Cooperative Research Centres (CRC) Program

CRC Online
External User Guide
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1. About CRC Online

1.1 Overview

The CRC Online system is a contract management tool used by the Cooperative Research Centres (CRC) Program to support the management of the Funding Agreement with CRCs, record CRC information, generate reports on CRC activities and resources, and to facilitate payment processes.

CRC Online operates as a web based interface and can be accessed by CRC staff (external users) and departmental staff (internal users) through https://online.crc.gov.au/Logon/Logon.aspx.

CRC Online is the principle means by which CRCs report to the department and manage information about the CRC and its activities. This includes:

- recording the CRC headquarters, CRC personnel and payment details.
- submitting the quarterly reports and the tax invoices.
- submitting the CRC annual report including a written report, annual milestone achievements, financial information, the Management Data Questionnaire (MDQ) and other relevant reporting information as applicable.

1.2 About the User Guide

This User Guide has been developed to assist CRCs in using CRC Online to fulfil the requirements above.

The guide is broadly divided into 10 sections. Sections 1-6 cover accessing the CRC Online system as well as inputting and maintaining CRC records and key information. Sections 7-10 cover the mandatory CRC reporting processes, including preparing and lodging a quarterly report and tax invoice and completing and lodging an annual report.

As CRC Online information and key reporting functions are restricted to specific CRC user access levels, it is important that you familiarise yourself with the access rules that apply to your role in the CRC before you get started with using the system. Further details of the user roles are outlined in Attachment A.

Feedback is welcome on the guide. Please send your comments to: crc.program@industry.gov.au.

1.3 CRC Program Helpdesk (covering CRC Online)

Should you require assistance with CRC Online, please direct all enquiries to the CRC Program Helpdesk on 02 6213 7177 or crc.program@industry.gov.au.

Note: The Helpdesk is available during office hours (Monday to Friday – 9.00am to 5.00pm AEST).
2. Getting access to CRC Online

2.1 Where to access the website

The link to CRC Online is accessed through the CRC Program page on business.gov.au as shown in Figure 1.

![Cooperative Research Centres (CRCs) Grants](image)

Figure 1: The CRC Program page on business.gov.au, showing where to access CRC Online.

2.2 New CRCs and new users

For new CRCs, access to CRC Online is initially arranged by the department for the CRC chair, CEO and business manager. Your program liaison officer will commence the initial set up of the CRC in CRC Online and a system administrator will arrange for an email and password to be sent to these personnel.
Other CRC personnel who wish to access CRC Online will need to request to be added to CRC Online as new users by either their business manager or CEO after the CRC has been activated by a system administrator in CRC Online.

2.2.1 First time log on
When logging on for the first time, select the “Log on” menu option (reference (a) in Figure 2) and enter the username and password (provided by the department) in to the appropriate fields in the log on screen. Do not select the “New user” menu option (reference (b) in Figure 2) as it is no longer functional. The “New user” menu option was previously used for applicants to register when selection rounds were being run out of CRC Online. CRC Selection rounds are now conducted through smart forms on business.gov.au).

![CRC Online Log On screen, showing the link for existing users (a), new users (b), and if you have forgotten your password (c).](image)

2.2.2 Creating a password
When a new user is registered in the system, an email is sent to them confirming their registration, system role and username. A temporary password is also provided to enable the user to log on for the first time. The temporary password will be functional for 24 hours from registration.

After logging on to CRC Online, a user may change their password by selecting the “My password” menu option, which can be found under the “Update my log on details” tab in the CRC Online menu bar.

Passwords are case sensitive, must comprise a minimum of 13 characters, or at least 10 characters with at least three of the following:
- Lowercase letters (a-z);
- Uppercase letters (A-Z);
- Numerical digits (0-9);
- Special characters.

The first time you log on, you will also need to enter additional information that uniquely identifies you.

You only need to do this once, using the following steps, as indicated in Figure 3:
1. Select a question from the “Question” dropdown list. If you choose the “Other” option, a further field will show where you can add your own question.
2. Enter an answer in the “Your answer” field and select [Proceed to log on].
Users have only three attempts to log on. After three consecutive failed log on attempts, your account will lock and you will need to contact the CRC Program Helpdesk to re-set your account. If you have forgotten your password, use the “forgotten password” option (see Section 2.4).

For security reasons, the CRC Online System will prompt users to change their password every three months.

2.3 Existing users

Existing users can log on by entering their username and password in the Log On page, as shown in Figure 2.

2.4 Forgotten passwords

If you forget your password, you can request the system to resend it to you by completing the following steps:

1. On the CRC Online Log On page, enter your username.
2. Select the “Forgotten your password” link (Figure 2(c)), which will take you to the page shown in Figure 4.
3. Enter the answer you recorded to your selected question and select [Submit]. If the system correctly identifies you, it will advise that your password will be emailed to you shortly.

2.5 Logging out

When logged in, clicking “CRC Online log off” (shown in Figure 4(a)) will take you back to the Log On page.
Be sure to log out when you are finished with the CRC Online System, otherwise others may be able to access the system under your account. If a session remains idle for 20 minutes you will automatically be logged out and unsaved data will be lost.
3. Update my details

Staff added as personnel to a CRC and provided with system access must maintain their own name, contact and email details. Staff may also update their password at any time. Details may be changed by selecting the relevant option from under the “Update my log on details” menu item.

3.1 Updating my details

1. Navigate to the Update my details screen as shown in Figure 5.
2. Update your title, first name, last name, phone number and date of birth as appropriate.
3. Select [Update] to save the new details.

![Figure 5: Update My Details screen.](image)

3.2 Update my password

The Update password screen carries common security elements, including a refresh of all fields if the entered password values do not match.

Confirmation of the password change will be provided after the system successfully updates the password.

To change your password:

1. Navigate to the Update password screen as shown in Figure 6.
2. Enter your current password in the “Current password” field.
3. Enter your new password in the “New password” field and then again in the “Confirm password” field.
4. Select [Update] to save the new password.
3.3 Update my email address

The Update email address screen is similar to the Update password screen, requiring entry and validation of user security details before accepting an updated email address. This is because the email address forms a fundamental part of logging on to the CRC Online. Confirmation of the change will be provided after the system successfully updates the email address.

To update your email address:
1. Navigate to the Update email address screen as shown in Figure 7.
2. Enter your current password in the “Password” field.
3. Enter your current email in the “Current email” field.
4. Enter your new email in the “New email” field.
5. Select [Update] to save the new email address.

Always enter your current password first to verify who you are.
4. Getting started with using CRC Online

4.1 Checklist for setting up a new CRC

There are a number of mandatory steps that must be followed by the CEO and business manager before a CRC can be made active in the system. A summary of the key steps is outlined below. You should familiarise yourself with these steps.

Step 1: Register the CRC personnel as existing or new users of the CRC.
The CRC personnel roles of chair, CEO and business manager must be registered by the CRC with the department prior to their roles being set up in CRC Online. A CRC Online system administrator will send these personnel usernames and passwords to establish initial access to the system. Your program liaison officer (PLO) will also be able to assist you if you have difficulty activating your access in CRC Online. Full details of the log on process are covered in Section 2 of this User Guide.

Step 2: Update CRC Details.
The CRC business manager must update the CRC details, including the CRC headquarter details (Section 6.1) and the details of CRC personnel (e.g. program leaders) linked to each of the listed research programs.

Note that before the CRC can be made active in the system, the CEO is required to independently verify the CRC details entered in by the business manager.

