Submitting Project Milestones

Contents

Accessing K2 ........................................................................................................................................... 2
Researcher Dashboard ............................................................................................................................. 3
Milestone submissions ............................................................................................................................. 3
Accessing your milestones ..................................................................................................................... 4
Exchange of Contract ............................................................................................................................ 5
  Submitting your invoice for payment .................................................................................................. 6
Progress Payment ..................................................................................................................................... 9
  For Fee for Service Model .................................................................................................................. 10
  For Milestone Model .......................................................................................................................... 10
Progress Report ..................................................................................................................................... 12
  Submitting your Progress Report ...................................................................................................... 19
Other ..................................................................................................................................................... 20
Final Deliverable ..................................................................................................................................... 22
  Submitting your Final Deliverable ..................................................................................................... 27
Final Report ........................................................................................................................................... 28
  Submitting your Final Report ............................................................................................................. 33
Final Payment ......................................................................................................................................... 34
  Submitting your Final Payment ........................................................................................................ 35
Final Financial Statement ...................................................................................................................... 36
Accessing K2

Access to K2 is required before being able to submit an application. If you do not already have an account, please email helpdesk@agrifutures.com.au

Once you have received your login credentials, type the following URL in to your internet browser – we recommend that you use Chrome or Microsoft Edge - https://agrifutures.onk2.com/Runtime/Runtime/Form/Researcher.Dashboard/

If you have forgotten your username and/or password, please email helpdesk@agrifutures.com.au.
Researcher Dashboard

Once you have logged into K2 you will be taken to your Researcher Dashboard. From here you can create new applications for research, view reports and change settings.

There are also three tables:

1. **My Tasks** – when you have a task to action, it will appear here. You will also receive an email notification advising you that there is a task for you to action.

2. **My Applications** – once you start an application, it will appear here, and the status will be updated during the review/assessment and approval process so you can see where your application is up to.

3. **My Projects** – if you are successful in your application, once contracted, it will become an active project and will sit within this area.

Milestone submissions

This guide outlines the process for submitting the different types of milestones you may have as part of your project.

Milestones can be viewed at any time from within your project or on the milestones area of your dashboard but will also appear as tasks for you to action as they become due.
Accessing your milestones

You can access your milestones at any time by clicking on your project in your dashboard and selecting the milestone from the milestone table. Alternatively, you will receive an email advising you when the milestone is due for submission and a task will be created in your My Tasks on your Dashboard.

If you require assistance, please contact the Program Coordinator/Manager directly or alternatively email AgriFutures Australia Helpdesk at helpdesk@agrifutures.com.au.
Exchange of Contract

After the contract for your project has been executed, the Project Lead will receive an email advising them that they have an Exchange of Contract Task.

PRJ-013100 - Exchange of Contract

To Nicole Legovich
Cc Kristy Middlebrook

Dear Nicole Legovich (Testing),
An Exchange of Contract task from project PRJ-013100 has been assigned to you.

To open the task click on the link below:

Open Milestone Task

Kind regards,

AgriFutures

To action either click on the email to be taken into the task or access the task from your dashboard.

This will open the milestone to allow you to submit your invoice for payment.
Submitting your invoice for payment.

The top part of the milestone contains the project information which cannot be edited.

Underneath is the area you need to complete:

Please enter your invoice number, invoice date and the invoice amount.

Then upload your invoice by pressing on Click here to attach file. This will open a pop-up window to allow navigate to where your invoice is saved and click open.
The invoice will be attached and once you press **Save Draft**, it will show in your attachments list.

If you need to include any additional attachments, you can upload those in the attachment section by clicking **+ Add**.

If you need to alter your attachment, select the line in the attachment area (click close to the attachment type so you do not open the attachment) and then either click edit to update the details and change to another document, then click **Save**.
If you need to remove an attachment, you can do so by selecting the line and clicking on delete.

Once you have completed your submission, press Submit, and your submission will be lodged with AgriFutures.

