

SUBMITTING A FINAL DELIVERABLE

FOR RESEARCHERS

Document Approval and Version Control

Procedure	Clarity User Guide
Document version:	Version 1.0
Prepared By:	Nicole Legovich
Date:	11 July 2018
Approved By:	General Manager, Research & Innovation
Date:	13 July 2018
Effective date:	13 July 2018
Policy review due by:	13 July 2021

Responsible Officer

Name	Position	Contact Details
Michael Beer	General Manager, Research & Innovation	(02) 6923 6915

1. How to Login to Clarity

In the address window of your internet browser, enter the URL (<http://research.agrifutures.com.au>) and click **Go**.

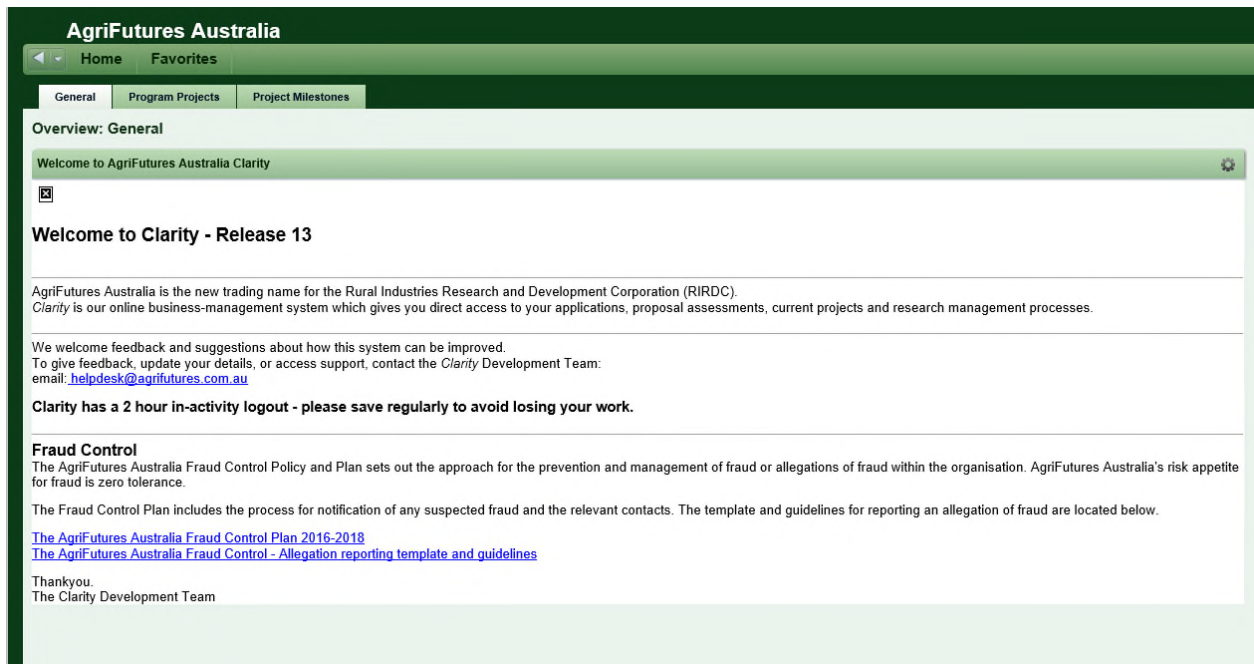
The Clarity Login screen appears. Enter your **Username** and **Password** and click **Login**.



Forgotten your login details?

Email AgriFutures Australia Helpdesk helpdesk@agrifutures.com.au

Your personal overview page will appear. Please verify the information on the screen. If the information is correct please continue. If not, please email the AgriFutures Australia Helpdesk helpdesk@agrifutures.com.au to have it updated.



AgriFutures Australia

Home Favorites

General Program Projects Project Milestones

Overview: General

Welcome to AgriFutures Australia Clarity

Welcome to Clarity - Release 13

AgriFutures Australia is the new trading name for the Rural Industries Research and Development Corporation (RIRDC). Clarity is our online business-management system which gives you direct access to your applications, proposal assessments, current projects and research management processes.

We welcome feedback and suggestions about how this system can be improved. To give feedback, update your details, or access support, contact the Clarity Development Team: email: helpdesk@agrifutures.com.au

Clarity has a 2 hour in-activity logout - please save regularly to avoid losing your work.