4.2 Welcome (Home) page

After logging on, you will see the Welcome page, which provides access to a range of contract management data pages (functions) through the Navigation Bar (see Figure 8(a)).

![Welcome page showing the location of the Navigation Bar (a).](Image)

Figure 8: Welcome page showing the location of the Navigation Bar (a).
4.3 Navigation bar functions

Clicking on any of the links in the Navigation Bar will open up a new drop down menu. Within this menu are links to the various functions available to CRCs.

<table>
<thead>
<tr>
<th><strong>CRC Application</strong></th>
<th><strong>CRC Application</strong>: This menu function was previously used to enable the user to lodge a new CRC Program application in a selection round. This function is no longer used by the CRC Program.</th>
</tr>
</thead>
<tbody>
<tr>
<td>New funding application</td>
<td></td>
</tr>
<tr>
<td>Supplementary application</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>View CRC details</strong></th>
<th><strong>View CRC details</strong>: This menu displays details of CRC personnel and all CRC activities (in non-editable form) (see Section 5).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
</tr>
<tr>
<td>Activities</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Update CRC details</strong></th>
<th><strong>Update CRC details</strong>: This menu is used by the CEO, business manager and the CRC chair to update CRC information. If you are the CRC business manager, you have responsibility for managing your CRC changes and updating information entered as required (see Section 6).</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRC headquarters</td>
<td></td>
</tr>
<tr>
<td>Research locations</td>
<td></td>
</tr>
<tr>
<td>Update personnel</td>
<td></td>
</tr>
<tr>
<td>List programs</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Reporting</strong></th>
<th><strong>Reporting</strong>: This menu is used by the CRC to prepare and submit the quarterly and annual reports which are the key reporting functions under the funding agreement (see Section 7, Section 8 and Section 9).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarterly</td>
<td></td>
</tr>
<tr>
<td>Annual</td>
<td></td>
</tr>
<tr>
<td>Tax invoice</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Update my log on details</strong></th>
<th><strong>Update my log on details</strong>: This menu contains functions to update user’s name, contact details, system password and email address (see Section 3).</th>
</tr>
</thead>
<tbody>
<tr>
<td>My details</td>
<td></td>
</tr>
<tr>
<td>My password</td>
<td></td>
</tr>
<tr>
<td>My email address</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>CRC Directory details</strong></th>
<th><strong>CRC Directory details</strong>: This menu option is no longer in use, but was previously used to prepare the CRC Directory.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
5. View CRC details

The “View CRC details” menu provides links to the Personnel and Activities pages and can be accessed using the Navigation Bar (see Sections 4.2 and 4.3).

5.1 Personnel

The View personnel page (Figure 9) shows all personnel who are active in the CRC, their role and whether they have access to CRC Online. Selecting the “Download records” link will download the records to a spreadsheet.

When staff members are deleted from the CRC, the [List deleted staff] button will be available and can be used to toggle between current and deleted staff.

Figure 9: View Personnel page showing the 'Download records' (a) and 'List deleted staff' (b) links.

5.2 Activities

The Activities page forms the basis of the Milestone reporting pages for the annual report (see Section 9.4 for further information on milestone reporting). The Activities page has three main sections (as shown in Figure 10):

**Upper section – (a) of Figure 10**
The upper section contains the read-only content: CRC name, CRC number and the CRC objective.

**Middle section – (b) of Figure 10**
The middle section contains two dropdown lists to help refine the activities data:
1. The “Category” field contains the options: All, Research Program, Education and Commercialisation (includes ‘Utilisation’). These options filter the results to show data from only that type of milestone.
2. The “Financial Year” field contains the options “All” or “Individual” financial years relevant to the CRC, to filter the results to show data from only the selected financial years.

**Lower section – (c) of Figure 10**
The lower section contains all of a CRC’s Outcomes, Outputs (with delivery dates where applicable) and Milestones, with delivery dates extracted from Schedule 2 of the funding agreement.
The Activities are shown on the page in the following format:

**Outcome 1**

*Output 1.1 (with delivery date)*
*Milestone 1.1.1 (with delivery date)*
*Milestone 1.1.2 (with delivery date)*

**Outcome 2**

*Output 2.1 (with delivery date)*
*Milestone 2.1.1 (with delivery date)*

Selecting the “Download activities spreadsheet” link at the bottom of the page will download the activities to a spreadsheet.

![Activities page](image)

**Figure 10:** Activities page.
6. Adding and updating CRC details

The “Update CRC details” menu in the Navigation Bar provides links to enable editing details relating to the CRC headquarters and personnel.

Note that the Research locations and List programs screens are no longer in use.

6.1 CRC headquarters

The business manager is responsible for entering headquarters details after which they are verified by the CEO.

6.1.1 Adding/updating CRC headquarters – key responsibility of business manager

Upon selecting the “CRC headquarters” link, the following page will appear (see Figure 11). This is where the business manager enters the CRC’s details.

![Figure 11: Headquarters Details page showing the CRC Name (a), CRC Street Address (b), Postal Address (c), the Web Address and Contact Details (d) and Save Details (e).](image)

CRC Name – (a) of Figure 11

The name of the CRC is prefilled in this section.

CRC Street Address – (b) of Figure 11

The street address for the CRC’s headquarters is entered in this section. When entering a postcode for the CRC’s headquarters, the corresponding electorate must be selected from the electorate dropdown list. Electorate details are available from the AEC website.

CRC Postal Address – (c) of Figure 11

To copy the street address to the postal address, select [Click here], otherwise, enter all the relevant data in the fields.

Web Address and Contact Phone – (d) of Figure 11

The web address and contact phone, fax and email for the CRC are entered in this section.

Save Details – (e) of Figure 11
Once all entries have been completed, select [Save details]. A dialogue box will appear informing you that the data has been successfully saved. The CRC headquarter details are now ready for verification.

6.1.2 Verifying CRC headquarters – key responsibility of CEO

After the business manager has entered the headquarter details (or every time the details are changed thereafter), the CEO must verify these details. This can be achieved through the Headquarter details page under the “CRC headquarters” link, shown in Figure 12.

![Figure 12: Headquarter Details screen before verification.](image1)

Once satisfied with the data, the CEO can select [Verify] to validate the data. A dialogue box will appear, informing you that the headquarter details have been verified. The red text in Figure 12: will change to green and state that “the current headquarter details have been verified”.

6.2 Research locations

This screen is no longer in use in CRC Online. CRCs are not required to enter data or maintain data on this screen.

6.3 Update personnel

Upon selecting the “Update personnel” link, the List personnel page will appear (see Figure 13).

![Figure 13: List Personnel page showing links to ‘Add personnel’ (a), ‘Download records’ (b) and ‘List deleted staff’ (c).](image2)

The List personnel page shows all current recorded staff (including their role and CRC Online Access status) and provides links for the following functions:

**Add personnel** – (a) of Figure 13

This provides access to add personnel (see Section 6.3.1).

**Download records** – (b) of Figure 13

This is used to download listed names to a spreadsheet.
List deleted staff – (c) of Figure 13

This option is only available once a staff member has been deleted from the personnel list and provides a list of all deleted staff.

The CRC must nominate a key personnel member with responsibility for management of the CRC’s records on CRC Online. In most cases the business manager has the main responsibility for managing the CRC’s data and CRC Online information, however other personnel can be assigned with this role.

Whatever the case, the personnel member who is assigned to manage the CRC’s information in the system will always require access and must be replaced with another personnel member of the same role type if they leave the CRC.

**Mandatory staff**

Each CRC must also have, at minimum, a CEO and chair recorded in the system. The CRC may only have only one CEO, chair and business manager.

