property) during the agreement period;
  - The economic benefit to industry through the development of new or improved products, services or processes;
  - Any other economic benefits such as risk mitigation, growth in employment, reduction in costs, and capability enhancement; and
  - At least one case study of the successful commercialisation of the research outputs.
- The impact of the CRC on the level of collaboration within the industry more broadly, specifically information on:
  - Breakdown of participants and collaborations over the life of the CRC;
  - How many relevant publications participants published during the agreement period;
  - Which Industry Growth Centres the CRC worked with during the agreement period;
  - A statement on the value participants place on being part of the CRC; and
  - At least one case study which outlines how participants working together led to an impact which would not have been achievable without the CRC collaboration.
- The impact of education programs on industry, the sector in general and on skills development; specifically information on:
  - Breakdown of postgraduate information over the life of the CRC; such as:
    - Total number of postgraduates and PhD graduates;
    - Total number of postgraduates taking up employment in the industry; and
    - Industry and other non-university staff supervising postgraduates.
  - The key educational outputs, including details of any courses developed;
  - The impact of education and training programs in areas of skill shortages; and
  - At least one case study which outlines how education programs offered by the CRC have influenced the uptake of new knowledge, products or processes.

Note: Where possible; relevant examples including quotes should be included from participants and other industry entities which have benefited as a result of their involvement in the CRC.

### 6.2.1. Snapshot summary

The exit report section must also include a 'snapshot' summary, with high level concise dot point statements for key highlights/achievements in the below categories, where applicable:

- Major achievements
- Research

- Commercialisation and utilisation
- SME engagement
- Education and training
- Spin-off companies and inventions
- International engagement

Note: The information provided in the 'snapshot' may be used for input into government briefings; as such they need to clearly demonstrate a CRC's achievements in plain English.

### 6.2.2. Use of CRC Program Branding

CRCs have a non-exclusive licence to use CRC Program Branding until the termination or expiration of their Funding Agreement. CRCs must cease using CRC Program Branding, except where acknowledgement of support is required where these publications, products, processes or inventions are not released or developed until after the agreement period. The CRC Program Branding Guidelines can be found on the CRC Program page at: [www.business.gov.au](http://www.business.gov.au).

### 6.3. Requirements for exiting CRCs - final annual report

As part of the final annual report, a CRC must update the wind-up plan and exit report sections, incorporating responses to any previous feedback provided by the department and include a summary detailing any deviations from the previous year's report, including:

- Any changes to the completion of CRC activities (research; commercialisation, education and training)
- Any changes to the planned arrangements for IP, asset, capital item and tax management;
- Any changes to the planned budget;
- Details of any income or expenditure after the period covered in the Audited Financial Statements on the Account;
- A final balance for the Account and details of any amounts still to be paid out of the Account; and
- Any other issues as directed by the department.

## 7. Online Reporting Requirements

### 7.1. Online milestone reporting

The CRC must report progress against milestones due in 2018-19 and any unachieved milestones from previous reporting periods on CRC Online. Possible responses are:

- **Yes** – the CRC achieved the milestone during the reporting period. The CRC must provide additional details about the completion of the milestone (including information about the benefits).
- **In progress** – the CRC is expecting to complete the milestone during the funding period. Where milestones are expected to be completed after the agreed due date the CRC must provide a reason for the delay, specifying the proposed strategies to achieve the milestone.
- **No** – the CRC will not achieve the milestone during the funding period. The CRC must provide a reason for the milestone not being achieved in the 'reason/details' field. The CRC must specify the strategy to achieve the overall output/outcome/impact this milestone relates to in the 'strategies' field. Any cancellation of a milestone may trigger a departmental compliance and risk activity (i.e. Check-in, On-site visit or CRC Evaluation).

CRCs must ensure the status of milestones is reported correctly and in accordance with the definitions above. Milestones reported as 'Yes' and 'No' at the end of a financial year will be logged in CRC Online by the department and be locked as reported (i.e. they cannot be changed in future years). Milestones reported as 'In Progress' will continue to progress and must be reported on in future financial years.

Note: Please keep your 'Comment' response to a maximum of 800 characters (with spaces) as the fields in a CRC Online milestone report is limited to a maximum of 800 characters.

### 7.2. Online financial tables

The financial information provided in the CRC Online financial tables must be the income and expenditure for the activities as identified in the Funding Agreement. Income must be reported on a cash basis and expenditure on an accrual basis. The reporting of cash income must be consistent with the quarterly reports submitted for the financial year.



Income from all participants, including third parties which are contributing to the activities, must be included (see 4.12). Income or expenditure for work the CRC undertakes outside of the activities (which may include other grants, contracts, consultancies, fee for service etc.) must not be reported in the CRC Online financial tables.

A spreadsheet of the CRC's financial tables highlighting data entry requirements for the reporting period may be downloaded from CRC Online.

