



Australian Government
Australian Research Council

ARC | RGS

NATIONAL INTELLIGENCE AND SECURITY DISCOVERY RESEARCH GRANTS

Progress Reporting in RMS

(User Guide)

Updated January 2023



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Introduction

The Australian Research Council (ARC), on behalf of the Office of National Intelligence (ONI) and the Defence National Security Science and Technology Centre (Defence-NSSTC), is conducting grant management for the National Intelligence and Security Discovery Research Grants (NISDRG) Program.

The NISDRG program supports excellent research that deepens understanding of emerging science and technology and addresses intelligence and national security interests. The grant program will facilitate innovation and develop national security and intelligence capacity. It will also enable Australia's National Intelligence and Security Communities to systematically engage with Australia's research and technology community.

In addition, the NISDRG program provides support to research that aligns with the priority research areas identified by the Australian Government. These research areas are outlined in the Intelligence Challenges, and the National Security Challenges developed under the broader National Security Science and Technology Priorities. More information on the Intelligence Challenges and National Security Challenges are available on the [RGS website](#).

To ensure that the NISDRG program achieves the objectives and intended outcomes, all awarded grants are required to provide periodic progress updates against set Program focused Key Performance Indicators (KPIs) as well as performance measures that help demonstrate how a Project is progressing. KPIs must be set for each Project against the standard Program KPIs, and performance measures when the grant commences using a KPI form (KPI Report) in RMS.

Following the acceptance of the KPI Report by RGS, Progress Reports will be submitted twice yearly to advise the progress of the Project against the aspirational performance goals set in the KPI Report to reflect the highest possible level of achievement for a grant. It is important to note that KPIs and progress reporting are only one measure of progress and will be reviewed in context with other reports, outreach, and engagement activities.

All grant management activities, including the submission of variations and grant reporting, must be completed within the Research Management System (RMS) portal associated with the challenges under which the grant was awarded, unless otherwise advised by RGS.

- Intelligence Challenges - ONI RMS Portal - <https://rmsoni.researchgrants.gov.au>
- National Security Challenges - Defence RMS Portal - <https://defence.researchgrants.gov.au>

Upon submission of a Progress Report by an Administering Organisation (AO), the Research Grants Services (RGS) team will review the submitted report against the targets in the KPI Report. The progress of the Project should reflect the aims, activities and anticipated outcomes as outlined in the original application. Progress Reports will also be made available to ONI and Defence-NSSTC staff.

Note: The KPIs submitted in the original KPI report will not continue past the original grant period. If your grant is extended, or there is a gap in project activity, please respond to the relevant questions in the Progress Report to note significant variances to the original targets.

The following instructions provide information for the entry and submission of Progress Reports into the available RMS report. All screenshots provided within this document have been sourced from the Defence RMS portal and images may differ slightly dependent on the portal being used.



Key Points

- The target audience for this user guide is Lead Chief Investigators (CI) and Research Office (RO) staff for NISDRG awarded grants
- KPI's are established by Project teams at the beginning of the Project
- Progress Reports are only one measure used to monitor project progress
- KPI targets are aspirational, therefore reporting of variances to original KPI targets should be included in the Progress Report
- Progress reports will be opened each year for the Lead CI to complete in:
 - February (reporting period for previous July – December)
 - August (reporting period for previous January – June)
- An AO RO Delegate is required to certify and submit the Progress Report by the due date. Extensions will not be allowed unless approved by the RGS team prior to the due date.
- The RGS team will review the submitted report against the targets in the KPI Report. Progress Reports will also be made available to ONI and Defence-NSSTC staff.

Summary of Workflow

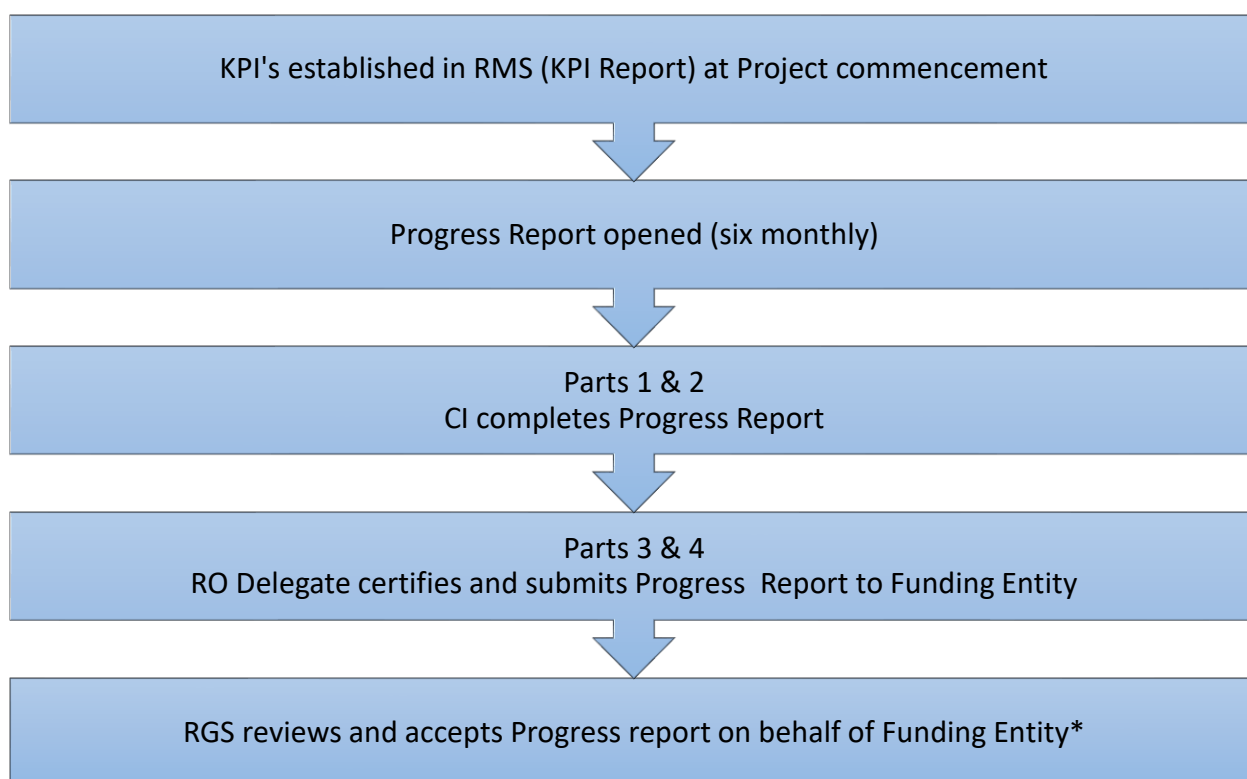


Figure 1: Summary of Workflow

**The RGS team may request amendments prior to acceptance on behalf of the ONI or NSSTC.*

Quick Reference

PART 1 – [Locate the Progress Report within RMS](#)

- Progress Reports are available within the RMS portal of the funded grant:
 - Intelligence Challenges - ONI RMS Portal - <https://rmsoni.researchgrants.gov.au>
 - National Security Challenges - Defence RMS Portal - <https://defence.researchgrants.gov.au>

PART 2 – [Complete the Progress Report](#)

The Progress Report must be completed by the Lead CI. All Progress Report details for the Project should reflect the aims, activities and anticipated outcomes as outlined in the original application.

- **Part A – [Research Outputs](#)**
This section is designed to capture outputs the Project has produced that are peer and industry reviewed.
- **Part B – [Grant Personnel](#)**
This section is intended to show the Project's ability to build capacity and capability by supporting researchers, fostering research trainees and engaging non-academic participants.
- **Part C – [Grant Outreach](#)**
This category is intended to demonstrate the Project's level of engagement between the research sector and the Australian Government, industry and business, and Australia's National Intelligence and Security Communities.
- **Part D – [Project Specific Performance Measures](#)**
This section of the report is intended to allow each Project to report on the qualitative and quantitative success measures as detailed in the KPI Report.