The CEO and chair roles are required to ensure that certain changes made in the system are endorsed at a suitable level. There are also functions that only these two role types can complete.

Along with the business manager, these two roles will always require access to the system and each position must be replaced if they leave the CRC.

You should also add other specified personnel (as required) once the CRC has been activated.

### 6.3.1 Adding and updating staff

To use the personnel function, select the “Update personnel” menu option from under the “Update CRC details” menu item.

This action displays the *List personnel* page (Figure 14), which shows all your current recorded staff. From here you may:

- add new personnel;
- view details for a record on the list;
- view your deleted staff; and
- download listed names to a spreadsheet.

### 6.3.2 Adding new staff

This function is where you enter staff details and nominate whether they require access to CRC Online.

While your CRC may choose to only add the minimum required personnel (i.e. CEO, business manager and chair), you may decide add further staff, including those staff that don’t require access to the system. Doing this will provide you with a complete history of all staff working with your CRC.
To enter details of staff:

1. On the *List personnel* page, select [Add personnel].
2. On the *Add personnel* page (Figure 14), enter the person’s name, phone and email details. The email address you enter will be used by this person if you also allow them access to the system.
3. Select the CRC role which best matches the job the person will perform. You can choose from one of the following options:

<table>
<thead>
<tr>
<th>CRC role</th>
<th>Related system access level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>CRC chair profile</td>
</tr>
<tr>
<td>Deputy chair</td>
<td>View only</td>
</tr>
<tr>
<td>Board member</td>
<td>View only</td>
</tr>
<tr>
<td>CEO</td>
<td>CEO profile</td>
</tr>
<tr>
<td>Business manager</td>
<td>Business manager profile</td>
</tr>
<tr>
<td>Finance manager</td>
<td>Finance manager profile</td>
</tr>
<tr>
<td>Finance staff</td>
<td>Finance staff profile</td>
</tr>
<tr>
<td>Other manager</td>
<td>Other manager profile</td>
</tr>
<tr>
<td>Administration staff</td>
<td>Administration staff profile</td>
</tr>
<tr>
<td>Program leader</td>
<td>Other manager profile</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>CRC role</th>
<th>Related system access level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key researcher</td>
<td>Administration staff profile</td>
</tr>
<tr>
<td></td>
<td>View only</td>
</tr>
<tr>
<td>Student</td>
<td>View only</td>
</tr>
</tbody>
</table>

Further details on staff role types are at **Attachment A**.

4. Enter the percentage of time the person will work in this role for the CRC.
5. Check the “Online access” checkbox if the person requires access to the system. This will then display the following fields:
   - **Access level**
     - Available options relate to the CRC role you entered for the person. See **Attachment A** to review the functions linked to each access level.
   - **Status**
     - This field displays “Active” in all cases.
   - **From**
     - This field displays tomorrow’s date, which is when the person’s access is first available.

6. Upon selecting [Add], an email will be sent to the email address of the person you added, advising that their access will be available from the following day. It also confirms their email address and provides a unique password and the changes will be recorded in CRC Online. This meets the requirements of your funding agreement, and no further action is required.

Help text is available from this page to assist you to complete each field. Select the “Need help to complete?” link to display screen and field help.

When adding a new CEO, chair or business manager, you need to be aware that the current CEO, chair or business manager will deactivated in CRC Online as of the following day. This is because only one person in each of these positions is allowed in CRC Online. Access will commence for the new position the following day.

The delay until the following day allows existing staff to complete their work day. A CRC can also give other staff temporary ‘acting’ positions for periods of leave taken by these personnel.

### 6.3.3 Updating personnel details

Consistent with requirements of the funding agreement, and depending on the nature of the changes being made to a personnel record, the CRC may be required to submit a request to vary the funding agreement regarding key personnel. Contract Variation Guidelines are available on [business.gov.au](http://business.gov.au).

#### Making changes to staff records

When you need to update a staff record, you must first view the record.

#### Deleting records

Deleting a record occurs directly from the **View personnel** screen (Figure 15), where you will be provided with a confirmation screen prior to removing the record from your list of current staff. This ensures records are not inadvertently deleted.

Deleted records may be viewed by selecting [List deleted staff] on the **List personnel** screen (see Figure 13(c)). You can re-activate a deleted user if the person returns to the CRC at a later date, by selecting the person and selecting [Undelete selected staff].
If the person is going on long term leave but will return to work with the CRC at a later date, you may inactivate their access to the system, but retain the personnel record.

![View Personnel screen.](image)

Figure 15: View Personnel screen.

When deleting a record for a CEO, CRC chair or business manager, the system will first check that there is another active personnel of this type. If one is not found, you must first activate another person with this personnel role before successfully deleting the obsolete record.

Additionally, if the only three personnel you have listed for your CRC are for these role types, the [Delete] button will not be available to use, because you must have at minimum these personnel recorded for your CRC.

If you successfully delete a record, you will be asked for confirmation, as indicated in Figure 16.

![Delete personnel confirmation dialogue box.](image)

Figure 16: Delete personnel confirmation dialogue box.

### Updating records
Updating personnel records will not generate a contract variation request. Personnel will be advised by email if their access to use the system has been activated or inactivated.
There are some key rules which apply to updating records:

- If the person has online access, you will not be able to update their name and contact details. They need to do this themselves using the “My details” option under the “Update my log on details” option in the Navigation Bar.
- A CEO, chair or business manager record cannot be updated to another CRC role type if there is no other record for this role type currently active for your CRC.
- If a person’s access is updated and will be active from a future date, both the person’s current and future access levels will show on the screen. However, only the future access record may be further updated.

**Updating online user details**

Staff added as personnel to your CRC and provided with system access must maintain their own name, contact and email details. See [Section 3](#) for further details.

### 6.4 List programs

This screen is no longer in use in CRC Online. CRCs are not required to enter data or maintain data on this screen.
7. Quarterly reporting

7.1 General information

The Funding Agreement requires a CRC to submit quarterly cash receipts report via CRC Online in order to trigger a tax invoice to receive the next quarterly grant payment. The quarterly reports are used by the department to monitor a CRC’s income and expenditure. The cash balance of the account is also monitored. The quarterly report is an integral part of a CRC’s commitments under the Funding Agreement.

For new CRCs, an initial partial payment will be paid on execution of the Funding Agreement. Subsequent quarterly payments are paid in arrears within 30 days of the quarterly report being lodged by the CRC in CRC Online. A tax invoice is automatically generated by CRC Online.

Each quarterly report must be submitted within 30 days of the end of each quarter. The first quarter commences 1 July each year and follows the financial year (July-Sept/Oct-Dec/Jan-Mar/Apr-June).

This User Guide should be read in conjunction with the CRC Quarterly Reporting Guidelines, which are available on business.gov.au, in the ‘Key Documents’ section at the bottom of the page.

7.2 Accessing the quarterly report screens

1. Log on to CRC Online.
2. Navigate to the “Reporting” menu item and then the “Quarterly” sub-menu item.
3. The Quarterly cash flow reports screen will appear (see Figure 17).

7.3 Entering a new quarterly report

The business manager and CRC staff with an access level of ‘other manager’ are able to enter the quarterly report details and upload the PDF quarterly report documents. Only the CEO can verify and submit the quarterly report to the department.

To commence the quarterly report:
1. Select [Create new quarterly report] to display the screen Quarterly report screen shown in Figure 18. This screen has the following major sections:
   - Name and Reporting Period – shows the CRC name and the reporting period to which the quarterly report relates;
   - Quarterly Report Upload Document – enables uploading of quarterly written report;
- Receipts – shows receipts for the reporting period including Participant cash contributions and other cash sources;
- Expenditure – shows cash expenditure by type; and
- Notes.