### **7.2.1. Financial tables**

This section sets out the reporting requirements for the online financial tables. To assist in the department's analysis of the financial tables, CRCs must provide explanations for deviations from the Funding Agreement and any other relevant additional information in the 'notes' field for each of the tables.

#### **Table 1a and table 1b: in-kind contributions**

In tables 1a and 1b, CRCs must report the actual in-kind contributions for the financial year and projected contributions over the life of the CRC.

##### Table 1a: staff in-kind

Enter in the number of full-time equivalent staff in-kind contributions (FTEs) to one decimal place for each category of personnel per annum. Tables are to be completed for each participant. CRCs must report an aggregated FTE for the other participants, including contributions from third parties supporting the activities.

##### Table 1b: non-staff in-kind

Enter in the value of the non-staff in-kind contributions in dollar terms (\$000's) for each participant per annum. CRCs must provide an aggregated amount for the other participants, including contributions from third parties to support the activities.

Note: Access to large capital items provided as non-staff in-kind contributions must be valued proportionally to the usage by the CRC and based on the running costs and depreciation of the capital item.

#### **Table 2: Cash contributions (cash based accounting method)**

In table 2, CRCs must report the cash contributions for the financial year and projected contributions over the life of the CRC. Enter in the actual cash contributions (in \$000's) for each participant per annum.

CRCs must provide an aggregated amount for the other participants to support the activities. Other firm cash can only be used to report:

- cash received from third party organisations which have contributed cash resources for the activities;
- carry-over cash from the previous Funding Agreement (for extension CRCs); and
- other cash income which cannot be shown as participant contributions, including GST received and interest.

The source(s) of other firm cash must be listed in the 'notes' field for this table.

Note: Commonwealth funding sections of table 2 will be automatically generated by CRC Online. If this field is blank please contact your CRC Program Liaison Officer.

#### **Table 3: Expenses (accrual based accounting method)**

In table 3, CRCs must report expenses (on an accrual basis) of the account in the financial year, and projected expenses over the life of the CRC, against the categories in the table.

The categories are:

1. Employee expenses including salaries and employee related direct salary on-costs including:
  - Payroll tax;
  - Workers' compensation insurance;



- Provision for annual and long service leave;
  - Leave loadings and termination payments; and
  - Superannuation expenses.
2. Supplier expenses including:
    - Expenses related to the purchase of goods and services, operating lease costs, etc.; and
    - Indirect staff costs such as training and conference attendance.
  3. Capital expenses including:
    - the purchase of an asset of a durable nature, the purchase price of which exceeds \$20,000; and
    - Expenditure, or projected expenditure, of over \$20,000 for renovation of buildings for the CRC.
  4. Other expenses include all other expenses such as:
    - Provision for taxation liabilities.

Note: Total capital item expenditure from the account must be listed regardless of whether the asset will be owned by the CRC or a participant. Capital expenditure on a single item of \$20,000 or above must be itemised in the 'notes' field for this table.

**Table 4: Allocation of resources (accrual based accounting method)**

In table 4, CRCs must specify the allocation of resources for each research program for the financial year and projected allocations over the life of the CRC. Expenses are to be stated on an accrual basis.

**Table 5: Allocation by category**

All CRCs must provide a breakdown of resources into research, utilisation and administration costs overall for the reporting period for whole of government reporting.

As this table does not appear in the Funding Agreement, a sample table showing how the information will be collected in CRC Online is provided below to assist CRCs.

Note:

- The total staff in-kind FTE figure must match the totals in table 1a.
- The total non-staff in-kind figure must match the total in table 1b.
- The total cash expenses must match the total in table 3.

Sample table: Allocation by category:

Research:

- Program leader/ senior manager (FTE)
- Key researcher/ manager (FTE)
- Researcher/ professional (FTE)
- Support staff (FTE)
- Non-staff in-kind (\$'000s)
- Expenses (\$'000s)

Utilisation:

- Program leader/ senior manager (FTE)
- Key researcher/ manager (FTE)
- Researcher/ professional (FTE)
- Support staff (FTE)
- Non-staff in-kind (\$'000s)
- Expenses (\$'000s)

Administration:

- Program leader/ senior manager (FTE)
- Key researcher/ manager (FTE)
- Researcher/ professional (FTE)
- Support staff (FTE)

- Non-staff in-kind (\$'000s)
- Expenses (\$'000s)

Total:

- Program leader/ senior manager (FTE)
- Key researcher/ manager (FTE)
- Researcher/ professional (FTE)
- Support staff (FTE)
- Non-staff in-kind (\$'000s)
- Expenses (\$'000s)

The following definitions must be used to attribute the expenses:

### **Research**

Research and development (R&D) is defined, in accordance with the OECD standard, as creative work undertaken on a systematic basis in order to increase the stock of knowledge, including knowledge of man, culture and society, and the use of this stock of knowledge to devise new applications. R&D covers three activities: basic research, applied research and experimental development. While basic and applied research activities are characterised by original investigations undertaken to acquire new knowledge, experimental development is systematic work which draws on existing knowledge gained from research and/or practical experience, and directed at producing new products, installing new processes/systems or improving substantially those already produced or installed.

