

# SUBMITTING AN ANNUAL 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**.

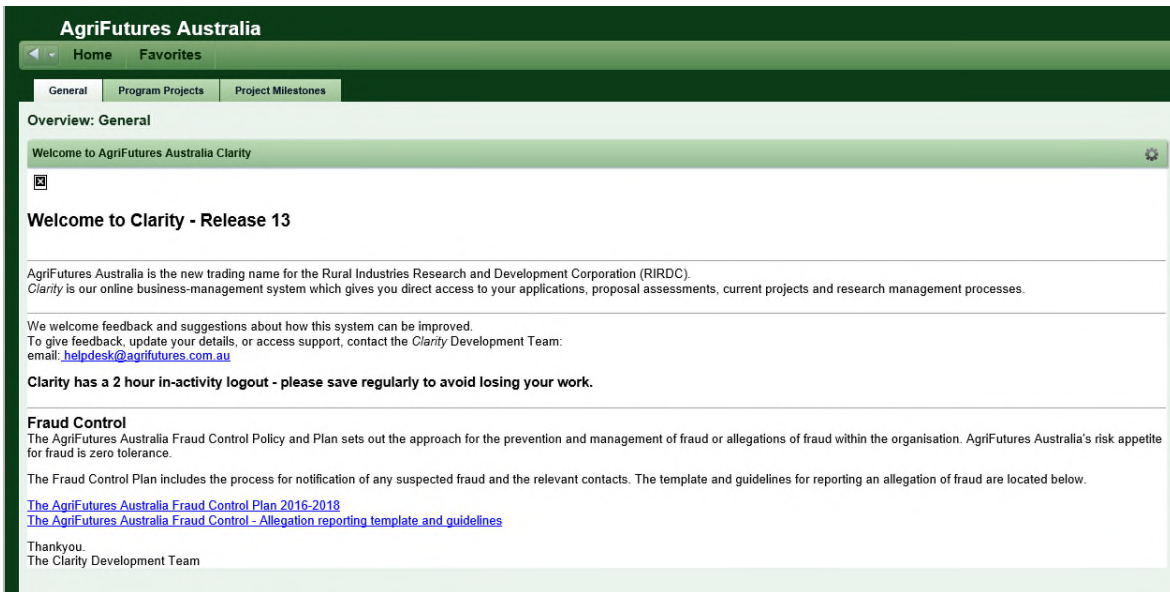
The Clarity Login screen appears. Enter your **Username** and **Password** and click **Login**.



### Forgotten your login details?

Email AgriFutures Australia Helpdesk [helpdesk@agrifutures.com.au](mailto: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](mailto: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](mailto: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. Completing the Annual Progress Report

Go to: Home -> Portfolio Management -> Projects.



**AgriFutures Australia**

Home Favorites

Personal Portfolio Management Funding Applications

Overview **Projects** Application Forms

Organiser Advanced Project Search

Knowledge Store

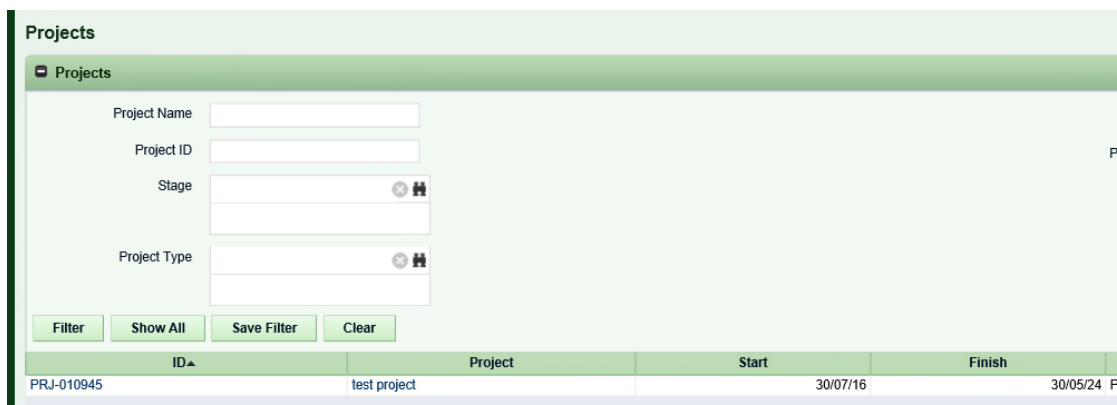
Reports and Jobs

Account Settings

Set as Home Reset Home Refresh

**Welcome to Clarity - Release 13**

A list of your projects will be displayed.