Fraud Control
The AgriFutures Australia Fraud Control Policy and Plan sets out the approach for the prevention and management of fraud or allegations of fraud within the organisation. AgriFutures Australia's risk appetite for fraud is zero tolerance.

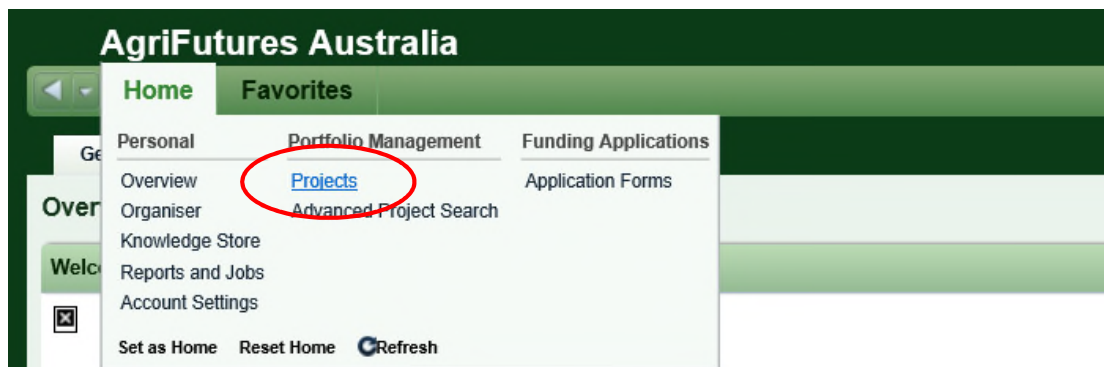
The Fraud Control Plan includes the process for notification of any suspected fraud and the relevant contacts. The template and guidelines for reporting an allegation of fraud are located below.

[The AgriFutures Australia Fraud Control Plan 2016-2018](#)
[The AgriFutures Australia Fraud Control - Allegation reporting template and guidelines](#)

Thankyou.
The Clarity Development Team

2. Submitting the final deliverable

Under **Home**, select **Projects**.



AgriFutures Australia

Home Favorites

Personal Portfolio Management Funding Applications

Overview **Projects** Application Forms

Organiser Advanced Project Search

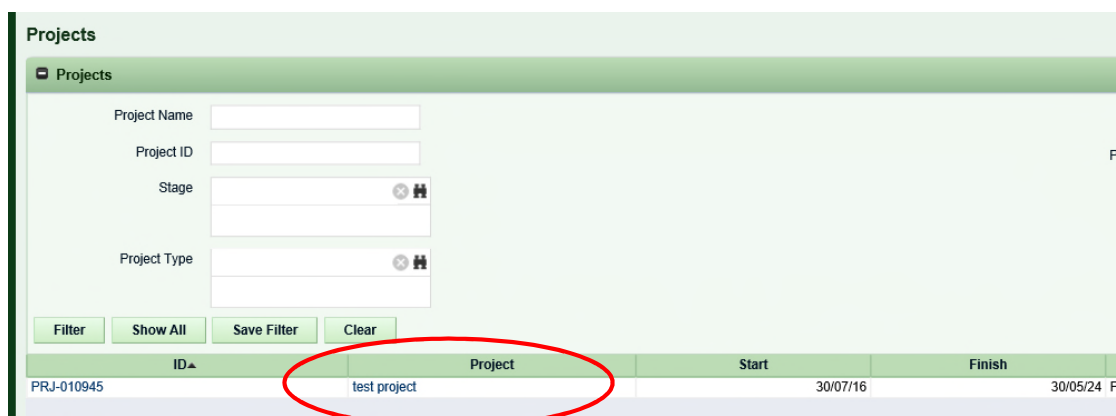
Knowledge Store

Reports and Jobs

Account Settings

Set as Home Reset Home Refresh

A list of your projects will be displayed. Select the project you need to enter a final deliverable for by clicking on the project name.