The basic criterion for distinguishing R&D from the wider family of related scientific/technological and economic activities of which it is a part is the presence of an appreciable element of novelty and the resolution of scientific and/or technological uncertainty.

It also has investigation as a primary objective, the outcome of which is new knowledge (with or without a specific practical application, or new or improved materials, products, devices, processes or services) and R&D ends when work is no longer primarily investigative.

R&D includes:

- Postgraduate research, including supervision of the research;
- Development of new teaching methods;
- Specialised scientific and technical information services which are undertaken solely in support of R&D i.e. scientific data collection, coding, recording, classification, dissemination, translation, analysis and bibliographic services;
- Collecting data in support of R&D work;
- Feasibility studies undertaken in support of R&D;
- Development of new treatments and procedures;
- Phase 1, 2 and 3 clinical trials;
- Development of new or vastly improved methods of data acquisition, processing and interpretation of data;
- Surveying undertaken as an integral part of a project to observe geological phenomena; and
- Design, construction and testing of prototypes.

R&D excludes:

- Teaching and training students, using established methods and subject knowledge;
- Routine tests;
- Phase 4 clinical trials (unless they bring about further scientific or technological advance);
- Commercial, administrative and legal work associated with patenting, copywriting and licensing;
- Market research and opinion polls;
- Trial production and copying of prototypes; and
- All other activities which are ancillary or consequential to R&D.

### **Utilisation**

Utilisation includes the scientific, technological, organisational, financial and commercial steps associated with the technology transfer and take-up (incorporation) and use/application of research outputs by end-users. Utilisation includes professional education and training programs conducted with the aim of transferring expertise or practical information arising from the CRC's research outputs. Commercial utilisation includes the manufacture, sale, hire or other exploitation of a product or process, or the

provision of a service, incorporating IP developed by the CRC, or licensing of any third party to do any of those things, or otherwise licensing or assigning the CRC IP.

## **Administration**

Administration expenses include:

- Expenses incurred during the operation and general administration of the CRC, excluding direct research and utilisation expenses;
- Expenses for indirect support costs which are ancillary or consequential to research and utilisation; and
- Expenses incurred in teaching and training students, using established methods and subject knowledge.

## **7.3. Management Data Questionnaire**

### **7.3.1. Overview**

The MDQ data must be completed through CRC Online or if CRC Online is not available via the attachment provided with the annual report. All information in the MDQ must be consistent with the information provided in the written annual report. Unless otherwise specified:

- CRCs must enter all \$ value figures in \$000's; and
- All questions in the MDQ relate to the financial year from 1 July to 30 June – the 'reporting period'.

Detailed guidance on what is required in the MDQ is provided at [Attachment C](#).

Note: CRC Online input of MDQ information is through individual screens and is similar in format to the guidance provided at [Attachment C](#) which may be useful when CRCs are preparing their MDQ data.

### **7.3.2. Confidentiality of MDQ data**

CRCs should be aware information collected through the MDQ can be aggregated for publication by the Commonwealth and may be used for reporting purposes to promote the Program. The Commonwealth will seek the CRC's permission prior to the use of sensitive data.

## **8. Audit Requirements**

### **8.1. Audited financial statement on the CRC Online financial tables**

The audited financial statement on the CRC Online financial tables must comply with the audit guidelines at [Attachment B](#). As outlined in section 7.2, the financial information provided in the CRC Online financial tables must be the income and expenditure to undertake the activities as specified in the Funding Agreement. Income must be reported on a cash basis and expenditure on an accrual basis. The reporting of cash income must be consistent with the quarterly reports submitted for the financial year and any inconsistencies must be explained.

A scanned copy of the audited financial statement on the CRC Online financial tables (signed and dated) must be uploaded to CRC Online. The CRC is required to keep the original signed copy and provide it to the department if requested.

## 8.2. Audited financial statement on the Account

A scan of the signed original audited financial report on the Account, which includes an accrual accounting report on revenues, expenses, assets, liabilities and cash flows of the Account, must be uploaded to CRC Online. As specified in the Funding Agreement, the CRC must establish an Account for the purpose of funding the activities of the CRC.<sup>1</sup>

The CRC is required to keep the original signed copy of the audited financial statement on the Account and provide it to the department if requested.

## 8.3. Audited financial statement on the CRC company / CRC

A scan of the signed original audited statement of the financial position of the CRC company or CRC (as applicable) must be uploaded to CRC Online. This must be an overarching report which covers the financial position for the CRC as a whole (i.e. both the CRC's activities as specified in the Funding Agreement, and all other activities undertaken by the CRC).

CRCs are required to keep the original signed copy of the audited financial statement on the CRC company/CRC and provide it to the department if requested.