<table>
<thead>
<tr>
<th>COOPERATIVE RESEARCH CENTRES - SUCCESS THROUGH COLLABORATION</th>
</tr>
</thead>
</table>

**Quarterly Report**


The Quarterly Financial Report is a cash (not accrual) report to track income and expenditure through the Account for the previous quarter. It is set up in the Administrative Schedule and budgeted through the Budget Schedule of the Funding Agreement. No other income or expenditure can be attributed to the account. All amounts should be rounded to the nearest dollar with amounts ending in 50 cents being rounded up. A partially completed Quarterly Financial Report can be saved by clicking 'Save' button and returned to later.

<table>
<thead>
<tr>
<th>CRC Name:</th>
<th>CRC Test 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Period:</td>
<td>01/10/2016 - 31/12/2016</td>
</tr>
<tr>
<td>Report Status:</td>
<td>Unsubmitted Online Report</td>
</tr>
</tbody>
</table>

**Quarterly Report Upload Document**

Uploaded documents should be .pdf only. There is a 10MB size limit for all files uploaded.

**Uploaded Document:**

- Document Name: CRC Test 1 Quarterly Report.pdf

<table>
<thead>
<tr>
<th>CASH CARRIED FORWARD (A)</th>
<th>$0</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECEIPTS</td>
<td></td>
</tr>
<tr>
<td>CRC Program Funds for the Quarter</td>
<td>$600,000</td>
</tr>
<tr>
<td>Participant Contributions (total)</td>
<td>$2,000</td>
</tr>
<tr>
<td>$2,000</td>
<td></td>
</tr>
<tr>
<td>Assets in Transport Industries</td>
<td>$0</td>
</tr>
<tr>
<td>Broken Hill Proprietary Company Limited</td>
<td>$0</td>
</tr>
<tr>
<td>Other Cash Sources (subtotal)</td>
<td>$2,000</td>
</tr>
<tr>
<td>Other Firm Cash / Third Party Cash</td>
<td>$1,000</td>
</tr>
<tr>
<td>GST Received</td>
<td>$1,000</td>
</tr>
<tr>
<td>Interest</td>
<td>$1,000</td>
</tr>
<tr>
<td>Total Receipts (R)</td>
<td>$615,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENDITURE</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GST Paid</td>
<td>$1,000</td>
</tr>
<tr>
<td>Capital Expenses</td>
<td>$1,000</td>
</tr>
<tr>
<td>Employee Expenses</td>
<td>$500</td>
</tr>
<tr>
<td>Supplier Expenses</td>
<td>$70</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>$100</td>
</tr>
<tr>
<td>Total Expenditure (C)</td>
<td>$2,600</td>
</tr>
<tr>
<td>CASH BALANCE (D = A + B - C)</td>
<td>$402,390</td>
</tr>
</tbody>
</table>

Note: the CRC must provide comments if:

- the current Cash Balance is less than $50,000 or more than twice the value of the next Quarterly Payment; For a high cash balance include details of:
  - any accrued expenses; and
  - any participant contributions for future financial years that have been prepaid.
- there is any other Firm Cash or Third Party Cash reported (source of cash must be listed) or
- the CRC has additional information to assist in the analysis of the report.

Cash balance is zero as this is the first quarterly report.

Send Reminder Email to CEO: mnewbrough@yahoo.com

*Tax invoices must be generated and lodged online (via Tax Invoice button).*

Figure 18: Quarterly Report screen.
2. Selecting [Upload] allows you to upload a written quarterly report that CRCs are required to complete separately in accordance with the Quarterly Report Guidelines.
   • Before you upload the written quarterly report, you must select [Save] at the bottom of the New quarterly report screen.
   • Next, select [Browse] to select the written quarterly report from its saved location, then select the upload button.

3. The “Cash carried forward (A)” field will be pre-filled with the balance from the previous quarterly report. If the quarterly report is the first quarterly report for the CRC, the cash carried forward will be “$0”

4. The “CRC Program funds for the quarter” field will be pre-filled with all CRC Program payments in the reporting quarter.

5. Enter all the cash contributions under Participant Funds in actual dollar values. The “Subtotal” field will update as you enter data and tab to the next field.
   • If a participant is not listed and contributed cash to the CRC, click the [Add participant] button at the bottom of the screen and the screen shown at Figure 19 will appear.
   • Click the checkbox for the participant, select [Save], then [OK] on the confirmation dialogue box, and then select [Back to quarterly report].
   • Enter the cash contributions for this participant.

6. Enter all “Other cash sources” and “Interest” in actual dollar values. The “Subtotal” field will update as you enter data and tab to the next field.

7. Enter all Expenditure in the appropriate fields in actual dollar values. The “Total expenditure” field will update as you enter data and tab to the next field.

8. Enter reasons for any underspending or overspending in the “Notes” field.

9. Select [Save] to save the quarterly report.

10. Select [Tax invoice] to open the Tax invoice screen as shown in Figure 20. The online tax invoice will be in draft form.
11. Enter a reference in the “Enter your reference” field and confirm the accuracy of the CRC program payment.
12. Select [Save] to save the tax invoice.
14. On the Online quarterly cash flow report screen, confirm that the CEO’s email address is correct and, if required, send a reminder email to the CEO by clicking the “Send reminder email to CEO” checkbox.
15. Select [Back to report list] to return to the Quarterly Reports screen. The screen will have updated to that shown in Figure 21.

Figure 20: Tax Invoice – Draft.

Figure 21: Updated Quarterly Reports screen.

7.4 Submitting the quarterly report

Only the CEO can submit the quarterly report to the department:
1. The CEO must log on to CRC Online and navigate to the “Reporting” menu item and then the “Quarterly” sub-menu item.
2. Select the “Reporting period” link as shown in Figure 21 to view the Online quarterly cash flow report screen.
3. Review the online quarterly cash flow report, the tax invoice, and the quarterly report PDF attachment.
4. Once satisfied that the report is accurate (and that the written quarterly report has been correctly attached) the CEO should select the checkbox in the declaration at the bottom of the screen confirming the accuracy of the report as shown in Figure 22.

Figure 22: Quarterly Cash Flow Report - CEO's confirmation.

7.5 Submitting the quarterly tax invoice

The Quarterly Tax Invoice cannot be submitted by the CEO until after the Quarterly Report has been submitted as per instructions under Section 7.4.

1. Select [Submit report to department].
2. Select [Tax invoice] and the Tax invoice screen will appear. The tax invoice must have the words “Invoice is ready to be lodged by CEO” in red text, as shown in Figure 23, to progress any further. If not, the tax invoice requires saving by the business manager.

Figure 23: Tax Invoice - ready to be lodged.

3. Confirm the tax invoice’s accuracy and, if satisfied, select [Lodge invoice to the department]. This will formally lodge the tax invoice to the department.
4. Select [Go back].
8. Tax invoice details

8.1 Updating the tax invoice details

To update the tax invoice details, follow these steps:

1. After logging on to the CRC Online and navigating to the “Reporting” Navigation Bar item, and the “Tax invoice” sub-menu item, the screen as shown Figure 24 will appear.
2. The screen will show as being verified because this is a condition of setting up the CRC on CRC Online.
3. Any amendments to the data will cause the tax invoice to be unverified and will require the CEO to re-verify the new data (see Section 8.2).
4. Update all relevant data on the screen and select [Save details] to save the changes.