PART 3 – [Submit to the RO](#)

Once all mandatory fields have been completed, and the CI is satisfied that all details have been accurately entered, the report must be submitted to the RO Delegate for review and final submission.

PART 4 – [RO Certification and Submission](#)

If edits are required after submission to the Funding Entity, a request to de-submit the Progress Report must be made to the RGS team by emailing arc-nisdrgrg@arc.gov.au

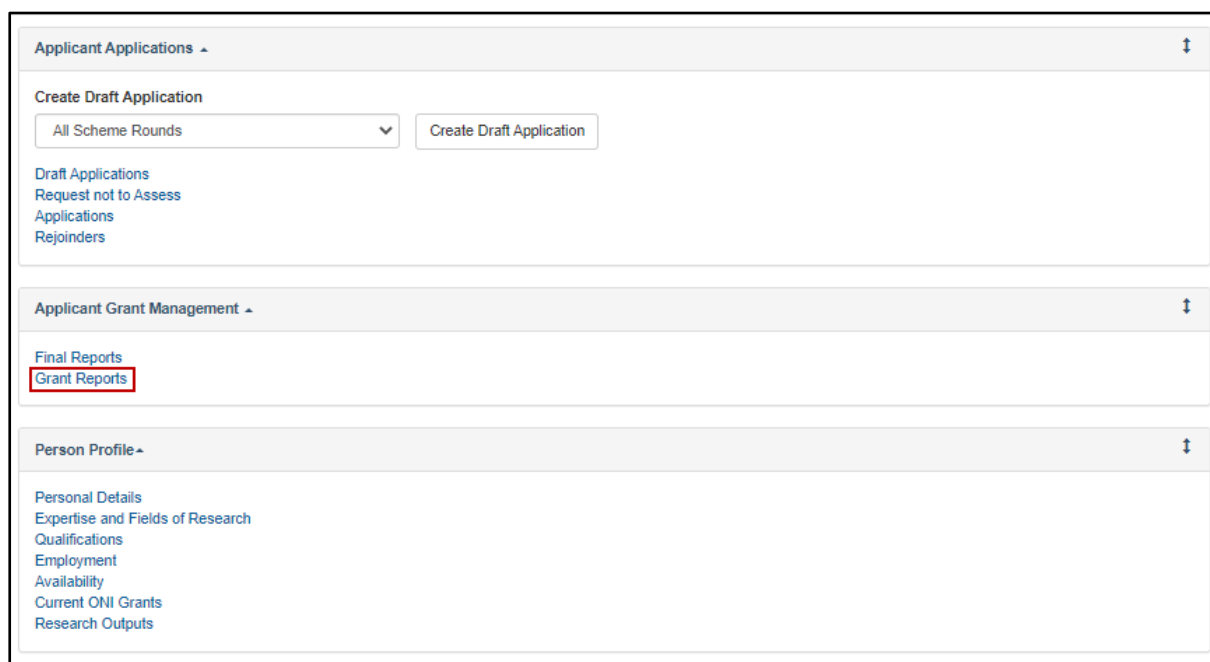
Note: Hover over this icon  in the Progress Report form for further information and guidance.

PART 1 – Locate the Progress Report within RMS

The NISDRG Progress Report is available within the RMS portal of the funded grant. The Lead Chief Investigator (CI) listed on the grant will have the ability to view and enter details into the report.

To locate the NISDRG Progress Report:

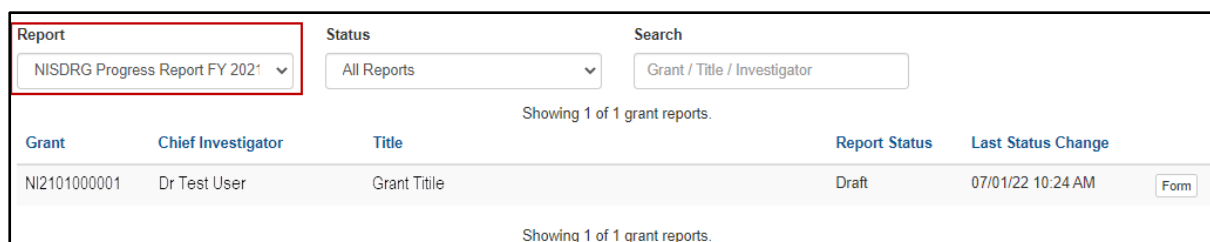
- a. Navigate to the RMS portal for the funded grant
 - ONI RMS Portal - <https://rmsoni.researchgrants.gov.au>
 - Defence RMS Portal - <https://defence.researchgrants.gov.au>
- b. Select the 'Grant Reports' link from the RMS action centre.



The screenshot shows the RMS Action Centre interface. It is divided into three main sections: 'Applicant Applications', 'Applicant Grant Management', and 'Person Profile'. The 'Applicant Grant Management' section is expanded, showing a list of links: 'Final Reports' and 'Grant Reports'. The 'Grant Reports' link is highlighted with a red rectangle. The 'Applicant Applications' section includes a 'Create Draft Application' button and a list of links: 'Draft Applications', 'Request not to Assess', 'Applications', and 'Rejoinders'. The 'Person Profile' section includes a list of links: 'Personal Details', 'Expertise and Fields of Research', 'Qualifications', 'Employment', 'Availability', 'Current ONI Grants', and 'Research Outputs'.

Figure 2: 'Grant Reports' link from the RMS Action Centre

- c. Select the 'NISDRG Progress Report' for the applicable period from the dropdown menu.



The screenshot shows the RMS portal interface. It features a 'Report' dropdown menu with 'NISDRG Progress Report FY 2021' selected. To the right of the dropdown menu is a 'Status' dropdown menu with 'All Reports' selected. Further right is a 'Search' input field with the placeholder text 'Grant / Title / Investigator'. Below these elements is a table with the following columns: 'Grant', 'Chief Investigator', 'Title', 'Report Status', and 'Last Status Change'. The table contains one row with the following data: 'NI2101000001', 'Dr Test User', 'Grant Title', 'Draft', and '07/01/22 10:24 AM'. A 'Form' button is located to the right of the table. The text 'Showing 1 of 1 grant reports.' is displayed above and below the table.

Figure 3: Dropdown menu to select report

d. Select the 'Form' button to begin completing the report.

The screenshot shows the NISDRG Progress Report interface. At the top, there are filters for 'Report' (NISDRG Progress Report FY 2021), 'Status' (All Reports), and a 'Search' box. Below these, it says 'Showing 1 of 1 grant reports.' A table follows with columns: Grant, Chief Investigator, Title, Report Status, and Last Status Change. The table contains one row with the following data: Grant: NI2101000001, Chief Investigator: Dr Test User, Title: Grant Title, Report Status: Draft, Last Status Change: 07/01/22 10:24 AM. At the bottom right of the table, there is a 'Form' button highlighted with a red rectangular box. Below the table, it says 'Showing 1 of 1 grant reports.'

Figure 4: 'Form' button to open report

e. A reporting form will display with form parts and questions to be responded to.

The screenshot shows the NISDRG Progress Report form parts. At the top, there is a red banner with the text 'Not ready to submit' and a circular icon. Below the banner, there are four red buttons labeled A, B, C, and D. Button A is labeled 'Research Outputs (Invalid)', button B is labeled 'Grant Personnel (Invalid)', button C is labeled 'Grant Outreach (Invalid)', and button D is labeled 'Project Specific Performance Measures (Invalid)'.