# 9. Privacy, Freedom of Information and Confidentiality

## 9.1. Privacy

In preparing the annual report, CRCs, including all persons, bodies and organisations involved in the CRC Program, must adhere to the *Privacy Act 1998 (Cth)* and the 'Australian Privacy Principles'. The annual report should also be prepared in line with the confidentiality and privacy clauses in the Funding Agreement.

## 9.2. Freedom of information

All documents created or held by the department with regard to the CRC Program are subject to the *Freedom of Information Act 1982* ('FOI Act'). Further information can be found in the CRC Program guidelines.

## 9.3. Confidentiality

Annual reports are intended to be public documents and CRCs are encouraged to publish their annual reports on their website. CRCs must submit any confidential information as a separate appendix clearly marked 'Confidential Material'. Such appendices may be made publicly available on a confidential basis as part of any evaluation of the CRC Program as a whole. The department does not make CRCs' annual reports available to the public without first seeking permission, however, the reports may be subject to freedom of information request.

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<sup>1</sup> The Account can consist of one or more bank accounts, but must be treated as a single Account for reporting and auditing purposes.

## Attachment A: CRC Reporting Obligations in the final 18 months of operation

Requirement	Activity	Due date
Wind-up Plan initial development.	Board approval of the CRC's overall strategy to cease CRC operations and funded activities, developed in consultation with the participants.	18 - 12 months, prior to end of funding.
Second last Annual Report.	Annual report submission for the second last (penultimate) financial year.  This includes sections on the wind-up plan and exit report, which is submitted as part of this annual report.	4 months, after the 2 <sup>nd</sup> last financial year.
Potential update to the Wind-up Plan and/or Exit Report information.	The department may require an update to the information provided in the wind-up plan and/or exit report, prior to final annual report submission.	As required, prior to end of funding.
Final Annual Report.	Final annual report submission for the last financial year.  This includes the updated sections on the wind-up plan and exit report, which is submitted as part of the final annual report.	4 months, after the last financial year.

## Attachment B: Audit Guidelines

CRCs must provide an audited financial statement in respect of the financial year or part thereof indicating the sources of funding (whether in the form of cash or in-kind) for the activities of the CRC as specified in the Funding Agreement, and the application of funding to each head of expenditure (i.e. an audited statement on the CRC Online financial tables, as specified in these guidelines, for the CRC).

The audit must be conducted by a qualified accountant and the statement must include an opinion on all items in the attached template.

A **qualified accountant**, as defined in the Funding Agreement, is:

- a) A person registered as a company auditor or a public accountant under a law in force in a State or Territory; or
- b) A member of the Institute of Chartered Accountants in Australia, or a CPA member of CPA Australia, or a Professional National Accountant Member of the National Institute of Accountants; who is independent of the CRC participants and the management of the CRC and free of any business or other relationship which could materially interfere with the exercise of their judgement.

Given the size and structure of most CRCs it would be considered best practice to utilise a **registered company auditor**.

The scope of the audit statement required from a CRC must address a range of issues which are wider than a financial statement usually provided by an auditor. CRCs should therefore request their auditor to provide the audit report on financial information other than a general purpose financial report (AUS 802) in order to comply with the reporting requirements of the Funding Agreement.

The CRC's auditor must be fully informed of the terms and conditions under which the CRC Program funding and other contributions have been provided to the CRC to ensure the auditor is able to provide a statement which meets the Commonwealth's requirements. Accordingly, the CRC must provide its auditor with a copy of the Funding Agreement with the latest variations approved by the Commonwealth.

### Requirements of the auditor

The auditor must conduct an audit in accordance with Australian auditing standards and form an opinion on the financial information provided by the CRC. The auditor must address a number of issues which are set out in the Funding Agreement. Templates for the auditor's statement have been included with these guidelines to assist the auditor to satisfy the audit requirements of the CRC under the Funding Agreement. Using the template is not a requirement, however the Statement must cover all areas outlined in the template and be signed and dated.

## Template for the Auditor's Statement

### Auditor's Statement

Provide a statement for each non-compliant area or other issue you identify.

The auditor's statement **must** address and provide an opinion on whether:

1. The financial statements present fairly that contributions, both cash and in-kind, have been made and recorded in accordance with the budget as specified in Schedule 4 and in accordance with the terms of the Funding Agreement.

*[If not, please list in a table, actual contributions which are more than 10% less than the contracted amount set out in the Funding Agreement and briefly describe the variation.]*

2. In accounting for Commonwealth funding and contributions, the CRC has exercised proper accounting standards and controls (clause 10.5 (a)).

*[If not, please list and provide comment on exceptions.]*

3. The CRC has met its obligations to the Commonwealth in relation to capital items (clause 10.2(a)).

*[If not, please list and provide comment on instances in which these obligations have not been met.]*

4. The cash contributions and Commonwealth funding have been paid into and expended from the CRC's Account, in accordance with the Funding Agreement, and all interest on the balance of the Account has been credited to the Account (clause 10.5).