**Projects**

Projects

Project Name

Project ID

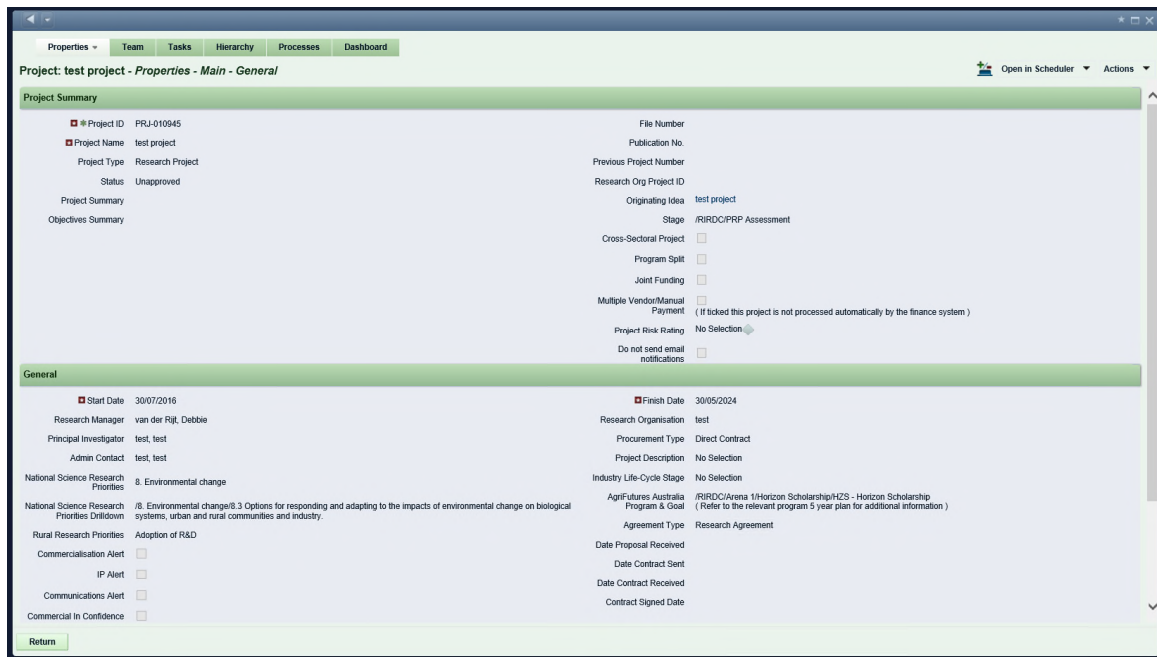
Stage

Project Type

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

Select the project that you need to enter an annual progress report for by clicking on its title.

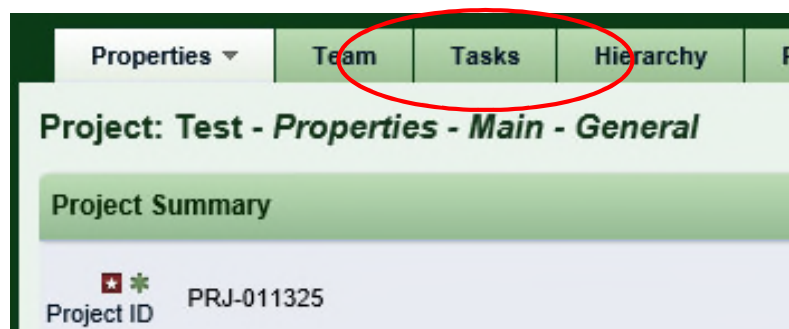
The **Project Properties: Main - General** page will be displayed.



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 annual progress report, select the **Tasks** tab at the top of the screen.



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

To enter your annual progress report, click on the milestone name **Annual Progress Report No. #**. Ensure that you select the progress report with the correct due date.

| 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  | Open             | 0.00 AUD        |
| <input type="checkbox"/>          | Research in Progress Report No. 1 | 30/05/17  | Open             | 0.00 AUD        |

The **Milestone Details** page will be displayed. This page is 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 for which you need to report against.

Project: Test - Tasks - Task List

Open in Scheduler Actions

Properties Estimating Processes

**General**

Milestone Name: Annual Progress Report No. 1  
 Milestone Number: 7.2  
 Milestone Value: 76,866.00AUD  
 Start: 19/12/2012  
 Finish: 20/12/2012

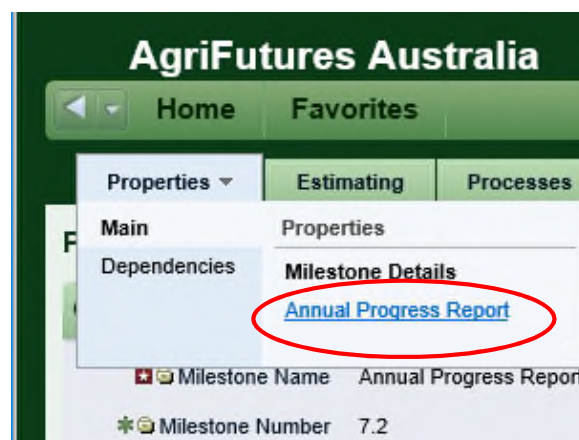
Internal Milestone:   
 R&D Milestone:   
 Milestone Status: Paid/Complete  
 Milestone Category: Progress Payment  
 External Income Required: No

**Details**

Tasks: Progress report,  
 Performance Indicators: Report submitted in Clarity.  
 Tasks and Performance Indicators Updated:

**Payment Details**

To begin entering your progress report, select **Annual Progress Report** from the **Properties** dropdown list.