Figure 5: NISDRG Progress Report form parts

PART 2 – Complete the Progress Report

The Progress Report must be completed by the Lead CI prior to submission to the Administering Organisation (AO) for certification. The Progress Report is intended to capture the current progress against four specified categories. Actual details must be entered for research outputs, grant personnel engagement, grant outreach activities and project specific performance targets. All Progress Report details for the grant should reflect the aims, activities and anticipated outcomes as outlined in the original application.

Sections of the Progress Report will populate with the aspirational targets as previously submitted in the KPI Report. The current Progress Report will demonstrate the progress of the Project against those KPI targets. There should not be any double up of activity from one Progress Report to the next. *Each Progress Report should only capture activity during the specified reporting period.*

Mandatory fields within the report will be flagged with a red outline. A response is required in each mandatory field, noting that a zero ('0') must be entered if, for example, an output was not published, or personnel not engaged during the reporting period.

Select 'Save' at the top of the page regularly during the completion of the report.

The screenshot shows a button bar with three buttons: 'Save', 'PDF', and 'Close'. The 'Save' button is highlighted with a red rectangular box.

Figure 6: 'Save' button

Research Outputs

This section is designed to capture outputs the grant has produced that are peer and industry reviewed. The aspirational targets advised in the KPI Report will be imported into this section to assist the CI in recording the progress of the Project against the advised targets.

A1. Output Target High-Level

The high-level research output question is intended to capture the targets for all research outputs produced by the Project during the reporting period.

The targets from the **NISDRG KPI Report** are not editable. Once all fields in the *Current Report* section are entered, the red outlined fields of the *NISDRG KPI Report* section will clear.

- Under **Current Report**, the CI will report the number of Peer Reviewed Outputs, Non-Peer Reviewed Outputs and Data Sets produced by the grant during the reporting period.
- A zero should be entered if a research output was not produced.

A1. Output Target High-Level

Provide details of the number of actual outputs for the period
(This question must be answered)

NISDRG KPI Report (Closed: 24/05/2022 10:00 AM)

	Year 1	Year 2	Year 3
Peer Reviewed Outputs	2	3	4
Non-Peer Reviewed Outputs	2	3	4
Data Sets	1	2	2
Total	5	8	10

Current Report

	Jan - Jun 2022
Peer Reviewed Outputs	
Non-Peer Reviewed Outputs	
Data Sets	
Total	0

- All items must be answered

Figure 7: Question A1 Output Target High-Level

A2. Output Target Detailed

This question is intended to provide information regarding the targets for specific output categories.

Once again, the targets from the **NISDRG KPI Report** are not editable. Once all fields in the **Current Report** section are entered, the red outlined fields of the **NISDRG KPI Report** section will clear.

- Under **Current Report** the CI will report the number of Collaborative (co-authored) research, Outputs directed at the Intelligence or Security community and Outputs made openly available (including resource downloads) produced during the reporting period.
- A zero should be entered if an output was not produced.

A2. Output Target Detailed

Provide details of the number of actual outputs (including datasets) by type for the period
(This question must be answered)

NISDRG KPI Report (Closed: 24/05/2022 10:00 AM)

	Year 1	Year 2	Year 3
Collaborative (co-authored) research	3	5	7
Outputs directed at National Security communities	1	2	2
Outputs made openly available	2	3	4
Total	6	10	13

Current Report

	Jan - Jun 2022
Collaborative (co-authored) research	
Outputs directed at National [Intelligence/Security] communities	
Outputs made openly available	
Total	0

• All items must be answered

Figure 8: Question A2 Output Target Detailed

A3. Quality of Research Outputs

The Quality of Research Outputs question is intended to report on the Project's research output quality as determined in the KPI Report. The CI will report on how many outputs met the aspirational quality measure within the reporting period.

A minimum of one answer is required.

- a. To import the targets from the KPI Report select '*Populate from Previous Report*'.

A3. Quality of Research Outputs

Provide progress of the Quality Measures for the period

NISDRG KPI Report		
Quality Measure	Target	Further Details
[KPI Quality Measure will auto populate here]	[KPI Target will auto populate here]	[Further Details from the KPI report will auto populate here]

Current Report Jul - Dec 2021

Populate from Previous Report

A minimum of 1 answer is required

Figure 9: Question A3 'Populate from Previous Report' button

- b. A pop-up confirmation will appear. Select 'OK'. All Quality Measure targets noted in the KPI Report will be imported into the Progress Report.

Copying the Quality of Research Outputs from the previous report will override any Quality x of Research Outputs that have been entered into the Current Report. Do you wish to continue?

Cancel OK

Figure 10: Pop-up confirmation to continue

- c. Complete the question 'How many outputs met the quality measure within the reporting period?' for each measure.

Current Report Jul - Dec 2021

Quality Measure

[KPI Quality Measure will auto populate here]

22 characters. 200 characters maximum.

Target for Quality Measure

[KPI Target will auto populate here]

3 characters. 200 characters maximum.

Further Details

[Further Details from the KPI report will auto populate here]

27 characters. 200 characters maximum.

How many outputs met the quality measure within the reporting period?

Figure 11: Quality Measure Answer box

A4. Output Issues

This question is designed to inform the Funding Entity of any issues encountered with the publication or presentation of the research findings.

a. Select the drop-down box.

b. Select either 'Yes' or 'No'.

If 'No' is selected, please provide details of the issues encountered.

A4. Output Issues
(This question must be answered)

Are your actual Outputs on track with your aspirational targets?

No

Detail of Output issues

0 characters. 2000 characters maximum.

• This item must be answered

Figure 12: Question A4 Output Issues Question

A5. Upcoming Publications

The CI is asked to provide advice of any outputs that will be published within the next six months of the reporting period, including the Title, Type of Publication and Intended place of Publication. This section is to alert the Funding Entity that an output is due to be published. Only brief details of the publication should be entered in this section. A full list of publications will be required in the Project's Final report. This is a Yes/No question. When Yes is selected additional fields will become visible.

a. Select the drop-down box. Select either 'Yes' or 'No'.

A5. Upcoming Publications
Please advise any outputs that will be published within the next six months. Please provide the Title, type of publication and where it will be published.
(This question must be answered)

Do you have upcoming publications?

Yes
No

Figure 13: Question A5 drop-down selection

b. If 'Yes' is selected at least one publication will be required. Select 'Add answer'.

A5. Upcoming Publications
Please advise any outputs that will be published within the next six months. Please provide the Title, type of publication and where it will be published.
(This question must be answered)

Do you have upcoming publications?

Yes

• A minimum of 1 answer is required

Add answer

Figure 14: Select 'Add answer' to add more upcoming publications

- c. Publication detail questions will appear. Provide details of the upcoming publication.

Figure 15: Details of an upcoming publication

- d. If more than one publication will be published, select 'Add answer' again and provide additional details.

Figure 16: Select 'Add answer' to add more upcoming publications

- e. If 'Add answer' has been selected in error, select the cross to the right of *Title of Publication* and the specific questions will disappear.

Figure 17: Select the cross to remove an answer

- f. Select 'Save'. It is a good idea to save regularly throughout the completion of the report.

Figure 18: Select 'Save' at the end of each part

- g. Part A will display in green once all questions are completed.

Figure 19: Part A completed

2.2 Grant Personnel

This section is intended to show the Project's ability to build capacity and capability by supporting researchers, fostering research trainees and engaging non-academic participants.

B1. Grant Personnel

This section will import the aspirational targets from the KPI Report. The CI will report the number of **new** students and non-academic participants the grant has supported during the reporting period (i.e. if an individual is engaged in year one and continues through to grant completion, a '1' should be entered in the first Progress Report only).

A zero should be entered if there are no new personnel.

The targets from the **NISDRG KPI Report** are not editable. Once all fields in the *Current Report* section are entered, the red outlined fields of the *NISDRG KPI Report* section will clear.

