



## **End of Project Report - wrapping up the project and research activities**

This document provides an overview of how the CRCNA expects to work with our projects to support you in finalising your research collaboration.

This is not referring to your **final research or project output**, which may be a research report, fact sheet, case study etc. More information about your **final research or project output** can be found [here](#).

**Note:** you will not have to submit a quarterly report if you are finalising your project.

However, if your project is overdue and falls into the regular quarterly reporting periods, you will be required to continue reporting until such time you complete your project.

### **Request an End of Project Report template**

- Once you have submitted your [final research/project output](#) and completed your final milestone activities your Project manager will request your End of Project Report template.
- Your CRCNA Project Manager will endeavour to gauge the projects progression and aim to trigger this report **4 weeks in advance of your end date**, however this cannot be guaranteed.
- The reporting lead will be required to contact and remind any other participants on the project who have received funds from CRCNA, that they will need to engage their external auditor at this time to ensure you have provided sufficient time to meet the agreed end date.
- The reporting lead will be required to contact and co-ordinate Statutory Declarations from all Project Participants who have contributed in-kind contributions to validate all reported figures.

### **Complete an external audit and/ or a Statutory Declaration**

- A **template of an external audit and Statutory Declaration** will accompany the End of Project Report template, these templates are mandatory to use and will be sent to the project reporting leads by the CRCNA Project Manager.

### **Deliver the End of Project Report**

The End of Project Report is submitted by the reporting lead on completion of all milestone activities. This report includes:

- a final summary of project progression
- the set milestones
- co-contributions to CRCNA
- project expenditure (cash expenditure and in-kind contributions)
- identified risks
- details of ethics application/s (if applicable)
- list of stakeholders engaged in the life of the project
- project outputs
- details of new IP generated
- details of future activities.



## End of Project Report A guide for project participants

### Out-of-session submissions

The CRCNA review committee sits quarterly, if your report is submitted outside of the regular reporting period it may take up to two (2) weeks to process.

### CRCNA Project review committee

Whether in the reporting cycle or out of session, the Project review committee will assess the End of Project report. For the project review committee to accept an End of Project report, the following must be completed:

- All milestone activities have been completed
- The final Research/ Project Report output has been approved for publication by the CRCNA
- A plan has been established with the CRCNA Communications Manager about the publication and dissemination of the final research/project output (be it either a formal report, a case study, fact sheet, manual or other output as agreed in the Project Outline)
- The End of Project Report template is complete, including the external audit and Statutory Declarations (as required)
- There are no outstanding co-contributions to CRCNA

### If the End of Project Report is accepted:

- The reporting lead will be officially notified via email by the CRCNA Project Manager on behalf of the CRCNA Review committee.
- A Purchase Order is raised by the CRCNA, as per the payment schedule in your Agreement.
- The Purchase Order is sent to either the nominated financial contact or the participant listed in Section 2 of the Project Plan, to arrange an invoice.
- The invoice is to be sent with reference to the order number and sent directly to [accounts@crcna.com.au](mailto:accounts@crcna.com.au) . Please do not send invoices to CRCNA unless a Purchase Order has been raised.

### If the End of Project Report is not accepted:

The reporting lead will be officially notified via email by the CRCNA Project manager on behalf of the CRCNA Review committee to notify them of the outstanding items for completion.

The project lead has **10 days** to address the project review committees' comments. This is to ensure projects are finished to completion.