

SUBMITTING A RESEARCH IN PROGRESS REPORT

FOR PRINCIPAL INVESTIGATORS

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**.

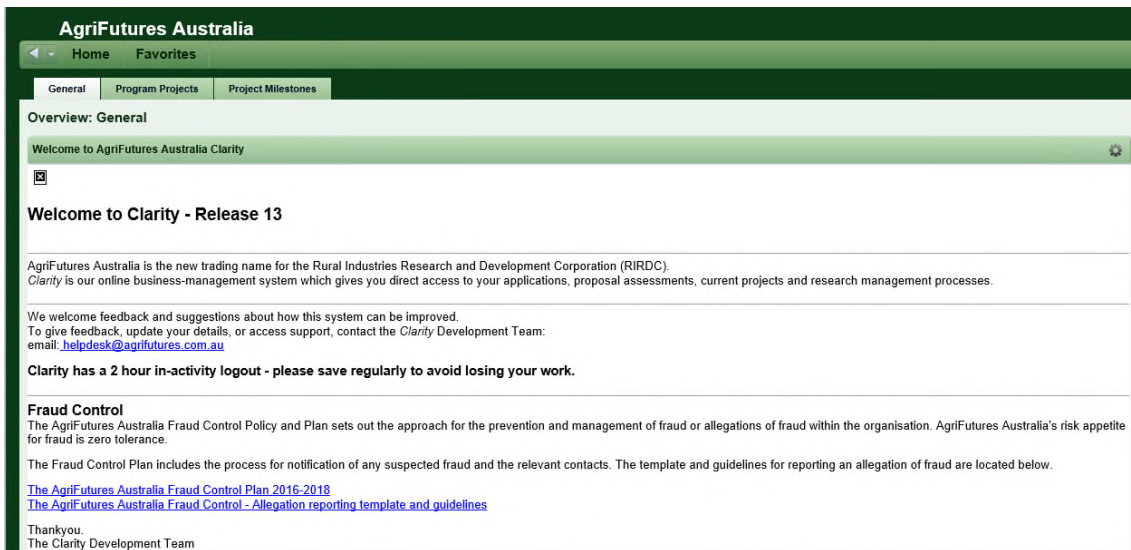
The Clarity Login screen appears. Enter your **Username** and **Password** and click **Login**.



Forgotten your login details?

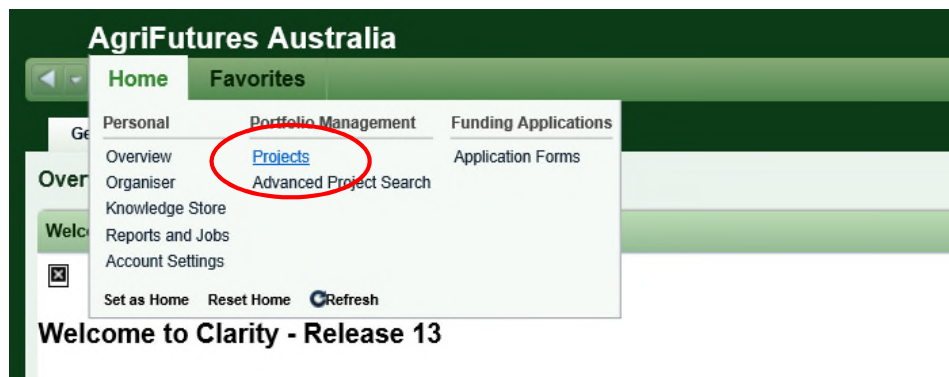
Email AgriFutures Australia Helpdesk helpdesk@agrifutures.com.au

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.



2. Completing the research in progress report

Under Home, click Projects.



A list of your projects will be displayed. Select the project for which you need to enter the research in progress report by clicking on its title.