**NOTE:** If you wish to save a draft and come back to it later, please select the Save Draft button at the bottom of the screen.
Progress Payment

You can access your Progress Payment at any time by clicking on your project in your dashboard and selecting the milestone from the milestone table. Alternatively, you will receive an email advising you when the milestone is due for submission and a task will be created in your My Tasks on your Dashboard.

The top part of the milestones contains the project information which cannot be edited.

Below are the areas you need to complete:
**For Fee for Service Model**

Please enter your hours worked, rate per hour, invoice number, invoice date, invoice amount (exc. GST) and who the invoice is entered by.

The total will auto-calculate based on the hours worked by the rate per hour. Please ensure this total matches your invoice total amount entered.

Then upload your invoice by pressing on **Click here to attach a file**. This will open a pop-up window to allow you to navigate to where your invoice is saved and click open.

The invoice will be attached and once you press **Save Draft**, will show in your attachments list.

**For Milestone Model**

Please enter your invoice number, invoice date, invoice amount (exc. GST) and who the invoice is entered by.

Then upload your invoice by pressing on **Click here to attach a file**. This will open a pop-up window to allow you to navigate to where your invoice is saved and click open.

The invoice will be attached and once you press **Save Draft**, will show in your attachments list.

If you need to include any additional attachments, you can upload those in the attachment section by clicking **+ Add**.

If you need to alter your attachment, select the line in the attachment area (click close to the attachment type so you do not open the attachment) and then either click edit to update the details and change to another document, then click **Save**.
If you need to remove an attachment, you can do by selecting the line and clicking on X Delete.

Once you have completed your submission, press Submit, and your submission will be lodged with AgriFutures.

Note: If you wish to save a draft and come back to it later, please select the Save Draft button at the bottom of the screen.
Progress Report

You can access your Progress Report at any time by clicking on your project in your dashboard and selecting the milestone from the milestone table. Alternatively, you will receive an email advising you when the milestone is due for submission and a task will be created in your My Tasks on your Dashboard.

The top part of the milestone contains the project information which cannot be edited.

Below are the areas you need to complete:

Invoice:

- Invoice No. Please enter your invoice number
- Invoice Amount (ex GST): Please enter the amount of your invoice – this should correspond to the amount listed on the milestone.
- Invoice Date: The date of your invoice.
- Invoice: Please attach your invoice
Progress Report

• **Plain English Summary of Key Achievements:** In 200 words or less, please provide a brief plain English summary of notable achievements against objectives including major outputs or outcomes achieved to date.

• **Detailed Progress Against Milestones:** In 1,000 words or less, please provide detail of progress against this milestone and progress towards the overall project objectives.

Variation

• **Have any of the following elements of your project changed since your last report or need changing in the future?** In 200 words or less, have any of the following elements of your project changed since your last report or need changing in the future?

• **Variations:** Please select Yes or No. If yes, please detail the change that will need to occur, or has occurred, since your last report.
• **Methodology:** Please select *Yes* or *No*. If yes, please detail the change that will need to occur, or has occurred, since your last report.

• **Key personnel:** Please select *Yes* or *No*. If yes, please detail the change that will need to occur, or has occurred, since your last report.

• **Timelines:** Please select *Yes* or *No*. If yes, please detail the change that will need to occur, or has occurred, since your last report.

• **Milestones:** Please select *Yes* or *No*. If yes, please detail the change that will need to occur, or has occurred, since your last report.

• **Budgets:** Please select *Yes* or *No*. If yes, please detail the change that will need to occur, or has occurred, since your last report.

• **Assets:** Please select *Yes* or *No*. If yes, please detail the change that will need to occur, or has occurred, since your last report.

**IP Register**

- Have changes to Intellectual Property occurred in your project? *Yes* or *No*.
- If Yes, please explain the changes that have occurred.

**Communication Activities – To Date**

To what extent have your research results to date been disseminated to industry, scientific community, commercial parties, or other institutions? In 200 words or less, describe to what extent have your research results to date been disseminated to industry, scientific community, commercial parties, or other institutions? Provide a publication list with publication reference and a copy of each publication and presentation by attaching in the sections provided below.
• As part of your research are there any trials being conducted on farm or in an appropriate industry facility? Please select Yes or No.
  
  o If yes, what is the number of trials?
  
  o What is the geographic location of the trials?