- Under **Current Report** the CI will report the number of new personnel employed during the reporting period.
- A zero should be entered if there are no new personnel.

Part B - Grant Personnel

B1. Grant Personnel

Provide details of the individuals to be supported by the project for the period
(This question must be answered)

NISDRG KPI Report

	Year 1	Year 2	Year 3
Honours Student	0	0	0
Higher Degree Research Student	1	1	0
Post-Doctoral Fellow	1	0	0
Non-Academic Participants	1	1	1
Total	3	2	1

Current Report

	Jul - Dec 2021
Honours Student	
Higher Degree Research Student	
Post-Doctoral Fellow	
Non-Academic Participants	
Total	0

All items must be answered

Figure 20: Question B1 new Grant Personnel

B2. Grant Personnel Departures

This section is used to inform the number of personnel who have left the Project during the reporting period.

- a. All fields should be completed as a numeral and reflect the number of personnel who have left the grant during the reporting period.
- b. A zero should be entered if no personnel left the grant.

3

B2. Grant Personnel Departures

Please advise the number of people who have left the grant during the reporting period.

Honours Student

- This item must be answered

Higher Degree Research Student

- This item must be answered

Post-Doctoral Fellow

- This item must be answered

Non-Academic Participants

- This item must be answered

Figure 21: Question B2 Grant Personnel Departures

B3. Personnel Issues

This question is designed to inform the Funding Entity of any issues encountered with recruiting or retaining personnel.

- a. Select the drop-down box. Select either 'Yes' or 'No'.
If 'Yes' is selected, please provide details of the issues encountered.

B3. Personnel issues

(This question must be answered)

Has the project encountered any challenges with recruiting or retaining personnel?

Detail of personnel challenges

0 characters. 2000 characters maximum.

- This item must be answered

Figure 22: Question B3 Personnel Issues

- b. Select 'Save'. It is a good idea to save regularly throughout the completion of the report.



Figure 23: Select 'Save' at the end of each part

- c. Part B will display in green once all questions have been completed.

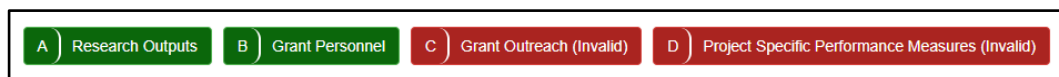


Figure 24: Part B completed

2.3 Grant Outreach

This category is intended to demonstrate the grant's level of engagement between the research sector and the Australian Government, industry and business, and Australia's National Intelligence and Security Communities.

This section also asks for information to be provided on any additional funding that has been applied for or has been received for this Project or a closely related project, to assist in reaching the research goals.

C1. Grant Outreach

This section will import against the Grant Outreach aspirational targets from the KPI Report.

The targets from the **NISDRG KPI Report** are not editable. Once all fields in the *Current Report* section are entered, the red outlined fields of the *NISDRG KPI Report* section will clear.

- a. Under **Current Report**, the CI will report the number of outreach activities achieved during the reporting period in the following categories: Keynote Presentations, Briefings to Research Science and Technology Community, Briefings to Government*, and Briefings to Industry and Business.
- b. A zero should be entered if a grant outreach KPI was not achieved in the reporting period.

***Note:** Briefings to Government includes updates provided during site visits by, or meetings (including phone conversations and video conferences) regarding research progress, with the Funding Entity as well as any other correspondence where you provide an update to the Funding Entity. If you have a significant breakthrough or output, the Funding Entity will be keen to hear about it outside of the normal reporting periods.

C1. Grant Outreach
 Provide details of grant outreach
 (This question must be answered)

NISDRG KPI Report (Closed: 24/05/2022 10:00 AM)

	Year 1	Year 2	Year 3
Keynote Presentations	1	1	2
Briefings to Research Science and Technology Community	1	1	2
Briefings to Government	1	1	2
Briefings to Industry and Business	1	1	2
Total	4	4	8

Current Report

	Jan - Jun 2022
Keynote Presentations	
Briefings to Research Science and Technology Community	
Briefings to Government	
Briefings to Industry and Business	
Total	0

• All items must be answered

Figure 25: Question C1. Grant Outreach

C2. Outreach Issues

This question is designed to inform the Funding Entity of any issues encountered with Outreach activities.

- Select the drop-down box.
- Select either 'Yes' or 'No'.
 If 'No' is selected, please provide details of the issues encountered.

C2. Outreach Issues
 (This question must be answered)

Is your Outreach on track with your aspirational targets?

• This item must be answered

Detail of Outreach issues

0 characters. 2000 characters maximum

Figure 26: Question C2. Outreach Issues

C3. Additional Funding

This question is designed to inform the Funding Entity of any additional funding that has been received during the reporting period. Additional funding is funding that was not listed in the application. This could be from a new organisation or additional funding from a current organisation involved in the Project.

- a. Select the drop-down box.
- b. Select either 'Yes' or 'No'.
- c. If 'Yes' is selected, please provide details of the:
 - funding source
 - funding amount
 - what the funds will be used for.

C3. Additional Funding ⓘ

Select the drop-down box. Select either 'Yes' or 'No'. If Yes is selected Provide details of the:

- funding source
- funding amount
- what the funds will be used for

(This question must be answered)

Have you received additional funding during the reporting period for this project or a closely related project?

Yes

Please provide details of additional funding received including the amount and source.

0 characters. 2000 characters maximum.

- This item must be answered

Figure 27: Question C3. Additional Funding

C4. Future Additional Funding

This question is designed to inform the Funding Entity of any additional funding that has been applied for and/or has been successfully secured, that will be paid in a future year and that will be used to achieve the application research goals. Additional funding is funding that was not listed in the application. This could be from a new partner organisation or additional funding from a current partner organisation.

- a. Select the drop-down box.
- b. Select either 'Yes' or 'No'.
- c. If 'Yes' is selected, please provide details of the:
 - funding source
 - funding amount
 - what the funds will be used for.

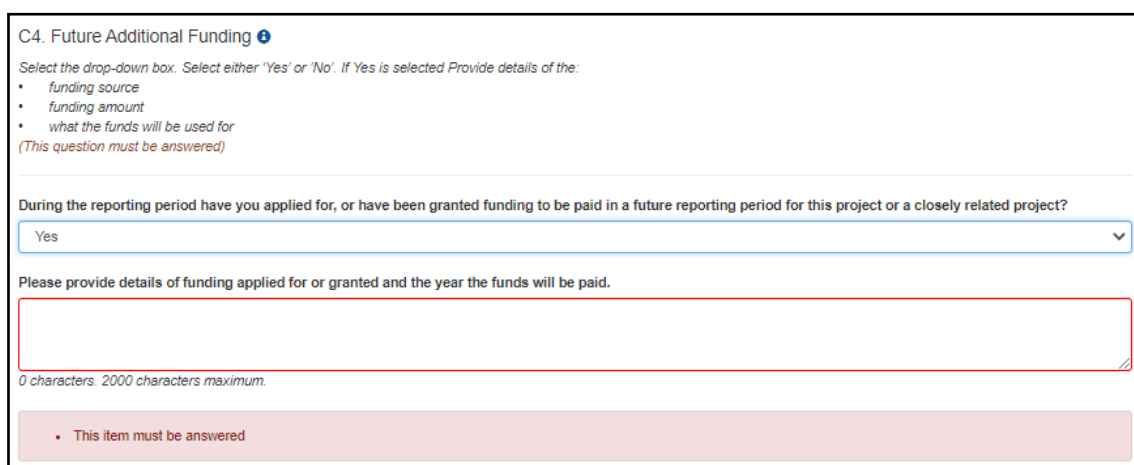


Figure 28: Question C4. Future Additional Funding

- d. Select 'Save'. It is a good idea to save regularly throughout the completion of the report.