8.2 Verification of the tax invoice

Only users with a role of CEO may verify the tax invoice. To verify the tax invoice, the CEO must:

1. Check the data to ensure it is correct.
2. Verify the details by selecting [Verify]. A dialogue box will confirm the verification and the red text will change to green and state that “The current ABN has been verified”.

![Figure 24: Tax Invoice Details screen.](image-url)
9. Annual reporting

9.1 General information

The annual report is the primary mechanism for a CRC to describe its progress against contractual obligations to the Commonwealth. The annual report provides detailed information on a CRC achieving its outcomes, outputs and milestones, as well as its financial position in relation to its contracted activities and budget.

The department uses the information and data provided in the written annual report, audited financial tables, Management Data Questionnaire (MDQ), and milestone report to monitor the performance of individual CRCs over the funding period. The department uses annual report data to prepare program wide statistics as required, including for the National Survey of Research Commercialisation.

The department will provide a letter with feedback on your annual report. If there are issues of concern, the department may consider a review or audit of the CRC.

All annual report data and supporting documents are loaded to CRC Online. No hardcopy documents need to be given to the department. Further details on the content required for annual reports is available in the Annual Reporting Guidelines, which are available in the “Key documents” section of the CRC page business.gov.au.

9.2 Accessing the annual report screens

1. Log on to CRC Online.
2. Navigate to the “Reporting” menu item and then the “Annual” sub-menu item.
3. The Annual report index screen will appear as shown in Figure 25.

9.3 Annual report index screen

Upon accessing the annual report screens, the Annual report index screen appears, as shown in Figure 25. Note: this is the CEO view, the business manager view will have an email notification button to the CEO.

This screen gives the user access to the data screens for entering the annual report information. The screen allows the user to monitor the completion of each reporting element. The screen shows the status of report completion against milestones, financial tables, the management data questionnaire (MDQ), the upload of the written annual report, the auditor’s report, CEO certification and other supporting documents.

In summary, the Annual report index screen (Figure 25) has three functions:

1. The Data entry screens box provides the user with access to each of the data screens needed to enter annual report data (financial, milestones, MDQ) and upload supporting documents (i.e. Auditors report, written annual report). Clicking on the links will take the user to the data entry modules for each report type. The status of each report (complete/not yet complete/not yet started) is also shown.
2. The Send reminder email to CEO section allows the business manager to send a reminder email to the CEO that the annual report is ready for submission. When the overall status displays “Complete”, the [Send] button becomes available. The field next to the [Send] button contains the email address of the CRC’s CEO. If this is incorrect, update the CEO’s email address by following Section 6.3. The screen will show as being verified because this is a condition of setting up the CRC on CRC Online.
3. When the CEO accesses the Annual report screen, they should confirm that all the index items are “complete” and all that uploaded documents are correct. The CEO should then select the checkbox to certify the material is correct, and then select “Submit annual report”.

![Annual Report Index screen](image)

**Figure 25: Annual Report Index screen.**

### 9.4 Milestone reporting

CRC Online will present you with all Funding Agreement milestones to be reported in the reporting financial year. Staff with access level of business manager or other manager are able to enter milestone details.

#### 9.4.1 Accessing the milestone screens

From the Annual report index screen (Figure 25), click the “Milestones” link under the Data entry screens box. This will launch the Milestones index screen as shown in Figure 26. The Milestone index screen has four purposes:

1. Shows which financial year to which the Milestone report relates (shown in the top right of the screen);
2. Shows which milestones are due for reporting in the reporting financial year (shown in Milestone data entry screens box);
3. Shows the status of the milestone reporting (shown in the Status box); and
4. Provides instructions on how to use the screen (shown in the Instructions box).

Note that the Milestone index screen defaults to display the milestones due in the current reporting financial year.

**Milestone data entry screens box**

The “Category” field allows the user to filter the milestones that are due for reporting into the categories of “All”, “Research”, “Education” and “Commercialisation” (as applicable). The default is “All”.

The “Financial Year” field allows the user to show “All” years, but the default is the reporting financial year. By selecting the reporting financial year, the CRC can indicate one of the following in relation to each milestone that is due for reporting:

- Report the milestone as achieved – Yes.
• Report the milestone as in progress – In progress.
• Report the milestone not achieved and will not be achieved in the future – No.

By showing “All” financial years, the CRC can do one of the following to a milestone that is not yet due for reporting:
- Indicate the milestone will not be achieved — No;
- Provide a progress report; or
- Report the milestone as completed early – Yes.

The reportable milestones are shown in the cascading structure of Outcome, Output, and Milestone, with delivery dates as per the List Activities screen (see Section 5.2).

Milestones have three items of functionality associated with them:
- Milestone teaser – a link of 100 characters long made up of the milestone text that links to the Milestone details screen (see Section 9.4.2).
- Due Date – the actual due date of the milestone as it appears in the Funding Agreement.
- Reporting Status – the reporting status of the milestone which has the following values:
  o Due for reporting – these are milestones that are due for reporting in the reporting financial year and includes those milestones that were reported as “In progress” in previous financial years.
  o Reported – these are milestones that have been completed for the reporting period.
  o Not due – these are milestones that are due in future reporting periods. The CRC may report on these based on circumstances described in Section 9.4.4.

The “Reporting status” field will update from “Due for reporting” to “Reported” once the milestone has a status associated with it.

Any milestone that is ‘reported as in progress’ will remain ‘due for reporting’ in the next annual report period. After reporting completion of the milestone, the milestone record will default to the financial year it was actually due. For example, Milestone 1.1.1 was due in June 2017 but was not achieved until June 2018. In the 2017/18 reporting period, Milestone 1.1.1 will appear in the 2017/18 milestone reporting screen as “Due for reporting”. After Milestone 1.1.1 has been reported
on as “Yes” and the data saved, Milestone 1.1.1 will disappear from the default 2017/2018 milestone reporting screen. To view Milestone 1.1.1, select Financial Year = “2016/2017”. Alternatively, download the Milestone reporting spread sheet using the “Display milestone preview” link in the Status box.

**Status box**

The Status box has two functions.

In the *Preview (for printing and review)* section, click the “Display milestone preview” link to download a copy of the milestone report.

The *Current status* section displays the status of milestone reporting, and includes values of:
- Not yet started – milestone reporting has not yet started;
- Not yet completed – milestone reporting has begun, but is not yet completed; or
- Completed – milestone reporting is complete.

Upon completion of milestone reporting, the *Data entry screens* box on the *Annual report index* screen will show “Completed” at the milestone level.

Select [Back to annual report index] to return to the *Annual report index* screen.

**Instructions box**

This box provides instructions only on the use of the *Milestone* screens.

### 9.4.2 Milestone details

Access the *Milestone details* screen by clicking a milestone teaser link on the *Milestone Index* screen in the *Milestone data entry screens* box. A screen similar to Figure 27 will appear.

The “CRC”, “Research program”, “Output”, “Milestone” and “Delivery date” fields are read only. The *Milestone details* screen shows the milestones consistent with the Funding Agreement. The “Achieved” field is mandatory.

![Figure 27: Milestone detail screen.](image-url)
9.4.3 Milestones that are “due for reporting”

To report on milestones that are due for reporting in the reporting period (including those not achieved in previous financial years):

1. From the “Achieved” dropdown list, select one of the following:
   - Yes - Milestone achieved (see Figure 28).
     - The “Details” field will appear and is mandatory. Enter details about what the CRC achieved.