*[If not, please list and provide comment on the instances in which these requirements have not been met.]*

In my opinion the reports specified under clause 12.7 (b), and (c) present fairly that the: Commonwealth funding and the contributions have been expended solely for the activities and in accordance with Schedule 4 of this contract and Australian accounting concepts and applicable Australian standards; and all transactions for the activities as specified in Schedule 2 have been conducted through the Account.

Signature: .....

Name: .....

Date: .....

Company: .....



# Attachment C: Management Data Questionnaire (MDQ)

## Privacy Notice

The Department of Industry, Innovation and Science (the department) collects and records personal information contained in this form for the purpose of administering the CRC Program. No personal information will be used or disclosed for any other purpose without prior consent unless in compliance with or authorised by law. The MDQ is to be completed either online through CRC Online which can be accessed from the CRC Program website: [www.business.gov.au](http://www.business.gov.au) or via the attachment provided at Stage 2 of the selection process.

## General instructions

- All data reported through the MDQ must relate to the reporting period only (1 July to 30 June), unless otherwise specified.
- Please report all financial values in Australian dollars (\$AUD).
- For questions where the response is zero or the question is not applicable, please enter '0' in the appropriate box. All questions must be answered.
- Sections 2-4 of the MDQ require information for the activities only, as specified in the Funding Agreement.
- Sections 5 and 6 of the MDQ may ask for information regarding both the activities as specified in the Funding Agreement and all other activities of the CRC, or either of these options. Please read the questions in this section carefully to ensure all requirements are addressed.

## 2018-19 MDQ Questions

### Section 1 - Contact Details

#### 1.1 Contact person

##### Instructions

- Contact person must be able to answer any questions the department may have regarding your response to this questionnaire.

##### Questions

- Given name
- Family name
- Position
- Phone
- E-mail

### Section 2 - Research

#### 2.1 Formal Research Publications

##### Instructions

- Data must only relate to the CRC's Activities, as specified in the Funding Agreement.
- The definition for each type of publication is the same as used by the Department of Education and Training [Higher Education Research Data Collection](#) (HERDC).
- Provide the number of each type of research publication published during the reporting period.
- Exclude: Publications or reports for industry or other users not fitting within the HERDC categories.

##### Questions

- Number of books – authorised research (unweighted)
- Number of book chapters
- Number of articles in scholarly refereed journals
- Number of full written conference paper – refereed proceedings

## **2.2 End-user publications and reports**

### **Instructions**

- Data must only relate to the CRC's Activities, as specified in the Funding Agreement.
- End-user: A person, organisation, industry or community who will directly apply or directly benefit from the output, outcome or results of the CRC's research. End-users can be participants in the CRC but also they can be entities who are not associated with the CRC.
- Include: Reports, papers, newsletters, booklets, computer/software programs, web portals, blogs, websites etc. aimed at transferring know-how or practical information to end-users.
- Include: Confidential publications.
- Exclude: Any publication reported at question 2.1.
- Exclude: Publicity brochures, web sites, etc. providing only general information on the CRC's activities.

### **Question**

- Number of publications and reports arising from the CRC's activities published during the reporting period and produced with the aim of transferring know-how or practical information to end-users.

## **2.3 Engagement in research and development**

### **Instructions**

- Data must only relate to the CRC's Activities, as specified in the Funding Agreement.
- Professional researcher staff are defined as academic and other professional researcher staff.
- Provide the number of full-time equivalent (FTE) people devoted to research and development during the reporting period, broken down into professional research staff, technical and other staff and postgraduate research students. This includes all FTE (cash funded and in-kind).
- Refer to the definition of research contained in the annual report guidelines.

### **Questions**

- Number of professional researcher staff (FTE)
- Number of Technical/ other staff (FTE)
- Number of postgraduate students (FTE)

## **2.4 Science and Research Priorities**

The government's Science and Research Priorities identify areas of immediate and critical importance to the nation.

Further information on the Science and Research Priorities is available on the [Department of Industry, Innovation and Science website](#).

### **Instructions**

- Data must only relate to the CRC's Activities, as specified in the Funding Agreement.
- Provide an estimate of the percentage of CRC Activities contributing to each Science and Research Priority aim.
- The percentages do not need to add up to 100%, as some CRC Activities may not be related to the Science and Research Priorities. The total percentage must not exceed 100%.

### **Questions**

The percentage of Activity contributing to each of the nine Science and Research Priorities:

- **Food:** *Develop internationally competitive, sustainable, profitable, high intensity and high production capacity in new and existing food products and maintain Australia's reputation for clean, safe and quality-controlled food production.*

This priority will assist Australia by conducting research leading to:

1. Knowledge of global and domestic demand, supply chains and the identification of country specific preferences for food Australia can produce.
2. Knowledge of the social, economic and other barriers to achieving access to healthy Australian foods.
3. Enhanced food production through:
  - novel technologies, such as sensors, robotics, real-time data systems and traceability, all integrated into the full production chain.