Projects

Projects

Project Name Principal Investigator

Project ID *1325 Admin Contact

OBS Program Area: RIRDC Research Organisation

RIRDC Goal Stage

Project Type **Research Project**
Scholarship
Travel Grant
Conference Sponsorship
Special Event

Filter Save Filter Clear

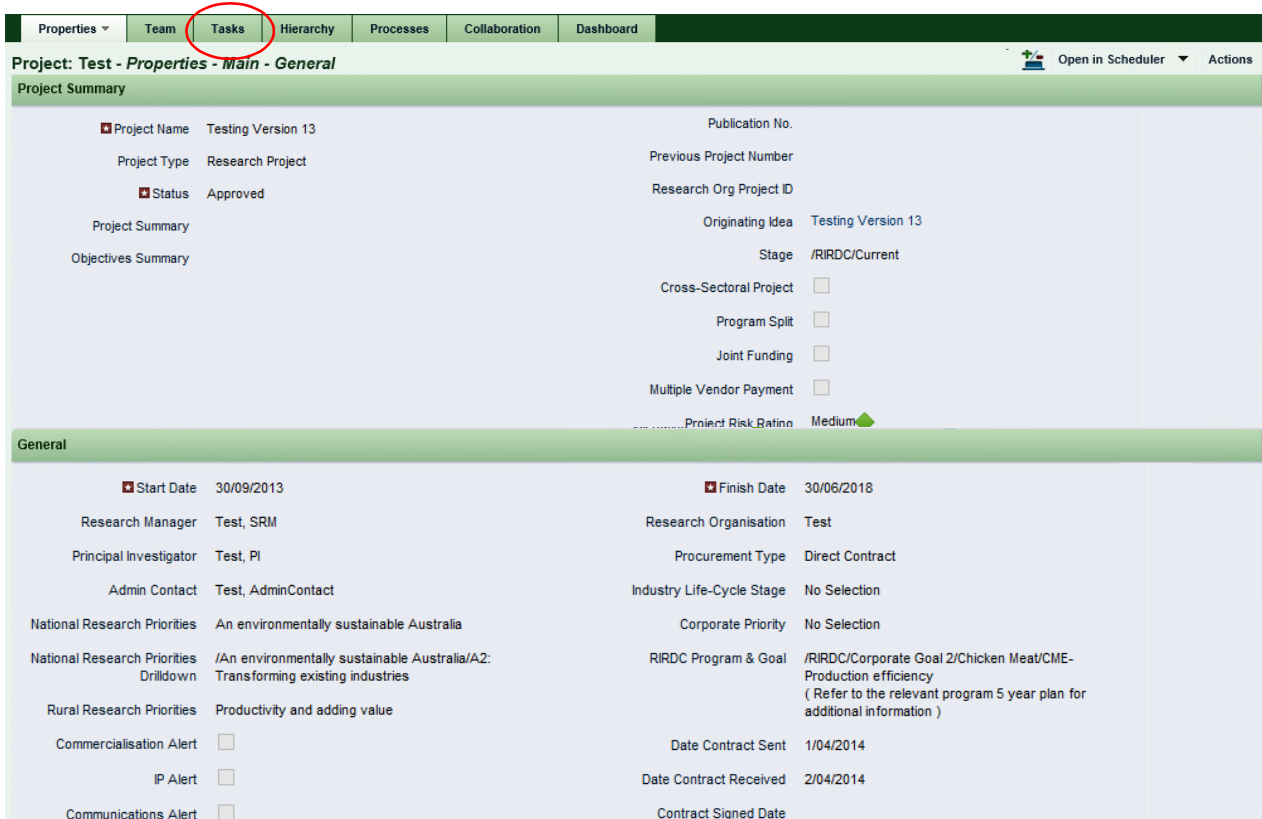
Project ID	Project Name	Start	Finish	Project Type	Goal	Stage	Principal Investigator	Admin Contact	Rese
PRJ-011325	Test	30/07/16	30/05/24	Research Project	HOR-Industry planning, economic benefit studies and market research	FRP Applications	Legovich, Nicole		AgriF

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: 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 research in progress report, select the **Tasks** tab at the top of the screen.