![Figure 28: Milestone achieved status of ‘Yes’](image)

2. Select [Save] to save the milestone. A confirmation dialogue box will appear; select [OK]. If data is missing from mandatory fields and you select [Save], an error message will appear.
3. Select [Reset] to return the milestone report back to the last save point.
4. Select [Back to milestone index] to return to the Milestone index screen.
5. Select the next milestone that is “Due for reporting” and continue from step 1 until all milestones that are “Due for reporting” have been reported on.

   - No – Milestone will not be achieved (see Figure 29):
     - The “Reason for not achieving” field will appear and is mandatory. Enter reasons for not achieving the milestone.
     - The “Strategies for achieving” field will appear and is mandatory. Enter strategies for achieving the overall output or reason that milestone can’t be achieved.

![Figure 29: Milestone achieved status of ‘No’](image)

   - In progress – Milestone achievement is in progress (see Figure 30):
     - The “Reason for not achieving” field will appear and is mandatory. Enter reasons for not achieving the milestone by the due date.
     - The “Strategies for achieving” field will appear and is mandatory. Enter strategies for achieving the milestone, given the delay.
9.4.4 Milestones that are not “due for reporting”

CRCs may optionally report on milestones that are not due for reporting. To do so:

1. On the **Milestone index** screen, change the Financial Year filter to “All”, then click the milestone teaser link of interest to open the **Milestone details** screen.
2. Select the “status” option from the “Achieved” dropdown list and complete the fields as required using the instructions in Section 9.4.3.
3. Select [Save] to save the milestone report. A confirmation dialogue box will appear; select [OK]. If data is missing from mandatory fields and you select [Save], an error message will appear.
4. Select [Reset] to return the milestone report back to the last save point.
5. Continue from step 1 until you have completed reporting on milestones that are not due for reporting.

9.5 Annual report financial tables

9.5.1 Annual Report Financial Tables Index

<table>
<thead>
<tr>
<th>Data entry screens</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Milestones</strong></td>
<td>Not yet started</td>
</tr>
<tr>
<td><strong>Annual Report Financial Tables</strong></td>
<td>Not yet completed</td>
</tr>
<tr>
<td><strong>Management Data Questionnaire</strong></td>
<td>Not yet started</td>
</tr>
</tbody>
</table>

To access the **Annual report financial tables index** screen:

1. Navigate to the “Reporting” menu item and then the “Annual” sub-menu item. The **Annual report index** screen will appear.
2. Click on the “Annual report financial tables” link in the **Data entry screens** box and the screen in Figure 31 will appear.

The **Annual report financial tables index** screen has three sections:

1. The text at the top of the **Annual report financial tables index** screen, which provides two links:
   - The “Annual report financial tables spreadsheet” link opens a screen that allows financial tables to be downloaded.
   - The “Annual report guidelines” link opens the **CRC information index** screen, where the latest version of the Annual Report Guidelines can be downloaded.
2. The Annual report financial tables data entry screens box provides links to the specific financial tables reporting screens.
3. The Status box provides the current status of the financial tables’ screens, and provides a link to a downloadable spread sheet containing the CRC's financial data.

![Annual Report Financial Tables Index screen.](image)

**Annual Report Financial Tables data entry screens box**

This box contains links to the data entry screens for in-kind and cash contributions, and to report on allocation of resources by activity. Next to each link, the reporting status of each table is displayed, and has values of either “Not yet completed” or “Completed”.

**Status box**

The Status box contains three functions:

1. Under the Annual report financial tables spreadsheet section, the “Generate spreadsheet” link allows you to export a spreadsheet to facilitate completing your financial tables.
2. The Current status section shows the overall status of the Financial tables screens, and displays either “Incomplete” or “Complete”.
3. The Submission section shows whether the financial tables are ready for submission and displays either “Not yet ready for submission” or “Ready for submission”

**9.5.2 Annual report financial tables data entry screens**

**Table 1a: Number of staff (FTE)**

1. Click the “Number of staff (FTE)” link and a screen similar to Figure 32 will appear. The screen shows the participant name, type, and data entry status.
Figure 32: Number of staff (FTE) screen.

2. Select the first participant name and the screen as in Figure 33 will appear.
3. Enter the appropriate data, noting that:
   - For CRCs that commenced prior to 18th Selection Round, FTE must be reported by entering all of the appropriate data in “0.0” format for the participant against each of the four research staff positions, as shown in Table 1 of Figure 33.
   - For CRCs that commenced from the 18th Selection Round onwards, FTE is reported as one level only (staff-In-kind), as shown in Table 2 of Figure 33.

Table 1 Displays FTE for CRCs established prior to the 18th Selection Round.

<table>
<thead>
<tr>
<th>Participants</th>
<th>Contributions for Construction Queensland</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2007-08 Actual (FTE)</td>
</tr>
<tr>
<td>Program leader/senior manager:</td>
<td></td>
</tr>
<tr>
<td>Key researcher/manager:</td>
<td></td>
</tr>
<tr>
<td>Researcher/professional:</td>
<td></td>
</tr>
<tr>
<td>Support staff:</td>
<td></td>
</tr>
<tr>
<td>Total(s):</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Table 2 Displays FTE for CRCs established in or after the 18th Selection Round onwards.

Figure 33: Number of staff (FTE) data entry screens.

4. Select [Save] to save the data. If data is not entered in all of the fields, validation errors will show when you save the data, and will inform you of the corrective action to take.
5. Select [Next] to go to the next participant.
6. Continue from step 3 or 4 as applicable for all other participants.
7. Select [Back to Index] button to return to the Annual report financial tables Index screen.
Table 1a: In-kind from non-participants (FTE) – Optional

1. Click the “In-kind from non-participants (FTE)” link and a screen similar to Figure 33 will appear.
2. Enter all of the appropriate data in “0.0” format for the non-participants.
3. Select [Save] to save the data. If data is not entered in all of the fields, validation errors will show when you save the data informing you of the corrective action to take.
4. Select [Back to Index] to return to the Annual report financial tables index screen.

Table 1b: Non-staff in-kind from participants

1. Click the “Non-staff in-kind from participants” link and a screen similar to Figure 34 will appear. The screen shows the participant name, their type and the data entry status.

   **Non-Staff In-kind from Participants**

![Figure 34: Non-staff In-kind from participants screen.]

2. Click on the first participant name and the screen as shown in Figure 35 will appear.

   **Non-Staff In-kind from Participants**

![Figure 35: Non-Staff In-Kind from participants Data Entry screen.]

3. Enter all of the appropriate data in “$’000” format for the participant.
4. Select [Save] to save the data. If data is not entered in all of the fields, validation errors will show when you save the data informing you of the corrective action to take.
5. Select [Next] to go to the next participant.
6. Continue from step 3 for all other participants.
7. Select [Back to Index] to return to the Annual report financial tables index screen.

Table 1b: Other non-staff in-kind resources

1. Click the “Other non-staff in-kind resources” link and a screen similar to Figure 36 will appear.
2. Enter the appropriate data in $’000s format.
3. Select [Save] and then [Back to Index].
Table 2: Cash from participants

1. Click the “Cash from participants” link and a screen similar to Figure 37 will appear. The screen shows the participant name, type and data entry status.

2. Click on the first participant name and the screen as shown in Figure 38 will appear.

3. Enter all of the appropriate data in “$’000” format for the participant.
4. Select [Save] to save the data. If data is not entered in all of the fields, validation errors will show when you save the data informing you of the corrective action to take.
5. Select [Next] to go to the next participant.
6. Continue from step 3 for all other participants.
7. Select [Back to Index] to return to the Annual report financial tables index screen.

