Australian Government
Australian Research Council

ARC | RGS

NATIONAL INTELLIGENCE DISCOVERY GRANTS (NIDG)

End of Year Reporting in RMS

(User Guide)

Updated July 2026

Contents

Introduction

The Australian Research Council (ARC), on behalf of the Office of National Intelligence (ONI) is conducting grant management for the National Intelligence and Security Discovery Research Grants (NISDRG) program. In 2025, the Office of National Intelligence (ONI) rebranded the NISDRG Program to **National Intelligence Discovery Grants** (NIDG) program to reflect a refined focus on the Intelligence Challenges. The NIDG program continues the aims of NISDRG to enhance systematic engagement between Australia's National Intelligence Community and Australia's research and technology community.

The NIDG program requires that an End of Year Report (EoYR) be submitted for all active grants.

The purpose of the EoYR is to collect information regarding the financial activity relating to funding received from ONI during the previous financial year/s.

EoYRs are completed and submitted to ONI by the Administering Organisation (AO), via the 'Grant Management > Grant Reports' module in the ONI Research Management System (RMS). The EoYR must be certified by the Research Office (RO) EoYR Delegate prior to submitting to ONI.

All EoYRs must be submitted to ONI in RMS by 30 September each year. Extensions will not be permitted unless approved by the RGS team prior to this date.

It is the responsibility of each AO to ensure that all the information contained in the report is accurate and that all required fields are completed as comprehensively as possible.

Report forms, relevant to their organisation, can be accessed in RMS by RO staff and approved EoYR Delegates.

For any RMS access issues, please contact the ARC RMS Helpdesk at ARC-Systems@arc.gov.au.

All requests for RO EoYR Delegate access must be requested through the 'Manage Users' module in the ONI RMS Portal: https://rmsoni.researchgrants.gov.au

The following instructions provide information for the entry and submission of End of Year Reports.

Key Points

- The target audience for this user guide is AO RO Delegates for NISDRG and NIDG awarded grants.
- The purpose of the EoYR is to collect information regarding the financial activity relating to NIDG funding received during the previous financial year/s.
- EoYRs will be opened after 30 June for the AO to complete.
- EoYRs must be submitted in RMS by 30 September each year.
- The reporting period is for the full previous financial year, July to June.
- An RO EoYR Delegate is required to certify and submit the EoYR by the due date. Extensions will not be permitted unless approved by the RGS team prior to the due date.
- The RGS team will review the submitted report.
- EoYRs will also be made available to ONI staff.

Summary of Workflow

End of Year Report (EoYR) opens

↓

Parts 1 & 2
RO completes EoYR

↓

Part 3
RO submits EoYR to the RO EoYR Delegate

↓

Parts 4
RO EoYR Delegate certifies and submits EoYR ONI

↓

ARC RGS Team reviews and accepts EoYR on behalf of ONI

Quick Reference

PART 1 – Locate the EoYR within RMS

- EoYRs are available within the ONI RMS Portal: https://rmsoni.researchgrants.gov.au
- From the *Action Centre* locate the *Research Office Grant Reports* in the *Research Office Grant Management* module.
- From the Reports drop down locate the *ONI End of Year Report* for the relevant financial year.

PART 2 – Complete the EoYR

The EoYR must be completed by the finance area of the AO.

- **Amending the Grant End Date**
  An End Date change is requested when the lead investigator advises a change to the current project end date is required. Justification for the change is required.
- **Grant Expenditure**
  Information will auto-populate when opened by the AO.
- **Amount Spent**
  Enter the total actual funds spent in the last financial year.
- **Unspent Reason**
  If all funds available have not been spent and a carryover is requested, select the Unspent Reason from the drop-down list.
- **Research Office Comments**
  This field should be used when the unspent reason *'Other'* is selected.
- **Justification**
  If the *'Total Amount Unspent'* (carryover request) is more than 75% of the previous financial year's allocation, or a change to the projects end date is requested, a comment must be entered advising the reason.
- **Details of all Project Expenditure**
  Upload a PDF file with an Income Expenditure Statement for the reporting period. detailing the project expenditure for the financial year.