Project: Test - Properties - Main - General

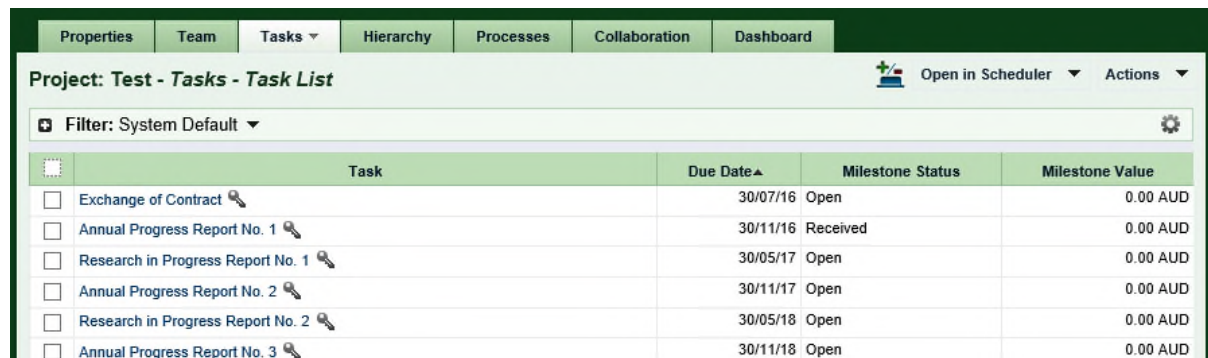
Project Summary

- Project Name: Testing Version 13
- Project Type: Research Project
- Status: Approved
- Publication No.
- Previous Project Number
- Research Org Project ID
- Originating Idea: Testing Version 13
- Stage: /RIRDC/Current
- Cross-Sectoral Project:
- Program Split:
- Joint Funding:
- Multiple Vendor Payment:
- Project Risk Rating: Medium

General

- Start Date: 30/09/2013
- Finish Date: 30/06/2018
- Research Manager: Test, SRM
- Research Organisation: Test
- Principal Investigator: Test, PI
- Procurement Type: Direct Contract
- Admin Contact: Test, AdminContact
- Industry Life-Cycle Stage: No Selection
- National Research Priorities: An environmentally sustainable Australia
- Corporate Priority: No Selection
- National Research Priorities Drilldown: /An environmentally sustainable Australia/A2: Transforming existing industries
- RIRDC Program & Goal: /RIRDC/Corporate Goal 2/Chicken Meat/CME- Production efficiency (Refer to the relevant program 5 year plan for additional information)
- Rural Research Priorities: Productivity and adding value
- Commercialisation Alert:
- Date Contract Sent: 1/04/2014
- IP Alert:
- Date Contract Received: 2/04/2014
- Communications Alert:
- Contract Signed Date

The project **Tasks: Task List** will be displayed which will give you a list of milestones for the project.