• AgriFutures Australia is interested in gaining an understanding of the impact of your research on growers/industry. If contacted would you be prepared to share details with AgriFutures Australia so we can understand the impact and explore opportunities for communications and extension activities. Please select Yes or No.

**Communication Activities – In the Future**

• How do you intend to communicate the results or findings of your research to industry, scientific community, commercial parties, or other institutions (for the next 6 to 12 months)? In 200 words or less, describe how do you intend to communicate the results or findings of your research to Industry, Scientific community, commercial parties or other institutions (for the next 6 to 12 months)?

  **Note:** Publications must be approved by AgriFutures Australia prior to release.

**Assistance Required**

• Would you like any assistance from AgriFutures Australia? Please select Yes or No. If yes, please provide details. Then AgriFutures Australia will contact you shortly to determine how we may best assist.
Compliance Report
Please review the Objectives and note your achievements to date.

- **Achievements against objectives:** Please note your achievements against the stated objectives.
- **Implications:** Please note any implications resulting from the above.

Communications and Extension Activities
- List and attach the presentations that you have given, or expect to give in the next six months, at field days, conferences, or workshops.

Presentations
- **To list and attach presentations:** select + Add in the table. A pop-up will appear. Enter the details into each of the fields in the pop-up and select Save. This presentation will now be added to the table.
- If you need to remove a presentation, you can do so by selecting the line and clicking on delete.

Articles/Stories
- List and attach the scientific journal articles that have been published or are expected to be published in the next six months.
• **To list and attach articles/stories:** select + Add in the table. A pop-up will appear. Enter the details into each of the fields in the pop-up and select **Save**. The article/story will now be added to the table.

• If you need to remove an article/story, you can do so by selecting the line and clicking on **delete**.

Scientific Journals

• List and attach the scientific journal articles that have been published or are expected to be published in the next six months.

• **To list and attach scientific journal articles:** select + Add in the table. A pop-up will appear. Enter the details into each of the fields in the pop-up and select **Save**. The scientific journal article will now be added to the table.
If you need to remove a scientific journal article, you can do so by selecting the line and clicking on delete.

Intellectual Property

- List and attach the Intellectual Property rights that have been protected or lodged for protection to date or expected to be protected or lodged in the next 12 months.

- **To list and attach Intellectual Property**: select + Add in the Intellectual Property table. A pop-up will appear. Enter the details into each of the fields in the pop-up and select Save. This will now be added to the table.

- If you need to remove any Intellectual Property, you can do so by selecting the line and clicking on delete.

Attachments

- To add any supporting attachments to the progress report, select + Add. A pop-up will appear. Select the file to be attached from your computer, add a description of the attachment, and select from the dropdown the attachment type.

- If you need to alter your attachment, select the line in the attachment area (click close to the attachment type so you do not open the attachment) and then either click edit to update the details and change to another document, then click Save.
• If you need to remove an attachment, you can do so by selecting the line and clicking on delete.

Submitting your Progress Report

• Once all the fields have been completed, please review your submission and once you are happy select the Submit button at the bottom of the screen. An email will be sent to the AgriFutures Australia Program Manager notifying them the progress report is ready for their review.

**Note:** If you wish to save a draft and come back to it later, please select the Save Draft button at the bottom of the screen.
Other

You can access your Other milestone at any time by clicking on your project in your dashboard and selecting the milestone from the milestone table. Alternatively, you will receive an email advising you when the milestone is due for submission and a task will be created in your My Tasks on your Dashboard.

The top part of the milestone contains the project information which cannot be edited.

This type of milestone allows for the submission of your invoice and attachments only.