Projects

Projects

Project Name

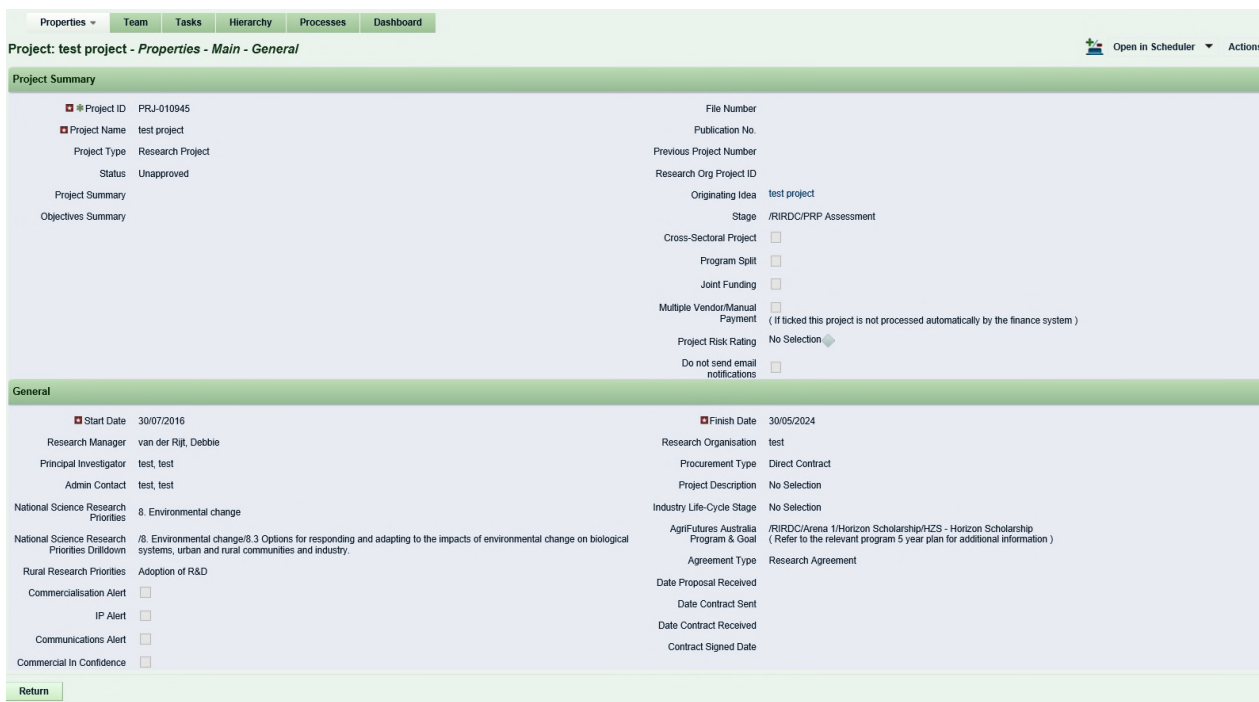
Project ID

Stage

Project Type

ID	Project	Start	Finish
PRJ-010945	test project	30/07/16	30/05/24

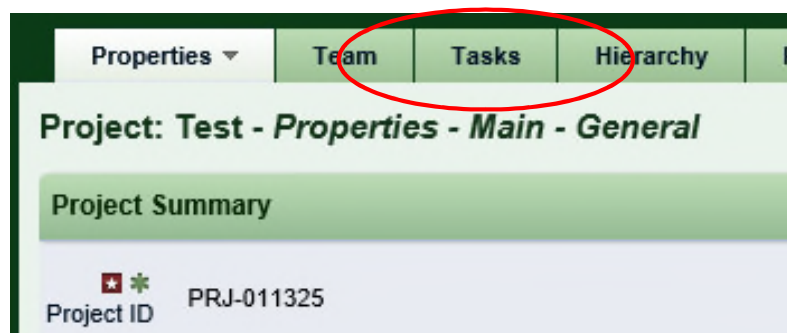
The Project Properties – Main – General page will be displayed.



This page will give a brief overview of the project (including name, research manager, program, organisation etc.).

Please note that this page cannot be edited. If there is something you think is incorrect, please contact the Program Manager to have it amended.

To begin completing the **Final Deliverable** select the **Tasks** tab at the top of the screen.



The project **Tasks – Tasks List** will be displayed which will give you a list of milestones for your project.

	Task	Due Date▲	Milestone Status	Milestone Value
<input type="checkbox"/>	Exchange of Contract 🔑	1/01/17	Paid/Complete	50,000.00 AUD
<input type="checkbox"/>	Annual Progress Report No. 1 🔑	30/11/17	Paid/Complete	34,551.00 AUD
<input type="checkbox"/>	Annual Progress Report No. 2 🔑	1/05/18	Open	0.00 AUD
<input type="checkbox"/>	Final Deliverable Draft 🔑	1/09/18	Open	0.00 AUD
<input type="checkbox"/>	Final Deliverable 🔑	1/12/18	Open	10,000.00 AUD