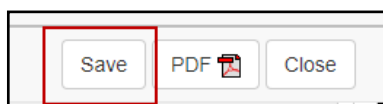


Figure 29: Select 'Save' at the end of each part

- e. Part C will then display in green once completed.




Figure 30: Part C completed

2.4 Project Specific Performance Measures (formerly Grant Specific KPIs)

This section of the report is intended to allow each Project to report on the qualitative and quantitative success measures as outlined in the KPI Report. It is also intended to report on the progress against the Challenges selected in the application and report any issues encountered during the reporting period.

Please note: within Part D the following terminology will be used interchangeably

- KPI with Performance Measure
- Grant with Project.

D1. Specific Performance Measures (KPIs)

Project Specific Performance Measures allow the CI to report on the specific qualitative and/or quantitative measures advised in the KPI Report. This section will import the aspirational targets from the KPI Report.

- To import the measure types advised in the KPI Report select '*Populate from Previous Report*'.

Part D - Project Specific Performance Measures

D1. Specific Performance Measures (KPIs)

NISDRG KPI Report

Specific KPI	Description	Measure Type	Action
[KPI title will auto populate here]	[KPI description will auto populate here]	Quantitative KPI Measure	Show
[KPI title will auto populate here]	[KPI description will auto populate here]	Qualitative KPI Measure	Show
[KPI title will auto populate here]	[KPI description will auto populate here]	Qualitative KPI Measure	Show
[KPI title will auto populate here]	[KPI description will auto populate here]	Qualitative KPI Measure	Show
[KPI title will auto populate here]	[KPI description will auto populate here]	Qualitative KPI Measure	Show
[KPI title will auto populate here]	[KPI description will auto populate here]	Quantitative KPI Measure	Show

Populate from Previous Report

Current Report Jan - Jun 2022

- A minimum of 1 answer is required

Figure 31: Select '*Populate from Previous Report*' button

- b. A pop-up confirmation will appear. Select 'OK'.

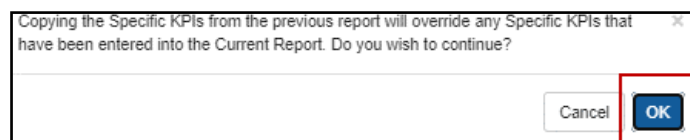


Figure 32: Pop-up confirmation to continue

- c. Each measure type selected in the KPI Report will create a question to be answered for either a Qualitative or Quantitative measure.
- d. For a Quantitative performance measure enter a Value to report for the period.

A form titled "Current Report Jan - Jun 2022" for a "Performance Measure". It includes a text input for "[KPI title will auto populate here]" (36 characters, 200 characters maximum), a text input for "[KPI description will auto populate here]" (167 characters, 200 characters maximum), a dropdown menu for "Success Measure Type" set to "Quantitative KPI Measure", and a section for "Quantitative KPI Measure" with three input fields for "Year 1" (value 3), "Year 2" (value 2), and "Year 3" (value 1). Below these is a text input for "Quantitative measure value for period" and a red error message: "• This item must be answered".

Figure 33: Quantitative Measure

- e. For a Qualitative measure enter a comment to report progress for the period.

A form titled "Qualitative KPI Measure" with three text input fields for "Year 1", "Year 2", and "Year 3", each with a placeholder "[KPI target will auto populate here]" and character limits (67, 42, and 43 characters respectively, all 200 characters maximum). Below these is a text input for "Qualitative measure value for period" and a red error message: "• This item must be answered".

Figure 34: Qualitative Measure

- f. If there is any further information that would be useful in interpreting the Performance Measures, please 'Choose' and then 'Upload' a PDF of up to **one** page.

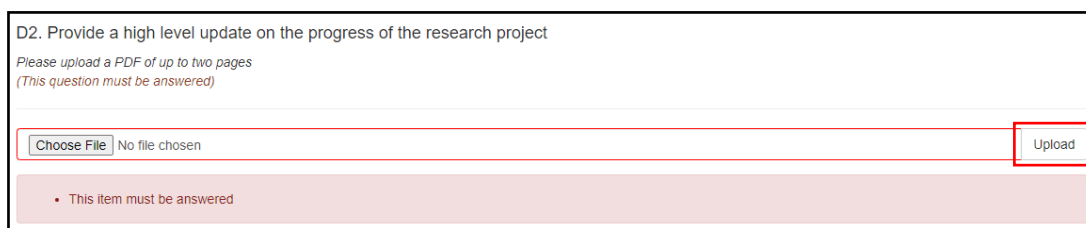
A form titled "Is there any further information that would be useful in interpreting the Performance Measure?". It has a "Choose File" button, a text input showing "No file chosen", and an "Upload" button. The "Upload" button is highlighted with a red rectangle.

Figure 35: Upload a PDF

D2. Provide a high-level update on the progress of the research Project

This question asks for a high-level update on the progress of the research. You can also include information about achievements against any relevant challenges here.

Please upload a maximum **two page** pdf.



D2. Provide a high level update on the progress of the research project

Please upload a PDF of up to two pages
(This question must be answered)

Choose File No file chosen

Upload

• This item must be answered

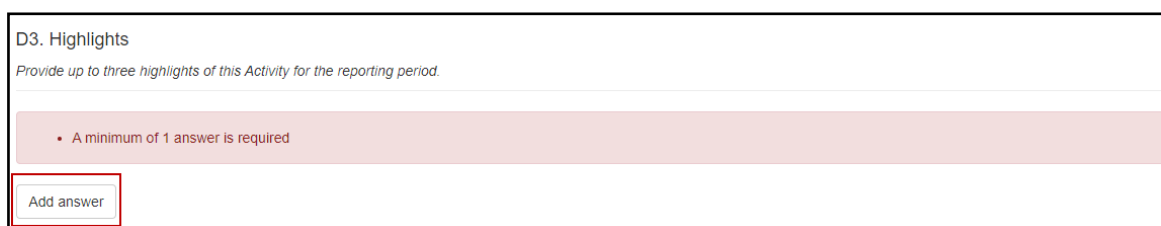
Figure 36: Question D2 Project update

D3. Highlights

This question asks for up to three highlights or milestones the Project has experienced during the reporting period.

An example of a highlight of the Project could be the successful engagement of personnel or an outcome of the research has been achieved. At least one highlight should be provided for the Project. Select 'Add answer' to provide details of these highlights.

- Select 'Add answer'



D3. Highlights

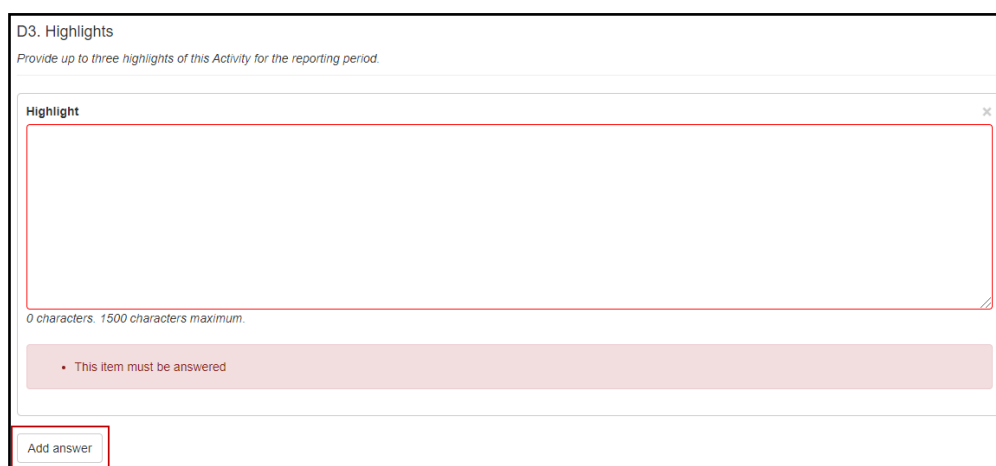
Provide up to three highlights of this Activity for the reporting period.