**Invoice:**

- **Invoice No.** Please enter your invoice number
- **Invoice Amount (ex GST):** Please enter the amount of your invoice – this should correspond to the amount listed on the milestone.
- **Invoice Date:** The date of your invoice.
- **Invoice:** Please attach your invoice

**Attachments**

- To add any supporting attachments to the progress report, select + Add. A pop-up will appear. Select the file to be attached from your computer, add a description of the attachment, and select from the dropdown the attachment type.

- If you need to alter your attachment, select the line in the attachment area (click close to the attachment type so you do not open the attachment) and then either click edit to update the details and change to another document, then click Save.

- If you need to remove an attachment, you can do so by selecting the line and clicking on delete.
Final Deliverable

You can access your Final Deliverable at any time by clicking on your project in your dashboard and selecting the milestone from the milestone table. Alternatively, you will receive an email advising you when the milestone is due for submission and a task will be created in your My Tasks on your Dashboard.

The top part of the milestone contains the project information which cannot be edited.

Invoice:

- **Invoice No.** Please enter your invoice number
- **Invoice Amount (ex GST):** Please enter the amount of your invoice – this should correspond to the amount listed on the milestone.
- **Invoice Date:** The date of your invoice.
- **Invoice:** Please attach your invoice
Final Deliverable
Communications and Extension Activities

As part of your research are there any trials being conducted on farm or in an appropriate industry facility? Please select Yes or No.

If yes, please indicate:
- Number of trials
- Geographic location of trials

Are you aware of anyone who has adopted your research findings and applied at a commercial scale? Please select Yes or No.

If yes

AgriFutures Australia is interested in gaining an understanding of the impact of your research on growers/industry. If contacted would you be prepared to share details with AgriFutures Australia so we can understand the impact and explore opportunities for communications and extension activities. Please select Yes or No.

Intellectual Property
Please review the content and indicate if there have been any changes since the project commenced.

- **The following Intellectual Property was expected to arise as a result of this project. Has this changed?**
  - **Type of Intellectual Property produced from this project:** Pre-populated from contract.
  - **Project Intellectual Property produced from this project:** Pre-populated from contract

- **If yes**
  - **Type of Intellectual Property produced from this project:** Please choose from the dropdown menu: Copyright, Confidential Information, Patents, Plant Breeders' Rights, Trade Marks, Other
  - **Project Intellectual Property produced from this project:** Please describe the intellectual property likely to result from this project.

- **Was there any valuable commercialisable intellectual property created during this project?** Choose from Yes or No.
  - **If yes, please describe.**
  - **What steps have been taken/are planned to protect and commercialise?**

### Compliance Report

<table>
<thead>
<tr>
<th>Compliance Report</th>
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<tr>
<td><strong>Objectives:</strong></td>
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<td><strong>Implications:</strong></td>
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<tr>
<td>Type a value</td>
</tr>
</tbody>
</table>

Please review the Objectives and note your achievements to date.

**Objectives**

- **Achievements against objectives:** Please note your achievements against the stated objectives.
- **Implications:** Please note any implications resulting from the above.

**Presentations & publications**

**Presentations**

List and attach the presentations that you have given, or expect to give in the next six months, at field days, conferences, or workshops.

- **To list and attach presentations:** select **+ Add** in the table. A pop-up will appear. Enter the details into each of the fields in the pop-up and select **Save**. This presentation will now be added to the table.
• If you need to remove a presentation, you can do so by selecting the line and clicking on delete.

![Presentation Table]

Articles/Stories

• List and attach the scientific journal articles that have been published or are expected to be published in the next six months.

• **To list and attach articles/stories:** select + Add in the table. A pop-up will appear. Enter the details into each of the fields in the pop-up and select Save. The article/story will now be added to the table.

• If you need to remove an article/story, you can do so by selecting the line and clicking on delete.

![Articles/Stories Table]
Scientific Journals

- List and attach the scientific journal articles that have been published or are expected to be published in the next six months.

- **To list and attach scientific journal articles**: select + Add in the table. A pop-up will appear. Enter the details into each of the fields in the pop-up and select Save. The scientific journal article will now be added to the table.