To submit your **Final Deliverable**, click on the task **Final Deliverable**

	Task	Due Date▲	Milestone Status	Milestone Value
<input type="checkbox"/>	Exchange of Contract	1/01/17	Paid/Complete	50,000.00 AUD
<input type="checkbox"/>	Annual Progress Report No. 1	30/11/17	Paid/Complete	34,551.00 AUD
<input type="checkbox"/>	Annual Progress Report No. 2	1/05/18	Open	0.00 AUD
<input type="checkbox"/>	Final Deliverable Draft	1/09/18	Open	0.00 AUD
<input type="checkbox"/>	Final Deliverable	1/12/18	Open	10,000.00 AUD

The Milestone Details page will be displayed. This page will be locked and cannot be edited. It will inform you of the due date of the milestone, the milestone value and the tasks and performance indicators that you need to report against.

General

Milestone Name Final Deliverable	Internal Milestone <input type="checkbox"/>
Milestone Number 7.18	R&D Milestone <input checked="" type="checkbox"/>
Milestone Value 10,000.00AUD	Milestone Status Open
Start 1/12/2018	Milestone Category Final Payment
Finish 1/12/2018	External Income Required No

Details

Tasks Final Deliverable

Performance Indicators The final deliverable will constitute:

1. A manuscripts prepared for publication in a peer-review journal.
2. A 2 - 10 page summary which includes reference to any peer-review publications, which will be published by AgriFutures Australia

Tasks and Performance Indicators Updated

Payment Details

Acknowledged By Finance <input type="text"/> <small>(This field is automatically populated when AP payment requested.)</small>	Payment Made <input type="text"/> <small>(This field is automatically populated when payment made.)</small>
Invoice Number -	Paid By Cheque/EFT No <input type="text"/>

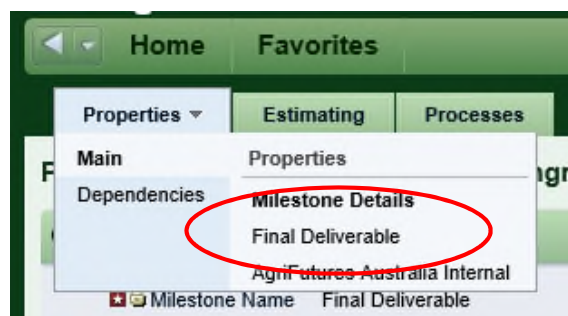
[\[Links\]](#)[\[Notes\]](#)

= Required = Enter Once = Unique = Locked by Process

Assignments

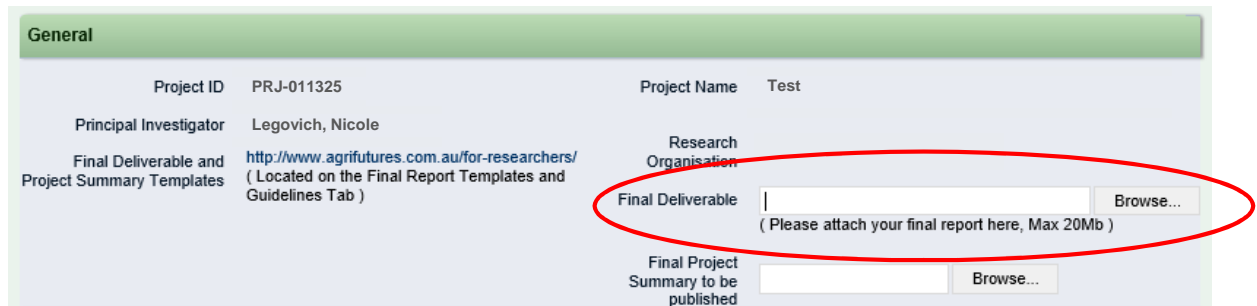
There are currently no resources assigned to this task.

To attach your Final Deliverable, select the **Final Deliverable** link from the properties menu.



Please note: files of more than 20MB cannot be attached in Clarity and will need to be forwarded to AgriFutures Australia by CD/USB or electronically. Please contact the Program Manager for further advice.