• A minimum of 1 answer is required

Add answer

Figure 37: Select 'Add answer' to report a Project highlight

- Each highlight should be detailed in separate answer boxes.
- Select 'Add answer' for each additional highlight.



D3. Highlights

Provide up to three highlights of this Activity for the reporting period.

Highlight

0 characters. 1500 characters maximum.

• This item must be answered

Add answer

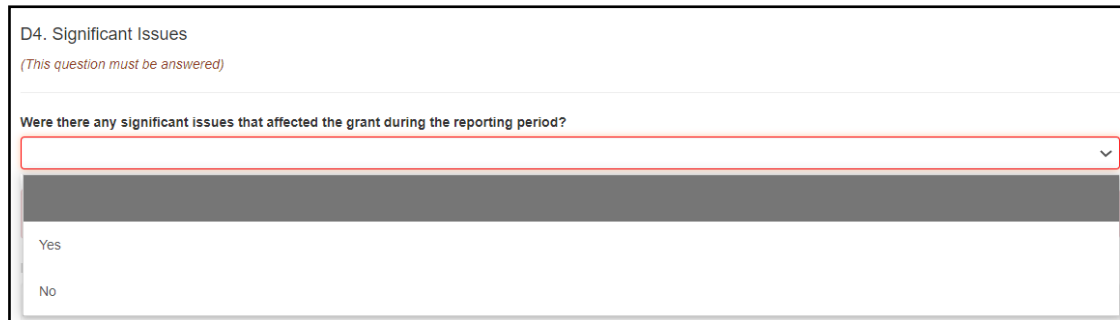
Figure 38: Report Project highlights

D4. Significant Issues

This question asks for information on any issues the Project has experienced during the reporting period.

This is a Yes/No question. When 'Yes' is selected, a comment box will become visible to provide details of the issues.

- a. Select 'Yes' or 'No' from the drop-down selection.



D4. Significant Issues
(This question must be answered)

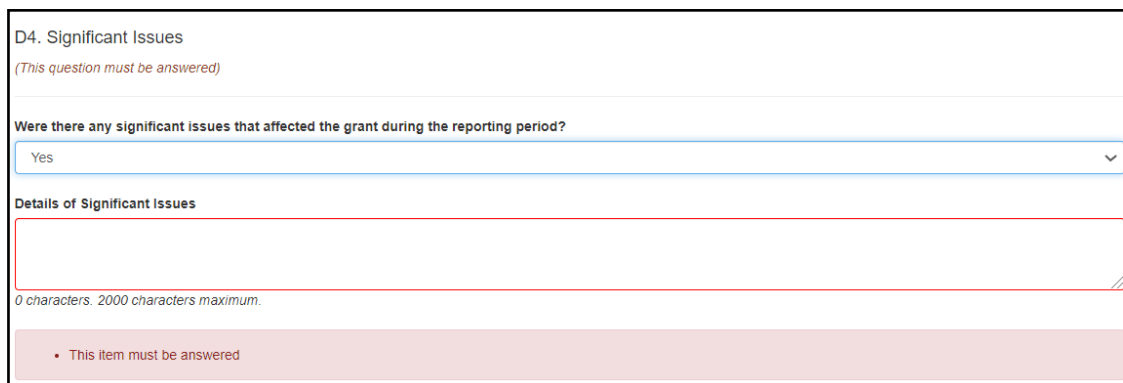
Were there any significant issues that affected the grant during the reporting period?

Yes

No

Figure 39: Question D4 drop-down selection

- b. When 'Yes' is selected a *Details of Significant Issues* description box will appear. Please provide details of the issues encountered during the reporting period.



D4. Significant Issues
(This question must be answered)

Were there any significant issues that affected the grant during the reporting period?

Yes

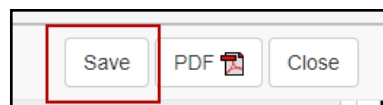
Details of Significant Issues

0 characters. 2000 characters maximum.

• This item must be answered

Figure 40: Question D4 Report Significant Project issues

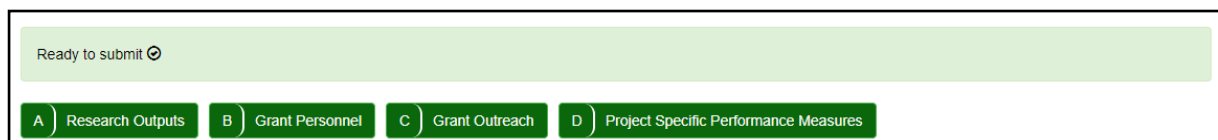
- c. Select 'Save'. It is a good idea to save regularly throughout the completion of the report.



Save PDF Close

Figure 41: Select 'Save' at the end of each part

- d. Part D will display in green once all questions have been completed.



Ready to submit

A Research Outputs B Grant Personnel C Grant Outreach D Project Specific Performance Measures

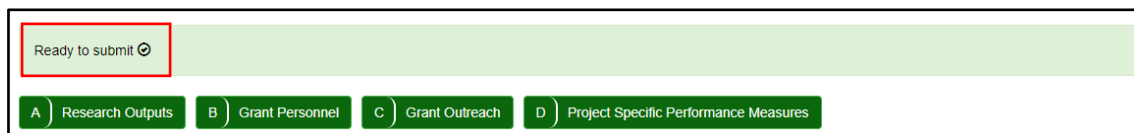
Figure 42: All NISDRG Progress Report form parts completed and valid

PART 3 – Submit to the Research Office

Once all mandatory fields have been completed, and the first named CI of the grant is satisfied that all details have been entered, the report must be submitted to the grant AO Research Office (RO) for review and final submission.

To submit a completed report to the RO:

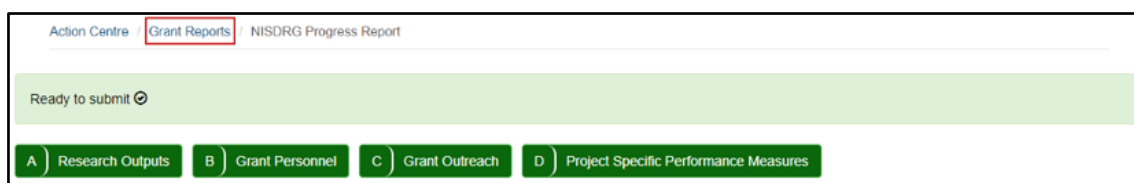
- a. Ensure that all mandatory fields within the report have been completed and that the 'Ready to Submit' message appears at the top of the report.



The screenshot shows a green banner at the top of a page with the text 'Ready to submit' followed by a circular icon containing a checkmark. Below the banner are four green buttons labeled 'A) Research Outputs', 'B) Grant Personnel', 'C) Grant Outreach', and 'D) Project Specific Performance Measures'.

Figure 43: 'Ready to Submit' message

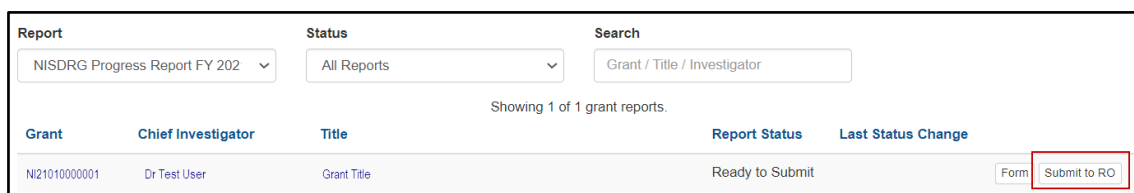
- b. Return to the Grant Reports menu by selecting the 'Grant Reports' link at the top of the page.