- better management and use of waste and water; increased food quality, safety, stability and shelf life.
  - protection of food sources through enhanced biosecurity.
  - genetic composition of food sources appropriate for present and emerging Australian conditions.
- **Soil and Water:** *Focusing on Australia's critical soil and water assets, build capacity for improved accuracy and precision in predicting change to inform better decision making.*  
This priority will assist Australia by conducting research leading to:
  1. New and integrated national observing systems, technologies and modelling frameworks across the soil-atmosphere-water-marine systems.
  2. Better understanding of sustainable limits for productive use of soil, freshwater, river flows and water rights, terrestrial and marine ecosystems.
  3. Minimising damage to, and developing solutions for restoration and remediation of, soil, fresh and potable water, urban catchments and marine systems.
- **Transport:** *Develop low cost, reliable, resilient and efficient transport systems responding to Australia's changing urban, regional and remote communities and meet the needs of business.*  
This priority will assist Australia by conducting research leading to:
  1. Low emission fuels and technologies for domestic and global markets.
  2. Improved logistics, modelling and regulation: urban design, autonomous vehicles, electrified transport, sensor technologies, real time data and spatial analysis.
  3. Effective pricing, operation, and resource allocation.
- **Cybersecurity:** *Position Australia as a leader in cutting edge cyber security research and innovation to safeguard Australia's security, enhance resilience and enable economic growth.*  
This priority will assist Australia by conducting research leading to:
  1. Highly-secure and resilient communications and data acquisition, storage, retention and analysis for government, defence, business, transport systems, emergency and health services.
  2. Secure, trustworthy and fault-tolerant technologies for software applications, mobile devices, cloud computing and critical infrastructure.
  3. New technologies and approaches to support the nation's cybersecurity: discovery and understanding of vulnerabilities, threats and their impacts, enabling improved risk-based decision making, resilience and effective responses to cyber intrusions and attacks.
  4. Understanding the scale of the cyber security challenge for Australia, including the social factors informing individual, organisational, and national attitudes towards cyber security.
- **Energy:** *Enabling the Australian energy sector to improve efficiency, reduce emissions and integrate diverse energy sources into the electricity grid and, as a result, create jobs, growth and export opportunities.*  
This priority will assist Australia by conducting research leading to:
  1. Low emission energy production from fossil fuels and other sources.
  2. New clean energy sources and storage technologies to be efficient, cost-effective and reliable.
  3. Australian electricity grids to readily integrate and more efficiently transmit energy from all sources including low- and zero-carbon sources.
- **Resources:** *Support the exploration of traditional resources (metals, minerals, coal and gas), rare earth elements and groundwater and develop new technologies and knowledge to allow safe, environmentally sensitive and economically viable resource extraction.*  
This priority will assist Australia by conducting research leading to:
  1. A fundamental understanding of the physical state of the Australian crust, its resource endowment and recovery.
  2. Knowledge of environmental issues associated with resource extraction.
  3. Lowering the risk to sedimentary basins and marine environments due to resource extraction.
  4. Technologies to optimise yield through effective and efficient resource extraction, processing and waste management.
- **Advanced Manufacturing:** *Develop and support existing industries while enabling the development of a new and advanced manufacturing sector.*  
This priority will assist Australia by conducting research leading to:
  1. Knowledge of Australia's comparative advantages, constraints and capacity to meet current and emerging global and domestic demand.
  2. Cross-cutting technologies to de-risk, scale up, and add value to Australian manufactured products.
  3. Specialised, high value-add areas such as high-performance materials, composites, alloys and polymers.

- **Environmental Change:** *Build Australia's capacity to respond to environmental change and integrate research outcomes from biological, physical, social and economic systems.*  
This priority will assist Australia by conducting research leading to:
  1. Improved accuracy and precision in predicting and measuring the impact of environmental changes caused by climate and local factors.
  2. Resilient urban, rural and regional infrastructure.
  3. Options for responding and adapting to the impacts of environmental change on biological systems, urban and rural communities and industry.
- **Health:** *Build healthy and resilient communities throughout Australia by developing treatments, solutions and preventative strategies to improve physical and mental well-being and improve the efficiency and effectiveness of Australia's health care system. This priority is focussed mainly on health services and public health research.*  
This priority will assist Australia by conducting research leading to:
  1. Better models of health care and services to improve outcomes, reduce disparities for disadvantaged and vulnerable groups, increase efficiency and provide greater value for a given expenditure.
  2. Improved prediction, identification, tracking, prevention and management of emerging local and regional health threats.
  3. Better health outcomes for Indigenous people, with strategies for both urban and regional communities.
  4. Effective technologies for individuals to manage their own health care, for example, using mobile apps, remote monitoring and online access to therapies.