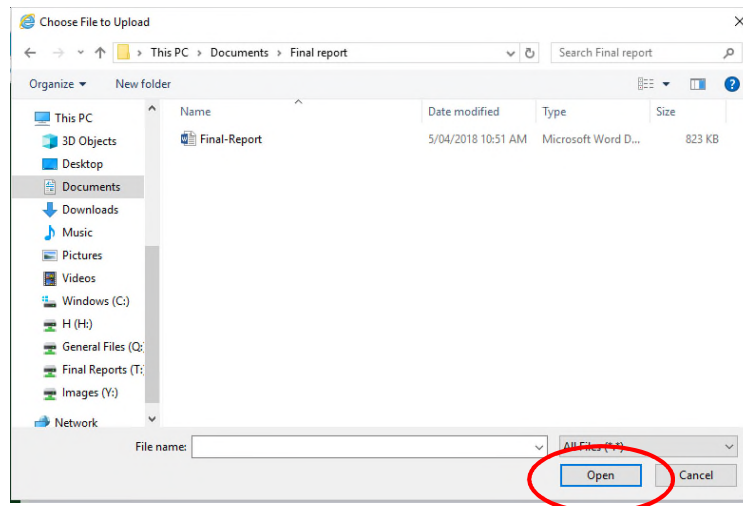
Select the **Browse** button next to the field labelled **Final Deliverable**.



General

Project ID	PRJ-011325	Project Name	Test
Principal Investigator	Legovich, Nicole	Research Organisation	
Final Deliverable and Project Summary Templates	http://www.agrifutures.com.au/for-researchers/ (Located on the Final Report Templates and Guidelines Tab)		
	Final Deliverable	<input type="text"/>	Browse...
	(Please attach your final report here, Max 20Mb)		
	Final Project Summary to be published	<input type="text"/>	Browse...

Locate your Final Deliverable file on your computer.

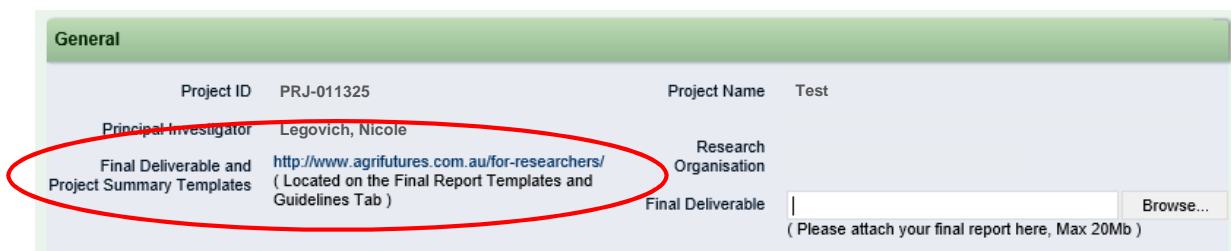


Select **Open**.

Click **Save** and the final deliverable file will be attached.

Perform the same function for the **Final Project Summary to be published**.

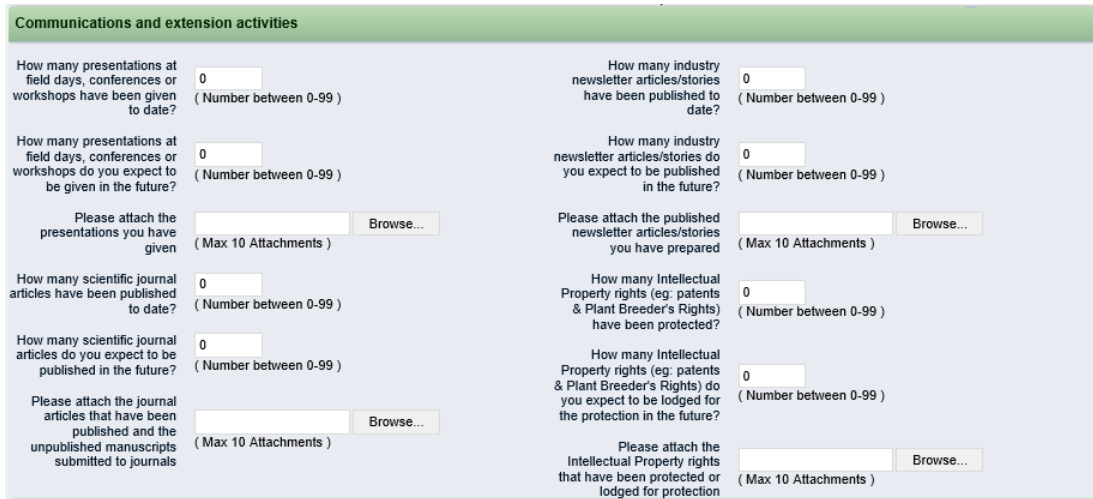
Both templates are located on the Researcher Tab from the AgriFutures Australia website: www.agrifutures.com.au/for-researchers/existing-research/



General

Project ID	PRJ-011325	Project Name	Test
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	Final Deliverable	<input type="text"/>	Browse...
	(Please attach your final report here, Max 20Mb)		

Complete the **Communications and extension activities** section.