Table 2: Other cash resources

1. Click on the “Other firm cash” link and a screen similar to Figure 39 will appear.
2. Enter the appropriate data in $’000s format.
3. Select [Save] and then [Back to Index].

**Figure 39: Other firm cash screen.**

**Table 3: Expenses**

1. Click on the “Expenses” link and a screen similar to Figure 40 will appear.
2. Enter the appropriate data in $’000s format.
3. Select [Save] and then [Back to Index].

**Figure 40: Expenses screen.**

**Table 4: Allocation of resources**

1. Click on the “Allocation of resources” link and a screen similar to Figure 41 will appear. Selection rounds have slightly altered table structure due to minor variations in contracted budget tables. The principle use is the same.
2. Enter the appropriate data in fields as follows:
   - $’000s format for the cash and Non-staff In-kind columns
   - 0.0 format for In-kind staff column.
3. Select [Save] and then [Back to Index].

**Figure 41: Allocation of resources screen.**

**Table 5: Allocation by Category**

1. Click on the “Allocation by category” link and a screen similar to Figure 42 will appear. Selection rounds have slightly altered table structure due to minor variations in contracted budget tables. The principle use is the same.
Notes

1. Click on the “Notes” link and a screen similar to Figure 43 will appear.
2. Enter any notes for each of the tables.
3. Select [Save] and then [Back to Index].

Figure 43: Notes screen.

9.5.3 Validating the annual report financial tables screens

After all data has been entered into the various Annual report financial tables screens, all of the links in the Annual report financial tables index screen will have “Complete” adjacent.

If there are any validation errors, you may download the annual report financial tables spreadsheet to facilitate finding the errors. When no more validation errors appear, the financial tables are complete.

9.6 Management Data Questionnaire

9.6.1 Accessing the Management Data Questionnaire screens

To access the Management Data Questionnaire screens:

1. In the Navigation Bar, navigate to the “Reporting” menu item and then the “Annual” sub-menu item. The Annual report index screen will appear.
2. Click on the “Management Data Questionnaire” link in the Data entry screens box and the MDQ index screen will appear as shown in Figure 44.

9.6.2 Completing the Management Data Questionnaire

The Management Data Questionnaire (MDQ) Index screen (Figure 44) shows:

- The financial year which the MDQ relates to – shown in the top right of the screen;
- The status of the individual MDQ screens, and
- The overall status of the MDQ reporting in the Status box, with a link to download a milestone spreadsheet.
This section provides links to data entry screens related to six sections:

1. Contact Details
2. Research
3. Utilisation / Commercialisation / Technology Transfer
4. Education
5. Collaboration
6. Other

The individual questionnaire screens contain guidance on the data to be included in the report. When entering the data for each section, note that:

- All fields on the individual question screens must be completed to save the data.
- In fields seeking a $ value figure, please enter all values in $‘000s.
- Error messages will appear if fields have not been completed correctly.
- When all questions have been completed, “Completed” will be displayed next to each link.

### Status box

The Status box has three functions:

1. In the Preview section, click the “Display MDQ Preview” link to view a page containing all of the MDQ data for the reporting period.
2. In the Current status section, the current status of the MDQ report is displayed, with values of “Not yet started”, “Incomplete” and “Completed”.

---

**Figure 44: MDQ index screen.**

**MDQ data entry screens box**

This section provides links to data entry screens related to six sections:

- **Section 1 – Contact Details**
  - 1.1 Contact person
  - 2.1 Formal publications
  - 2.2 Publications and reports for end-users
  - 2.3 Research and development workforce

- **Section 2 – Research**
  - 2.4 Science and Research Priorities

- **Section 3 – Utilisation/Commercialisation/Technology Transfer**
  - 3.1 Patents and Plant Breeder's Rights filed (during the reporting period)
  - 3.2 Patents and Plant Breeder's Rights issued (during the reporting period)
  - 3.3 Patents and Plant Breeder's Rights held (Total holding as at 30 June)
  - 3.4 Other Intellectual Property
  - 3.5 Licences / Options / Assignments (LiAs)
  - 3.6 Material Transfer Agreements and Direct Sales
  - 3.7 Spin-off companies

- **Section 4 – Education**
  - 4.1 Doctorate by research students
  - 4.2 Masters by Research students
  - 4.3 Other postgraduate students
  - 4.4 Supervision of Higher Degree by Research students
  - 4.5 Non-university members’ involvement in other postgraduate education activities
  - 4.6 Graduate employment destination after completing postgraduate qualification
  - 4.7 Undergraduate educational activities
  - 4.8 Vocational education and training (VET) activities
  - 4.9 Training courses for end-users / professional development

- **Section 5 – Collaboration**
  - 5.1 Project collaboration
  - 5.2 Domestic collaboration
  - 5.3 International collaboration

- **Section 6 – Other**
  - 6.1 Location of Activities
  - 6.2 Government financial assistance / grants
  - 6.3 Contracts, consultancies and direct sales – other activities
  - 6.4 Time required to complete this MDQ

Status

<table>
<thead>
<tr>
<th>Status</th>
<th>Preview (for printing and review)</th>
<th>Current status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed</td>
<td>Display MDQ Preview</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>
3. The [Back to annual report index] button provides a link back to the Annual report index screen.

9.7 Annual report upload documents

Before the annual report can be submitted, the following annual report documents must be uploaded to CRC Online:

- Annual report;
- Insurance certificate of currency;
- CEO certification;
- Audited financial statement on CRC Online financial tables;
- Audited financial statement on the account; and
- Audited financial table on the CRC/CRC Company.

To upload documents:
1. Navigate to the “Reporting” menu item and then the “Annual” sub-menu item. The Annual report index screen will appear.
2. Click on the “Upload documents” link in the Data entry screens box. The Annual report upload documents screen will appear (as shown in Figure 45).
3. To upload the documents, select browse, then select the document to be uploaded, then select [Upload].

![Figure 45: Annual Report Upload Documents screen.](image)

9.8 Submitting the annual report

The annual report may only be submitted by the CEO. To submit the annual report:

1. Log on to CRC Online and navigate to the “Reporting” menu item, and then to the “Annual” sub-menu item.
2. Review the entered data in the Milestone screens, the Annual report financial tables screens, and the Management Data Questionnaire screens.
3. Ensure that:
   - the links in the Data entry screens box have the word “Completed” adjacent; and
   - the reporting status is “Ready for submission”.
4. When satisfied that the data is correct, select the checkbox as shown in Figure 46, and the annual report will be lodged with the department. Upon submitting the annual report, all of the annual report screens become read only.

![Figure 46: Annual report index screen - CEO's verification prior to submission.](image)
10. CRC Directory details

This screen is no longer in use in CRC Online. CRCs are not required to enter data or maintain data on this screen.
11. Further information

Further information on the CRC Program, including program guidelines, is available on the Business.gov.au under Key Documents of the CRC page.
The following list shows the functions attached to particular access levels in the CRC Online.