To minimize the risk of losing information, always **save as you go**.

**Project: Test | Task: Annual Progress Report No. 1 - Task Properties**

**Project Information**

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

**Annual Progress Report**

Objectives

Progress against agreed milestones

Outcomes, issues and recommendations

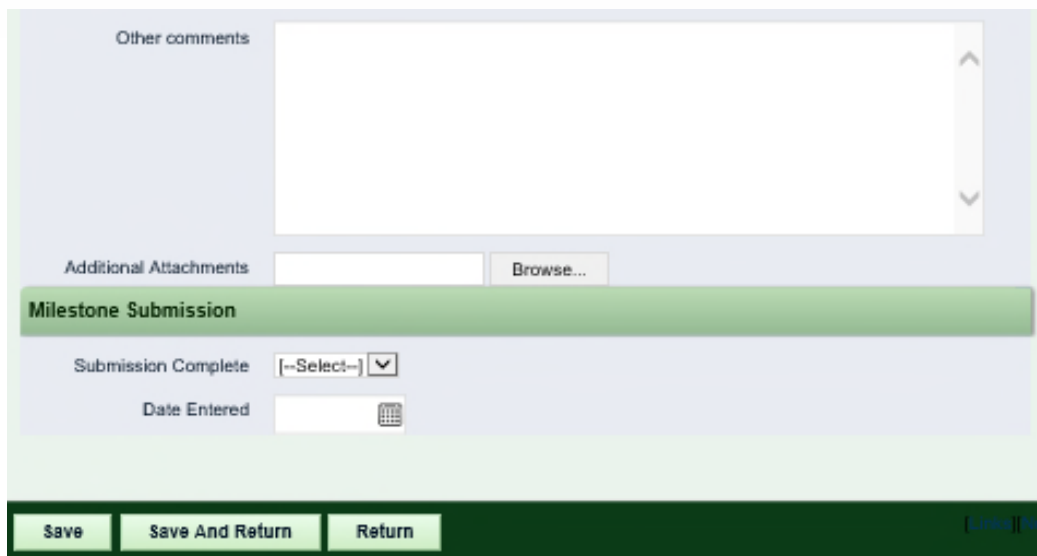
Demonstration / promotion / extension activities / research reporting

Confirmation of industry funding, if not already notified

Variation requested not already identified to AgriFutures Australia

Have you engaged in any communications activities since your last Annual Progress Report?

If you have a communications strategy, are there any alterations needed to the strategy?



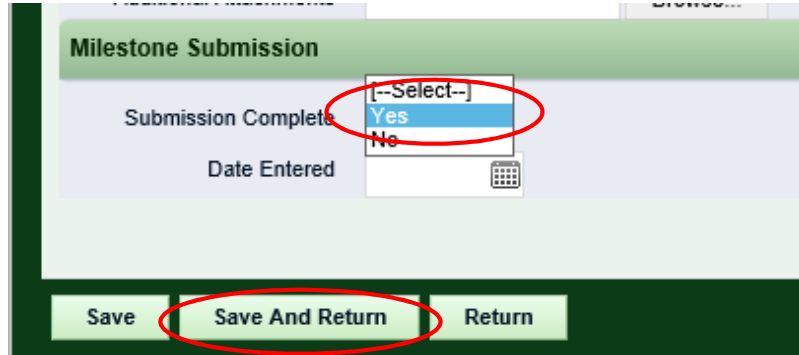
- **Objectives of the project**  
This will be automatically populated from the Full Proposal.
- **Progress against agreed milestone(s)**  
Use the agreed performance indicators to indicate whether the milestone(s) have been achieved or not. In 250 words or less comment on the significance or implications of the milestone(s) achieved to the targeted rural industry or community sector.
- **Outcomes, issues and recommendations**  
Where the agreed milestones have not been achieved, in 250 words or less provide reasons for this, a proposed management strategy and a revised reporting date.
- **Demonstration/promotion/extension activities/research reporting**  
In 250 words or less identify issues such as commercialisation, communication/extension and opportunities for new projects, workshops etc. arising from the research.
- **Confirmation of industry funding**  
Where the project budget shows a contribution from industry, AgriFutures Australia requires confirmation that the research organisation has received that contribution for the relevant financial year.
- **Variations requested**  
Variations to the project, including timing and budgets, will need to be approved by AgriFutures Australia. A justification for the changes sought must be provided.
- **Other comments**  
Please provide any additional comments relevant to the progress of your project. You can also attach any additional documents here by clicking on “**Browse**”.

**It is advisable that you click SAVE as you complete each section of your report.**

When you have finalised your application and it is ready for submission to AgriFutures Australia, you must complete the **Milestone Submission** section at the bottom of the screen.

### 3. Finalising your submission

When you are completely satisfied that your 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 press **Save and Return**.



**Note:** This submission will lock the page and you will not be able to edit it.

**Congratulations, your application has now been submitted.**

### 4. Logging out of Clarity

From any screen within Clarity, click logout at the top right of the screen. You will be returned to the login screen where you can close your internet browser.