- If you need to remove a scientific journal article, you can do so by selecting the line and clicking on delete.
Attachments

Please attach your final report and final report summary in this section.

**Note:** If you need a copy of the template, you can find it on our website or reach out to your Program Manager or Program Coordinator to obtain a copy.

- To add any supporting attachments to the progress report, select **+ Add**. A pop-up will appear. Select the file to be attached from your computer, add a description of the attachment, and select from the dropdown the attachment type.

- If you need to alter your attachment, select the line in the attachment area (click close to the attachment type so you do not open the attachment) and then either click edit to update the details and change to another document, then click **Save**.

- If you need to remove an attachment, you can do so by selecting the line and clicking on delete.

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Submitting your Final Deliverable

- Once all the fields have been completed, please review your submission and once you are happy select the **Submit** button at the bottom of the screen. An email will be sent to the AgriFutures Australia Program Manager notifying them the Final Deliverable is ready for their review.

**Note:** If you wish to save a draft and come back to it later, please select the **Save Draft** button at the bottom of the screen.
Final Report

You can access your Final Deliverable at any time by clicking on your project in your dashboard and selecting the milestone from the milestone table. Alternatively, you will receive an email advising you when the milestone is due for submission and a task will be created in your My Tasks on your Dashboard.

The top part of the milestone contains the project information which cannot be edited.

Invoice:

- **Invoice No.** Please enter your invoice number
- **Invoice Amount (ex GST):** Please enter the amount of your invoice – this should correspond to the amount listed on the milestone.
- **Invoice Date:** The date of your invoice.
- **Invoice:** Please attach your invoice
Please review the content below and indicate if there have been any changes since the project commenced.

- **The following Intellectual Property was expected to arise as a result of this project. Has this changed?**
  - Type of Intellectual Property produced from this project: Pre-populated from contract.
  - Project Intellectual Property produced from this project: Pre-populated from contract

- **If yes**
  - Type of Intellectual Property produced from this project: Please choose from the dropdown menu: Copyright, Confidential Information, Patents, Plant Breeders' Rights, Trade Marks, Other
  - Project Intellectual Property produced from this project: Please describe the intellectual property likely to result from this project.

- **Was there any valuable commercialisable intellectual property created during this project?** Choose from Yes or No.
  - If yes, please describe.
  - What steps have been taken/are planned to protect and commercialise?
Compliance Report

Please review the Objectives and note your achievements to date.

Objectives

- **Achievements against objectives**: Please note your achievements against the stated objectives.
- **Implications**: Please note any implications resulting from the above.

Communications and Extension Activities

- As part of your research are there any trials being conducted on farm or in an appropriate industry facility? Please select Yes or No.
- If yes, please indicate:
  - Number of trials
  - Geographic location of trials
- Are you aware of anyone who has adopted your research findings and applied at a commercial scale? Please select Yes or No.
  - If yes
• **AgriFutures Australia** is interested in gaining an understanding of the impact of your research on growers/industry. If contacted would you be prepared to share details with AgriFutures Australia so we can understand the impact and explore opportunities for communications and extension activities. Please select Yes or No.

**Presentations**

• List and attach the presentations that you have given, or expect to give in the next six months, at field days, conferences, or workshops.

• **To list and attach presentations:** select + Add in the table. A pop-up will appear. Enter the details into each of the fields in the pop-up and select Save. This presentation will now be added to the table.

• If you need to remove a presentation, you can do so by selecting the line and clicking on delete.

[Image of presentation table]

**Articles/Stories**

• List and attach the scientific journal articles that have been published or are expected to be published in the next six months.

• **To list and attach articles/stories:** select + Add in the table. A pop-up will appear. Enter the details into each of the fields in the pop-up and select Save. The article/story will now be added to the table.

• If you need to remove an article/story, you can do so by selecting the line and clicking on delete.

[Image of article/story table]
Scientific Journals

- List and attach the scientific journal articles that have been published or are expected to be published in the next six months.