PART 3 – Submit to the RO EoYR Delegate

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

PART 4 – RO EoYR Delegate Certification and Submission

The EoYR must be certified and submitted to ONI by the RO EoYR Delegate.

Once submitted to ONI, if edits are required, a request to de-submit the EoYR must be made to the RGS team by email: arc-nidg@arc.gov.au.

Note: Within RMS report forms, hover over this icon for further information and guidance.

PART 1 - Locate the EoYR within RMS

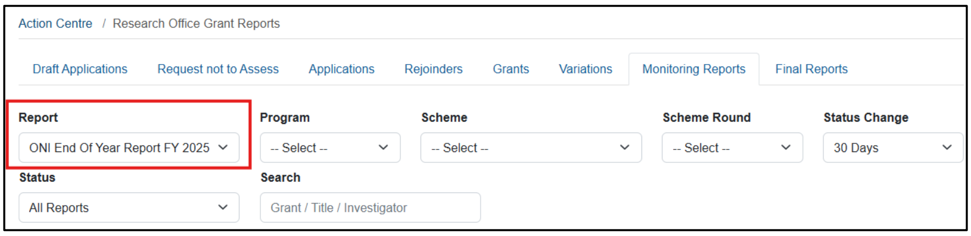
The ONI EoYR is available within the ONI RMS Portal. The EoYR is intended to capture the yearly expenditure of the grant. The AO must complete, certify and submit the EoYR to ONI for grants administered by their organisation that have grant funds allocated during the financial year or carried over from a previous year, by 30 September.

To locate the ONI End of Year Report:

a) Open the ONI RMS Portal: https://rmsoni.researchgrants.gov.au for the funded grant

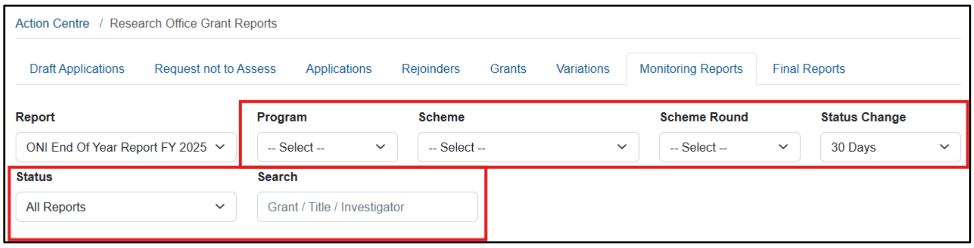
b) Select the '*Research Office Grant Reports'* link from the RMS action centre.

c) Select the '*ONI End of Year Report YYYY/YYYY*' with the relevant year from the dropdown menu.



d) Reports can then be searched by:

- the relevant information under the 'Program, Scheme and/or Scheme Round' dropdown lists
- searching for a specific Grant ID, Title or Investigator under the 'Search' bar
- searching on the status of the Report/s under the 'Status' dropdown list.