### **Section 3 - Intellectual Property**

#### **3.1 Intellectual property held by the CRC and its participants over the life of the CRC to the end of the reporting period.**

##### **Instructions**

- Data must only relate to the CRC's Activities, as specified in the Funding Agreement.
- This question is asking for a snapshot of your CRC's and its participant's total patent and/or plant breeder's rights holdings relating to CRC activities over the life of the CRC to the end of the reporting period.
- **Held/Maintained:** IP held or maintained by the CRC or its participants during the reporting period.
- **End-user:** A person, organisation, industry or community who will directly apply or directly benefit from the output, outcome or results of the CRC's research. End-users can be participants in the CRC but also they can be entities who are not associated with the CRC.
- **Include:** All patents in a single patent family, including when filed in multiple jurisdictions.
- **In Australia** means with IP Australia.

##### **Questions**

- Number of patents and plant breeder's rights held by the CRC and/or its participants relating to CRC activities over the life of the CRC to the end of the reporting period (in Australia and internationally).
- Number of other intellectual property (registered designs, trademarks and trade secrets) maintained by the CRC and/or its participants over the life of the CRC to the end of the reporting period (in Australia and internationally).
- Total number of LOAs (Licences/Options/Assignments) active between the CRC and end-users at the end of the reporting period.
- Income (\$000's) from all LOAs between the CRC and end-users at the end of the reporting period.

#### **3.2 Material transfer agreements and direct sales**

##### **Instructions**

- Data must only relate to the CRC's Activities, as specified in the Funding Agreement.
- **End-user:** a person, organisation, industry or community who will directly apply or directly benefit from the output, outcome or results of the CRC's research. End-users can be participants in the CRC but they can also be entities who are not associated with the CRC.
- **Material transfer agreement:** a written agreement outlining the terms and conditions governing the transfer of research materials from the CRC to another entity for internal purposes only.

- **Direct sales:** The sale of physical products generated by the CRC (as opposed to the provision of research or expertise) based on the CRC's IP and its participant's IP relating to CRC activities.
- **Gross contract value:** The full contracted value, regardless of whether any or all payments were made in the reporting period. Only include material transfer agreements executed and direct sales made in the reporting period.
- Exclude: Licences, options and assignments reported under question 3.1.
- Exclude: Material transfer agreements and direct sales to spin-off companies reported under question 3.3.

#### Questions

- Number of material transfer agreements executed by the end of the reporting period.
- Gross contract value (\$000's) of material transfer agreements by the end of the reporting period.
- Number of direct sales executed by the end of the reporting period.
- Gross contract value (\$000's) of direct sales by the end of the reporting period.

### **3.3 Spin-off companies**

#### Instructions

- Data must only relate to the CRC's Activities, as specified in the Funding Agreement.
- **Spin-off companies created by the CRC:** Any new firm having the primary aim of commercialising or exploiting new technology or IP created by the CRC.
- **Operational:** A company is operational when it possesses sufficient financial resources and expends these resources to make progress toward stated business goals.

#### Questions

- Number of new operational spin-off companies created by the CRC during the reporting period.
- Cumulative number of patents and plant breeder's rights from operational spin-off companies relating to CRC activities held up to the end of the reporting period.
- Income (\$000's) (e.g. royalties, contributions, sale of equity) up to the end of the reporting period from all spin-off companies created by the CRC.

## **Section 4 - Education**

### **4.1 Doctorate by Research, Masters by Research, Honours and other postgraduate students**

#### Instructions

- Data must only relate to the CRC's Activities, as specified in the Funding Agreement.
- **Course completions:** The successful completion of all the academic requirements of a course which includes any required attendance, assignments, examinations, assessments, dissertations, practical experience and work experience in industry.
- **EFTSL:** Equivalent full-time student load (EFTSL) or full-time equivalent (FTE) is a measure of the study load, for a year, of a student undertaking a course of study on a full-time basis, as used by the Department of Education and Training [Higher Education Information Management System \(HEIMS\)](#)
- Include: Masters by Research students (course for which at least two-thirds of the student load is required as research work).
- Include: Higher Degree by coursework, Graduate Diploma and Graduate Certificate students.
- Include: Only students who work on CRC activities and who are regarded as part of the CRC.
- Include: Doctorate by Research degrees (course for which at least two-thirds of the student load is required as research work).

#### Questions

- Equivalent full-time student load (EFTSL) of students working for their Doctorate by Research, Masters by Research, Honours and other postgraduate qualifications at the end of the reporting period.
- Number (headcount) of Doctorate by Research, Masters by Research, Honours and other postgraduate course completions over the life of the CRC to the end of the reporting period.

### **4.2 Graduate employment destination after completing postgraduate qualifications**

#### Instructions

- Data must only relate to the CRC's Activities, as specified in the Funding Agreement.