- **To list and attach scientific journal articles:** select + Add in the table. A pop-up will appear. Enter the details into each of the fields in the pop-up and select Save. The scientific journal article will now be added to the table.

- If you need to remove a scientific journal article, you can do so by selecting the line and clicking on delete.
Attachments

Please attach your final report and final report summary in this section.

**Note:** If you need a copy of the template, you can find it on our website or reach out to your Program Manager or Program Coordinator to obtain a copy.

- To add any supporting attachments to the progress report, select + Add. A pop-up will appear. Select the file to be attached from your computer, add a description of the attachment, and select from the dropdown the attachment type.

- If you need to alter your attachment, select the line in the attachment area (click close to the attachment type so you do not open the attachment) and then either click edit to update the details and change to another document, then click Save.

- If you need to remove an attachment, you can do so by selecting the line and clicking on delete.

![Attachments Interface](attachment_interface.png)

**Submitting your Final Report**

- Once all the fields have been completed, please review your submission and once you are happy select the Submit button at the bottom of the screen. An email will be sent to the AgriFutures Australia Program Manager notifying them the Final Report is ready for their review.

**Note:** If you wish to save a draft and come back to it later, please select the Save Draft button at the bottom of the screen.
Final Payment

You will receive an email advising you when the milestone is due for submission and a task will be created in your My Tasks on your Dashboard.

The top part of the milestone contains the project information which cannot be edited.

**Invoice:**

- **Invoice No.** Please enter your invoice number
- **Invoice Amount (ex GST):** Please enter the amount of your invoice – this should correspond to the amount listed on the milestone.
- **Invoice Date:** The date of your invoice.
- **Invoice:** Please attach your invoice

**Attachments**

- To add any supporting attachments to the progress report, select + Add. A pop-up will appear. Select the file to be attached from your computer, add a description of the attachment, and select from the dropdown the attachment type.
- If you need to alter your attachment, select the line in the attachment area (click close to the attachment type so you do not open the attachment) and then either click edit to update the details and change to another document, then click Save.
- If you need to remove an attachment, you can do so by selecting the line and clicking on delete.
Submitting your Final Payment

- Once all the fields have been completed, please review your submission and once you are happy select the **Submit** button at the bottom of the screen. An email will be sent to the AgriFutures Australia Program Manager notifying them the final payment is ready for their review.

**Note:** If you wish to save a draft and come back to it later, please select the **Save Draft** button at the bottom of the screen.
Final Financial Statement

You can complete your Final Financial Statement once you have received your final project payment, by clicking on your project in your dashboard and selecting it from the milestone table. Alternatively, you will receive an email advising you when the milestone is due for submission and a task will be created in your My Tasks on your Dashboard. This task can be delegated to another person within your research organisation.

The top part of the milestone contains the project information which cannot be edited.

Please complete the following fields.

**Final Financial Statement**
Cash received from AgriFutures Australia (ex GST)
  • $ Operating Received
  • $ Capital Received
  • $ Total Received

Expenditure (ex GST)
  • $ Operating Expenditure
  • $ Capital Expenditure
  • $ Total Expenditure

Outstanding Commitments (ex GST)
  • $ Operating Outstanding Commitments
  • $ Capital Outstanding Commitments
  • $ Total Outstanding Commitments

The following fields will automatically calculate based on the above:

Total Funds Committed (ex GST)
  • $ Operating Total Funds Committed
  • $ Capital Total Funds Committed
  • $ Total Funds Committed

Uncommitted Funds (ex GST)
  • $ Operating Uncommitted
  • $ Capital Uncommitted
  • $ Total Uncommitted
Final Financial Statement Submission

- I hereby attest that this Statement of Receipts and Expenditure is true and correct in every detail and I confirm that the funds expended above were directed solely for the purpose of the specified project and in accordance with terms and conditions of the AgriFutures Australia contract. Please check this box to demonstrate your agreement.

Once you have completed your submission, press **Submit**, and your submission will be lodged with AgriFutures.

- **NOTE:** If you wish to save a draft and come back to it later, please select the **Save Draft** button at the bottom of the screen.