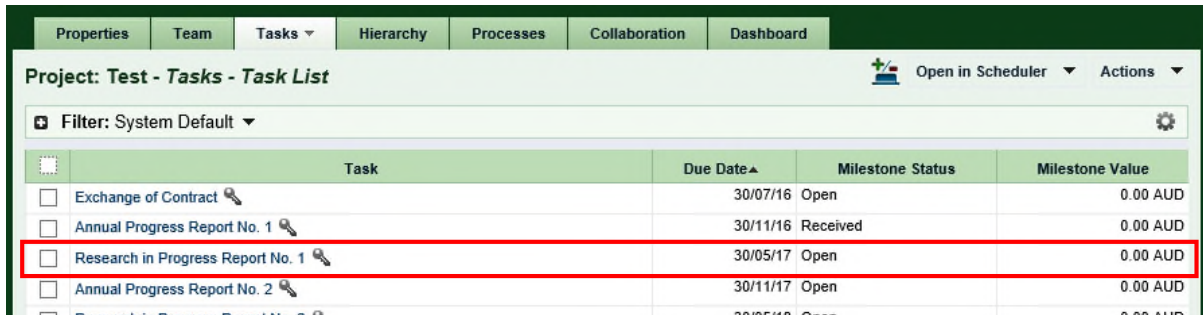


Project: Test - Tasks - Task List

Filter: System Default

Task	Due Date	Milestone Status	Milestone Value
<input type="checkbox"/> Exchange of Contract	30/07/16	Open	0.00 AUD
<input type="checkbox"/> Annual Progress Report No. 1	30/11/16	Received	0.00 AUD
<input type="checkbox"/> Research in Progress Report No. 1	30/05/17	Open	0.00 AUD
<input type="checkbox"/> Annual Progress Report No. 2	30/11/17	Open	0.00 AUD
<input type="checkbox"/> Research in Progress Report No. 2	30/05/18	Open	0.00 AUD
<input type="checkbox"/> Annual Progress Report No. 3	30/11/18	Open	0.00 AUD

To enter your research in progress report, click on the Task **Research in Progress Report No. X**. Ensure that you select the research in progress report with the correct due date (i.e. 30/05/18).



	Task	Due Date▲	Milestone Status	Milestone Value
<input type="checkbox"/>	Exchange of Contract	30/07/16	Open	0.00 AUD
<input type="checkbox"/>	Annual Progress Report No. 1	30/11/16	Received	0.00 AUD
<input type="checkbox"/>	Research in Progress Report No. 1	30/05/17	Open	0.00 AUD
<input type="checkbox"/>	Annual Progress Report No. 2	30/11/17	Open	0.00 AUD
<input type="checkbox"/>	Research in Progress Report No. 2	30/05/18	Open	0.00 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 tasks and performance indicators for which you need to report against.



General

- Milestone Name: Research in Progress Report No. 1
- Milestone Number: 7.3
- Milestone Value: 0.00
- Start: 26/05/2014
- Finish: 26/05/2014
- Internal Milestone:
- R&D Milestone:
- Milestone Status: Open
- Milestone Category: Progress Payment
- External Income Required: No

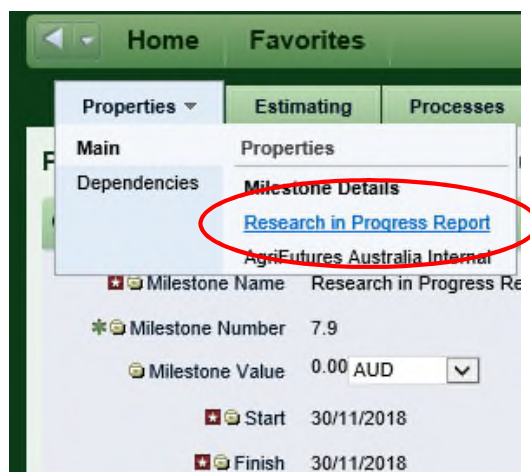
Details

- Tasks: 200 word summary report on project
- Performance Indicators: Report submitted in Clarity
- Tasks and Performance Indicators Updated:

Payment Details

- Acknowledged By Finance: [Field]
- Payment Made: [Field]
- Invoice Number: -
- Paid By Cheque/EFT No: [Field]

To begin entering your research in progress report, Click on **Properties -> Research in Progress Report**.



You are required to complete the **Current Progress** field.

Project: Test | Task: Research in Progress Report No. 1 - Task Properties

Research in Progress

Project ID PRJ-011325
Project Name Test
Principal Investigator Legovich, Nicole
Research Organisation AgriFutures Australia

Objectives

Current Progress

(In 200 words please outline the current progress of your project)

Milestone Submission

Submission Complete

Date Entered 26/03/2018

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

When you are satisfied that your **Research in Progress Report** is final and you would like to send it to AgriFutures Australia, please complete the **Milestone Submission** section at the bottom of the screen and click **Save and Return**.

NOTE: This section will lock the page and you will not be able to edit it.
Your research in progress report has now been finalised.