The screenshot shows a navigation bar with three links: 'Action Centre', 'Grant Reports', and 'NISDRG Progress Report'. The 'Grant Reports' link is highlighted with a red box. Below the navigation bar is a green banner with the text 'Ready to submit' and a checkmark icon. Below the banner are four green buttons labeled 'A) Research Outputs', 'B) Grant Personnel', 'C) Grant Outreach', and 'D) Project Specific Performance Measures'.

Figure 44: 'Grant Reports' link

- c. Locate the relevant report and select the 'Submit to RO' button.



The screenshot shows a table of grant reports. The table has columns: 'Grant', 'Chief Investigator', 'Title', 'Report Status', and 'Last Status Change'. The first row shows a report with Grant ID 'NI2101000001', Chief Investigator 'Dr Test User', Title 'Grant Title', and Report Status 'Ready to Submit'. The 'Submit to RO' button is highlighted with a red box.

Grant	Chief Investigator	Title	Report Status	Last Status Change
NI2101000001	Dr Test User	Grant Title	Ready to Submit	

Figure 45: 'Submit to RO' button

- d. Confirm submission of the Progress Report by selecting 'Submit to RO' in the pop-up message.



The screenshot shows a pop-up message box with the text 'Submit NISDRG Progress Report FY 2021 / 2022 July - December for NI2101000001 to Research Office?'. At the bottom right of the box are two buttons: 'Submit to RO' and 'Cancel'.

Figure 46: Confirm Submission to RO

PART 4 – Research Office Certification and Submission

The submission of the Progress Report forms part of the Agreement between the AO and Funding Entity to provide periodic progress updates against set KPIs and Performance Measures. Therefore, each answer should be reviewed to ensure that the reported progress closely aligns with the key benefits identified in the Project Plan, and the aims, activities and anticipated outcomes as outlined in the original application. Upon confirmation that the entered details are agreeable to the AO, the Progress Report must be certified by an RO Delegate and submitted to the Funding Entity for review.

4.1 To review the details entered in a Progress Report

- a. Navigate to the appropriate RMS portal for the funded grant.

ONI RMS Portal - <https://rmsoni.researchgrants.gov.au>

Defence RMS Portal - <https://defence.researchgrants.gov.au>

- b. Select the 'Research Office Grant Reports' link within the 'Research Office Grant Management' section of the RMS action centre.



Figure 47: 'Research Office Grant Reports' link from the RMS Action Centre

- c. Locate the report to be reviewed using the filters provided and select 'Form'.

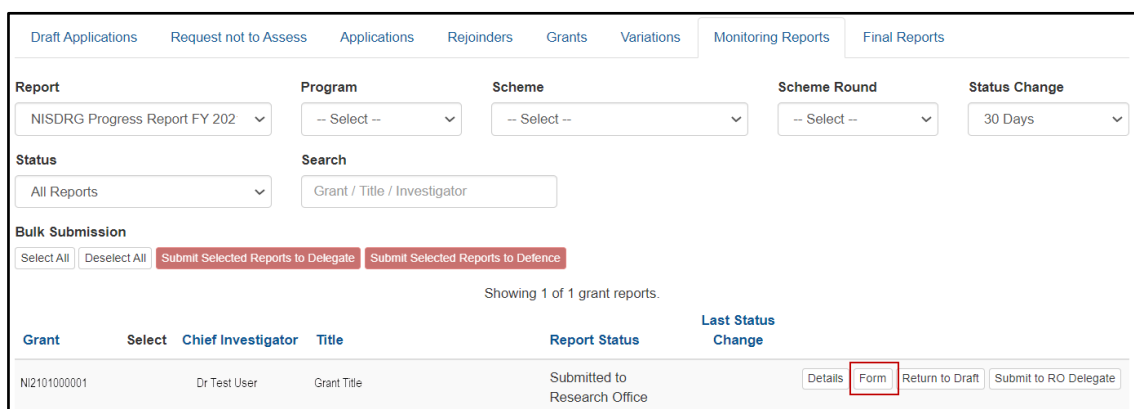
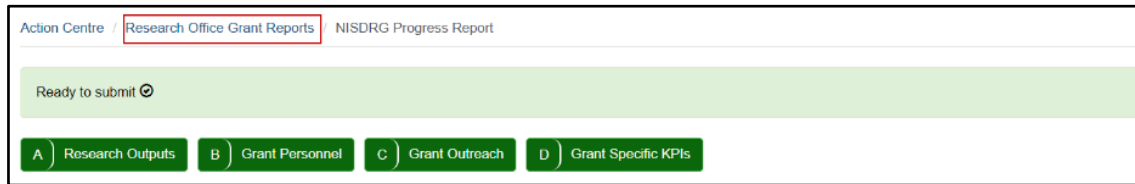


Figure 48: 'Form' button to open a report for review

- d. Review the details entered in the Progress Report.
- e. If edits are required, return the Progress Report to the lead CI – see [Section 4.2](#).
- f. If the Progress Report is acceptable to the RO, submit the Report to the RO Delegate – see [Section 4.3](#).

4.2 Returning a Progress Report to a Lead CI

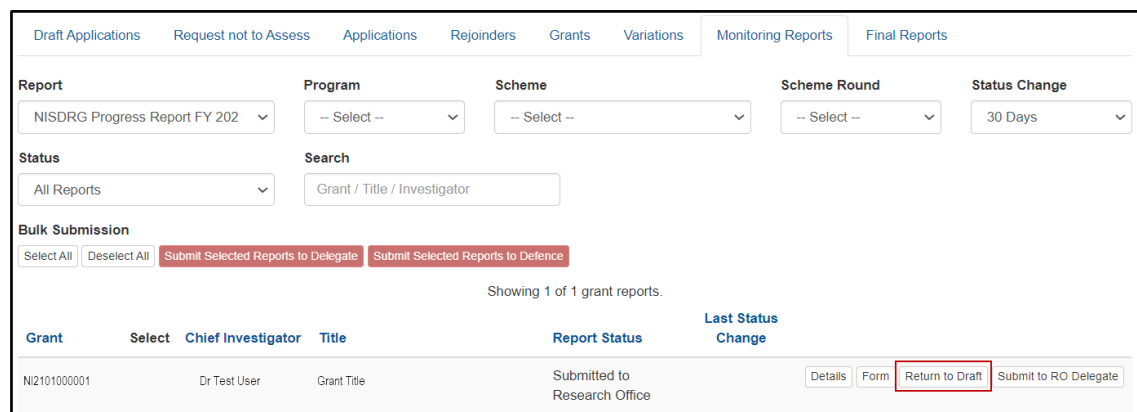
- Return to the list of available RO grant reports by selecting the 'Research Office Grant Reports' link.



The screenshot shows the 'Action Centre' with a breadcrumb trail: 'Research Office Grant Reports' / NISDRG Progress Report. Below this is a green bar with the text 'Ready to submit' and a circular arrow icon. Underneath are four green buttons labeled 'A Research Outputs', 'B Grant Personnel', 'C Grant Outreach', and 'D Grant Specific KPIs'. The 'Research Office Grant Reports' link in the breadcrumb is highlighted with a red box.

Figure 49: 'Research Office Grant Reports' link

- Locate the report to be returned and select 'Return to Draft'.