- **End-user:** A person, organisation, industry or community who will directly apply or directly benefit from the output, outcome or results of the CRC's research. End-users can be participants in the CRC but they can also be entities who are not associated with the CRC.
- **Course completions:** The successful completion of all the academic requirements of a course which includes any required attendance, assignments, examinations, assessments, dissertations, practical experience and work experience in industry.
- **Include:** Only graduates who worked on CRC activities and who were regarded as part of the CRC.
- **Exclude:** Students who did not complete their formal postgraduate qualification.

#### Questions

- Number of Doctorate by Research, Masters by Research, Honours graduates and other postgraduates taking up employment with industry over the life of the CRC to the end of the reporting period.

### **4.3 Other education activities**

#### Instructions

- Data must only relate to the CRC's Activities, as specified in the Funding Agreement.
- **Include:** Involvement with students who work on CRC activities and who are regarded as part of the CRC.

#### Question

- Number (headcount) of non-university students engaged in formal education activities including TAFE, VET etc. courses over the life of the CRC to the end of the reporting period.

## **Section 5 - Collaboration**

### **5.1 Domestic collaboration**

#### Instructions

- Data must relate to both the CRC's Activities, as specified in the Funding Agreement, and all other activities of the CRC.
- **Collaboration:** Active joint participation between organisations, which involves sharing of both knowledge and risk (includes participants and third party organisations).
- **Exclude:** Fee-for-service arrangements.
- **Include:** All participant and non-participant domestic organisations collaborating with the CRC during the reporting period, including industry, end-users and research organisations.
- **Exclude:** All international organisations reported at question 5.2.
- Participants are those formal participants having signed a Participants Agreement with the CRC. Participants are listed in the Schedules of the Funding Agreement.
- Include collaborations involving any participants, (CRCs established prior to Round 18 will need to include Other Participants where applicable).

#### Question

- How many domestic organisations were involved in collaborations during the reporting period?
- Of those domestic organisations involved in collaborations, how many were government, industry, research and other.

### **5.2 International collaboration**

#### Instructions

- Data must relate to both the CRC's Activities, as specified in the Funding Agreement, and all other activities of the CRC.
- **Collaboration:** Active joint participation between organisations, which involves sharing of both knowledge and risk.
- **Exclude:** Fee-for-service arrangements.
- Identify international collaborators in Participation Type as either Participant or Third Party. Note: Participants are those having signed a Participant's Agreement with the CRC and are listed in the Funding Agreement. Third Party international collaborators are not participants, select Third Party in the Participant Type.
- **Exclude:** All organisations reported at question 5.1.

- Include: Collaborations with all international participants in the participant field, (CRCs established prior to Round 18 will need to include Other Participants where applicable).
- Please note: 'Country' includes separate economies (like Hong Kong, Taiwan) and supranational groupings (like the European Union).

#### Questions

- Organisation name
- Participation type
- Organisation type
- Sector type
- Country
- Nature of collaboration
- Description
- Percentage satisfaction with the collaboration during the reporting period (whole number only)

### **Section 6 - Other**

#### **6.1 Other financial assistance / grants**

##### Instructions

- Data must relate to the other activities of the CRC, outside of the Activities specified in the Funding Agreement.
- Provide the total number of financial assistance arrangements/grants from or State and Territory government sources or agencies awarded to the CRC during the reporting period.
- Report the full amount of new financial assistance/grants awarded: e.g. the value of a grant for a three-year research project should be reported in full, not pro-rated across the three years of the project.
- Exclude: Funds from the CRC Program and participant contributions.
- Exclude: R&D tax concession/credit.
- All amounts are to be reported in thousands of dollars (\$000's) at current prices.

##### Questions

- Number and value of other government funded financial assistance arrangements or grants (excluding CRC Program funds and participant contributions) awarded to the CRC during the reporting period.
- Number and value of other industry-funded financial assistance (excluding participant contributions) given to the CRC during the reporting period.
- Number and value of other research sector-funded financial assistance (excluding participant contributions) given to the CRC during the reporting period.
- Number and value of other private not-for-profit sector-funded financial assistance (excluding participant contributions) given to the CRC during the reporting period.

#### **6.2 Contracts, consultancies and direct sales – other activities**

##### Instructions

- Data must relate to the other activities of the CRC, outside of the Activities specified in the Funding Agreement.
- **Consultancy and contract agreements:** Agreements for the conduct of research on behalf of clients and for the provision of expert advice based on the CRC's existing knowledge skills and capabilities.
- **Direct sales:** Sale of physical products generated by the CRC (as opposed to the provision of research or expertise) based on the IP generated by the CRC and its participants.
- **Gross contract value:** Full contracted value, regardless of whether any or all payments were made in the reporting period.
- Include: Contracts/consultancies executed and direct sales made in the reporting period only.
- Exclude: Financial assistance arrangements/grants awarded reported in 6.2.

##### Questions

- Number of consultancies, contracts and direct sales of other activities during the reporting period.
- Gross contracted value (\$000's) from consultancies, contracts and direct sales of other activities during the reporting period.