<table>
<thead>
<tr>
<th>Profile #</th>
<th>Level</th>
<th>Relevant system functions</th>
</tr>
</thead>
</table>
| 1        | CEO             | ‘New funding application’  
|          |                 | ‘Supplementary application’  
|          |                 | ‘Confirm schedule details’  
|          |                 | ‘Endorse contract’  
|          |                 | ‘View CRC details’  
|          |                 | ‘Update CRC details’ + ‘Update personnel’ including adding CEO  
|          |                 | ‘Reporting’ – view only + endorsement  
|          |                 | ‘Update my log on details’  
|          |                 | ‘CRC information billboard’  
|          |                 | ‘CRC Directory details’ (update access)  
|          |                 | ‘CRC Program contacts’  
|          |                 | ‘FAQ’  |
| 2        | Business manager| ‘Confirm schedule details’  
|          |                 | ‘View CRC details’  
|          |                 | ‘Update CRC details’ – (CRC headquarters, Research locations, personnel [except adding CEO] and program details)  
|          |                 | ‘Update personnel’  
|          |                 | ‘Reporting’ + financials – no endorsement  
|          |                 | ‘Update my log on details’  
|          |                 | ‘CRC information billboard’  
|          |                 | ‘CRC Directory details’ (update access)  
|          |                 | ‘CRC Program contacts’  
|          |                 | ‘FAQ’  |
| 3        | Finance manager | ‘View CRC details’  
|          |                 | ‘Reporting’ + financials – no endorsement  
|          |                 | ‘Update my log on details’  
|          |                 | ‘CRC information billboard’  
|          |                 | ‘CRC Directory details’ (view only)  
|          |                 | ‘CRC Program contacts’  
<p>|          |                 | ‘FAQ’  |</p>
<table>
<thead>
<tr>
<th>Profile #</th>
<th>Level</th>
<th>Relevant system functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Finance staff *</td>
<td>‘View CRC details’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘Reporting’ + financials – no endorsement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘Update my log on details’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘CRC information billboard’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘CRC Directory details’ (view only)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘CRC Program contacts’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘FAQ’</td>
</tr>
<tr>
<td>5</td>
<td>Other manager *</td>
<td>‘View CRC details’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enter ‘Milestone details’– no endorsement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘Reporting’ – no financials – no endorsement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘Update my log on details’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘CRC information billboard’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘CRC Directory details’ (view only)</td>
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<tr>
<td></td>
<td></td>
<td>‘CRC Program contacts’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘FAQ’</td>
</tr>
<tr>
<td>6</td>
<td>Administration staff *</td>
<td>‘View CRC details’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘Reporting’ – no financials and no endorsement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘Update my log on details’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘CRC information billboard’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘CRC Directory details’ (view only)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘CRC Program contacts’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘FAQ’</td>
</tr>
<tr>
<td>7</td>
<td>View only</td>
<td><strong>View only access to:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘View CRC details’</td>
</tr>
<tr>
<td></td>
<td>This profile is included for users who may wish to view CRC details without needing to enter data</td>
<td><strong>Update access to:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘Update my log on details’</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Generic access to:</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘CRC information billboard’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘CRC Program contacts’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘FAQ’</td>
</tr>
<tr>
<td>Profile #</td>
<td>Level</td>
<td>Relevant system functions</td>
</tr>
<tr>
<td>----------</td>
<td>----------------------------</td>
<td>----------------------------------------------------------------</td>
</tr>
<tr>
<td>8</td>
<td>CRC chair</td>
<td>Add and update access to:</td>
</tr>
<tr>
<td></td>
<td>Only one active user</td>
<td>‘Update personnel’ – including adding CEO</td>
</tr>
<tr>
<td></td>
<td>with this profile</td>
<td>View only access to:</td>
</tr>
<tr>
<td></td>
<td>allowed per CRC</td>
<td>‘View CRC details’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘Reporting’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘CRC Directory details’</td>
</tr>
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<td></td>
<td></td>
<td>Update access to:</td>
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<td>‘Update my log on details’</td>
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<td></td>
<td></td>
<td>‘CRC information billboard’</td>
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<td></td>
<td></td>
<td>‘CRC Program contacts’</td>
</tr>
<tr>
<td></td>
<td></td>
<td>‘FAQ’</td>
</tr>
</tbody>
</table>

* Access profiles 3 and 4, and profiles 5 and 6 look the same but are distinguished at the screen level by what may be added and updated. It is expected that managers will have a greater degree of access than their staff.
ATTACHMENT B SECURITY

1. Overview
CRC Online web site is a public website. Access to the Services area of the website where CRC Online information and services are located require a CRC Online logon ID and password. CRC business managers and CEOs have the ability to provide users with access to CRC Online (see Section 6.3.2).

2. System user responsibilities
All CRC Online users must clearly understand their responsibility to ensure that:
- information derived during the use of any departmental computer system is not disclosed to an unauthorised person;
- your password remains confidential, is not disclosed to any other person, is regularly changed, and is not "guessable" (i.e. avoid nicknames, birthdays, anniversaries, sport teams etc.);
- you do not attempt to bypass security or obtain the use of privileges issued to other employees;
- you ensure the ‘auto complete’ feature of your web browser is turned off;
- you maintain the confidentiality and integrity of software, whether commercially purchased or developed by the department. (i.e. no hacking, introduction of viruses or software piracy);
- you protect computer equipment from theft, damage and unauthorised access;
- you do not use your access to unlawfully browse client/employee or departmental information for your own personal use; and
- you report any attempts to break security or unauthorised computer access to the CRC Online Help Desk.

3. CRC staff changes
For security reasons, CRC Online must be updated immediately when a staff member with system access leaves the CRC, so their account can be made inactive.
ATTACHMENT C  SYSTEM REQUIREMENTS

1. **Scripting**
   
   CRC Online uses JavaScript for many of its functions and therefore it is recommended that you enable JavaScript in your browser settings. For more details on changing your browser settings, see Attachment D.

2. **Cookies**
   
   CRC Online uses cookies to manage security and authentication. You must enable cookies in your browser to use CRC Online. For more information see the information below on changing browser settings.

3. **Browsers supported**
   
   CRC Online has been developed in an Internet Explorer environment and works effectively with Internet Explorer 6.0 and above. Other browsers may work, however we cannot guarantee that all functions within CRC Online will work.

4. **Operating System**
   
   CRC Online has been developed in a Microsoft Windows environment. Other operating systems have not been tested with the site.
ATTACHMENT D  CHANGING BROWSER SETTINGS

This is a general guide to changing your browser settings. It will not apply to all browsers and all versions.

1. Internet Explorer

To enable JavaScript in Internet Explorer:

a. Go to **Tools > Internet Options**
   b. Click on the **Security** tab
   c. In the Security Level for this zone section, select **Custom Level**
   d. Scroll through the various settings until you get to **Active Scripting**
   e. Select **enable** then click the **Apply** button.

To enable Cookies in Internet Explorer:

a. Go to **Tools > Internet Options**
   b. Select the **Privacy** tab
   c. Decrease the **privacy settings**.

2. Firefox

To enable JavaScript in Firefox:

a. Go to **Tools > Options**
   b. Click on the **Web Features** tab
   c. Make sure the **Enable JavaScript** checkbox is ticked

To enable Cookies in Firefox:

a. Go to **Tools > Options**
   b. Select the **Privacy** tab
   c. Go to the **Cookies** section
   d. Ensure the checkbox ‘**Allow sites to set cookies**’ is checked

3. Safari

To enable JavaScript in Safari:

a. Click on Safari and select **Preferences**
   b. Choose the **Security** option
   c. Select **Allow Plug-ins**, then click on **Manage Website Settings**
   d. Click on the Java item, select an option (Ask, Allow or Allow Always) from the pulldown list **When visiting other websites**
   e. Click **Done**, then close the Safari Preferences window.

To enable Cookies in Safari:

a. Click on Safari and select **Preferences**
   b. Click on the **Security** icon near the top of the window
   c. Under **Accept Cookies**, the **Always** or **Only from sites you navigate to** must be selected
   d. Save changes by clicking **Ok**.