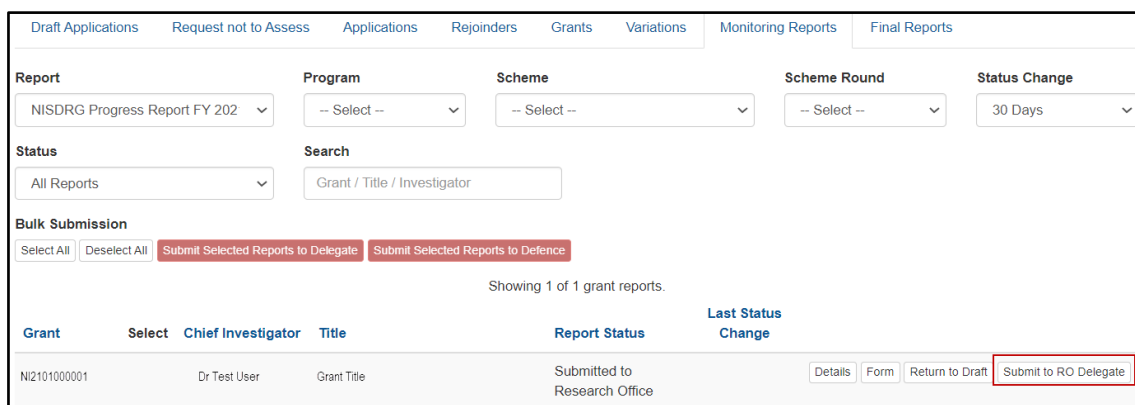


The screenshot shows a report management interface. At the top are tabs: 'Draft Applications', 'Request not to Assess', 'Applications', 'Rejoinders', 'Grants', 'Variations', 'Monitoring Reports', and 'Final Reports'. Below the tabs are filters for 'Report' (NISDRG Progress Report FY 202), 'Program' (-- Select --), 'Scheme' (-- Select --), 'Scheme Round' (-- Select --), and 'Status Change' (30 Days). There is also a 'Status' dropdown (All Reports) and a 'Search' box (Grant / Title / Investigator). Under 'Bulk Submission', there are buttons: 'Select All', 'Deselect All', 'Submit Selected Reports to Delegate', and 'Submit Selected Reports to Defence'. A message says 'Showing 1 of 1 grant reports.' Below is a table with columns: 'Grant', 'Select', 'Chief Investigator', 'Title', 'Report Status', and 'Last Status Change'. The table has one row with 'N2101000001', 'Dr Test User', 'Grant Title', 'Submitted to Research Office', and a 'Return to Draft' button highlighted with a red box. Other buttons in the row are 'Details', 'Form', and 'Submit to RO Delegate'.

Figure 50: 'Return to Draft' button

4.3 To certify and submit a Progress Report to the Funding Entity

- Return to the list of available RO grant reports by selecting the 'Research Office Grant Reports' link (Figure 49).
- Locate the report to be submitted and select 'Submit to RO Delegate'.



The screenshot shows the same report management interface as Figure 50. The 'Return to Draft' button is no longer highlighted. Instead, the 'Submit to RO Delegate' button in the table row is highlighted with a red box. The table row contains: 'N2101000001', 'Dr Test User', 'Grant Title', 'Submitted to Research Office', and the highlighted 'Submit to RO Delegate' button. Other buttons in the row are 'Details', 'Form', and 'Return to Draft'.

Figure 51: 'Submit to RO Delegate' button

c. Confirm submission to the RO Delegate by selecting the ‘Submit to RO Delegate’ button.

Submit NISDRG Progress Report FY 2021 / 2022 July - December for NI2101000001 to RO Delegate?

Submit to RO Delegate

Cancel

Figure 52: Confirm submission to RO Delegate

d. The report must be certified by the RO Delegate. The RO Delegate will do this by:

- i. Navigating to the ‘Research Office Grant Reports’ page
- ii. Locating and reviewing the report
- iii. Selecting the ‘Certify’ button.

Bulk Submission

Select All

Deselect All

Submit Selected Reports to Delegate

Submit Selected Reports to Defence

Showing 1 of 1 grant reports.

Grant	Select	Chief Investigator	Title	Report Status	Last Status Change
NI2101000001	<input type="checkbox"/>	Dr Test User	Grant Title	Submitted to RO Delegate	<div><div>Details</div><div>Form</div><div>Certify</div><div>Return to Research Office</div></div>

Figure 53: ‘Certify’ button

e. Confirm RO Delegate certification by selecting ‘Agree to Certification’.

Certify NISDRG Progress Report FY 2021 / 2022 July - December

Certification by the Research Office, on behalf of the Deputy/Pro Vice-Chancellor (Research) or equivalent in the Administering Organisation.
I certify that all Progress Report details entered have been reviewed and are agreeable to the Administering Organisation.

Agree to certification

Cancel

Figure 54: Certification message

f. Finalise submission by selecting the ‘Submit to [Funding Entity]’ button.

Bulk Submission

Select All

Deselect All

Submit Selected Reports to Delegate

Submit Selected Reports to Defence

Showing 1 of 1 grant reports.

Grant	Select	Chief Investigator	Title	Report Status	Last Status Change
NI2101000001	<input type="checkbox"/>	Dr Test User	Grant Title	Certified	<div><div>Details</div><div>Form</div><div>Return to Research Office</div><div>Submit to Defence</div></div>

Figure 55: ‘Submit to [Funding Entity]’ button

Glossary and Definitions

Definitions

Term	Definition
Administering Organisation (AO)	An Eligible Organisation responsible for the administration of the grant.
Australian National Intelligence Community	<p>Comprises the six agencies that formerly made up the Australian Intelligence Community (AIC):</p> <ul style="list-style-type: none"> • ONA • the Australian Signals Directorate (ASD) • the Australian Geospatial-Intelligence Organisation (AGO) • the Australian Secret Intelligence Service (ASIS) • the Australian Security Intelligence Organisation (ASIO) • the Defence Intelligence Organisation (DIO) <p>as well as the Australian Criminal Intelligence Commission (ACIC) and the intelligence functions of the Australian Federal Police (AFP), Australian Transaction Reports and Analysis Centre (AUSTRAC) and The Department of Home Affairs.</p>
Australian National Security Community	<p>Comprises the:</p> <ul style="list-style-type: none"> • Department of Defence • Department of Home Affairs • Office of National Intelligence • Department of Home Affairs • Department of Foreign Affairs and Trade • Prime Minister and Cabinet • Department of Industry, Science, Energy and Resources.
Funding Entity	Either the Department of Defence-NSSTC, or Office of National Intelligence.
Intelligence Challenges	Those challenge areas aligned with the National Security Science and Technology Priorities identified by the Australian Government to be funded by the ONI, and available on the RGS website .
Key Performance Indicators (KPIs) and/or Performance Measures	A set of quantitative and/or qualitative measures that We use to monitor and report on progress of research outcomes.
Lead Chief Investigator (CI)	The first named investigator of a Project.



Term	Definition
National Security Science and Technology Centre (Defence – NSSTC)	The Department of Defence National Security Science and Technology Centre within the Defence Science and Technology (DST) Group that coordinates whole of government national security science and technology.
National Security Challenges	Those challenge areas aligned with the National Security Science and Technology Priorities identified by the Australian Government to be funded by the Defence – NSSTC, and available on the RGS website .
Progress Report	A report submitted in RMS advising the progress of the grant against Key Performance Indicators (KPIs).
Project	An application approved by the ONI Delegate or the Department of Defence-NSSTC Delegate to receive funding, may also be referred to as a Grant.
Reporting Period	The period of the report, January to June or July to December.
Research Office (RO)	A business unit within an Eligible Organisation that is responsible for contact with Us regarding applications and projects.
Research output	All products of a research project.
Us/We	The Australian Research Council.

Glossary

Acronym	Elaboration
AO	Administering Organisation
ARC	Australian Research Council
CI	Chief Investigator
KPI	Key Performance Indicator
Defence - NSSTC	Department of Defence, National Security Science and Technology Centre
ONI	Office of National Intelligence
NISDRG	National Intelligence and Security Discovery Research Grants
RGS	Research Grants Services team
RMS	Research Management System
RO	Research Office