Communications and extension activities

How many presentations at field days, conferences or workshops have been given to date? (Number between 0-99)

How many presentations at field days, conferences or workshops do you expect to be given in the future? (Number between 0-99)

Please attach the presentations you have given (Max 10 Attachments)

How many scientific journal articles have been published to date? (Number between 0-99)

How many scientific journal articles do you expect to be published in the future? (Number between 0-99)

Please attach the journal articles that have been published and the unpublished manuscripts submitted to journals (Max 10 Attachments)

How many industry newsletter articles/stories have been published to date? (Number between 0-99)

How many industry newsletter articles/stories do you expect to be published in the future? (Number between 0-99)

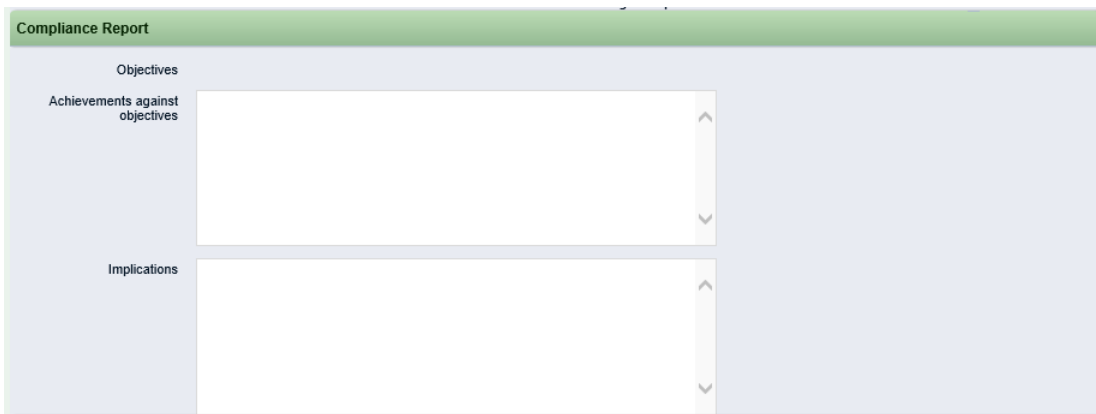
Please attach the published newsletter articles/stories you have prepared (Max 10 Attachments)

How many Intellectual Property rights (eg: patents & Plant Breeder's Rights) have been protected? (Number between 0-99)

How many Intellectual Property rights (eg: patents & Plant Breeder's Rights) do you expect to be lodged for the protection in the future? (Number between 0-99)

Please attach the Intellectual Property rights that have been protected or lodged for protection (Max 10 Attachments)

Complete the **Compliance Report** section.



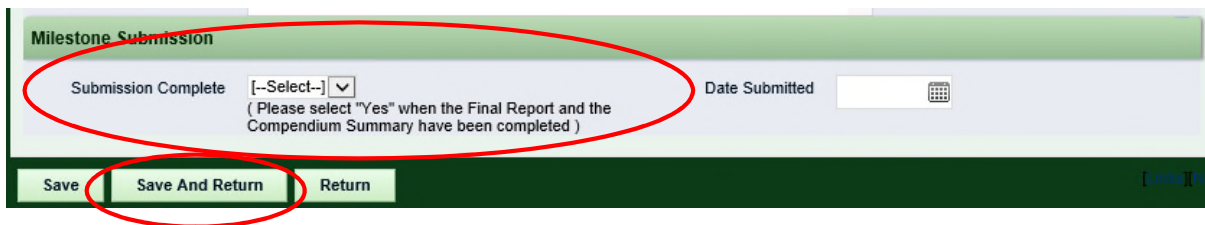
Compliance Report

Objectives

Achievements against objectives

Implications

Once the **Final Report** is attached and all sections are complete, change the **Submission Complete** drop-down to **Yes** and click **Submit and Return** at the bottom of the page.



Milestone Submission

Submission Complete (Please select "Yes" when the Final Report and the Compendium Summary have been completed)

Date Submitted

Note: Please **Save** as you complete each section of your report. When you have finalized your Final Deliverable and Compendium Summary and they are ready for submission to AgriFutures Australia, you must complete the **Milestone Submission** section at the bottom of the screen.