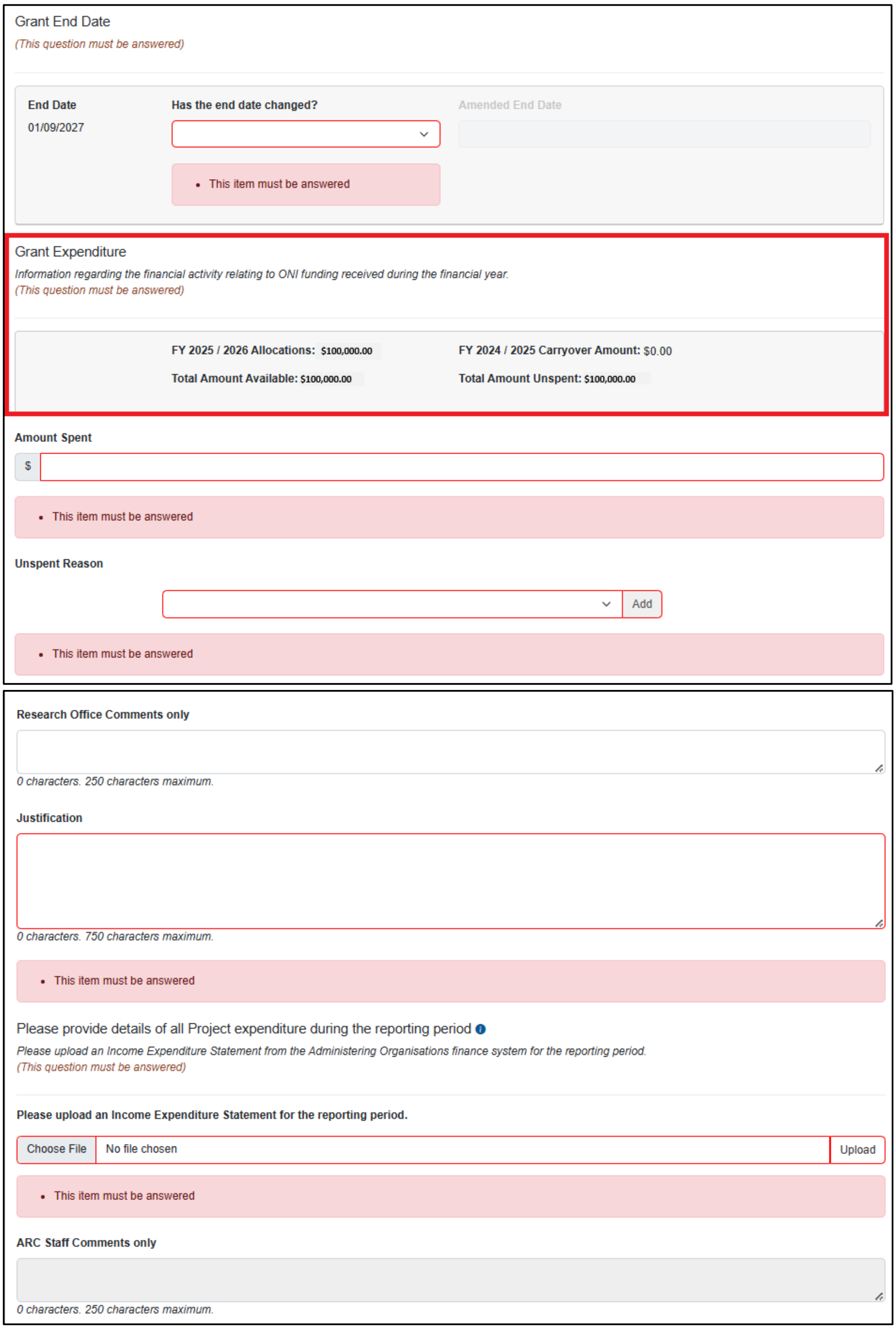


e) Select 'Save' at the top of the page regularly during the completion of the report.

f) Once you have located the required End of Year report select the '*Form*' button to view the report.

g) A reporting form will display with questions to be responded to.

Please note: The Grant expenditure details will not populate into the report until the report is opened in RMS by the AO. If you want to view the details in excel, all reports will need to be opened in RMS prior to executing the spreadsheet download.



Grant End Date

(This question must be answered)

End Date

01/09/2027

Has the end date changed?

- This item must be answered

Amended End Date

Grant Expenditure

Information regarding the financial activity relating to ONI funding received during the financial year.

(This question must be answered)

FY 2025 / 2026 Allocations: $100,000.00

FY 2024 / 2025 Carryover Amount: $0.00

Total Amount Available: $100,000.00

Total Amount Unspent: $100,000.00

Amount Spent

$

- This item must be answered

Unspent Reason

Add

- This item must be answered

Research Office Comments only

0 characters. 250 characters maximum.

Justification

0 characters. 750 characters maximum.

- This item must be answered

Please provide details of all Project expenditure during the reporting period

Please upload an Income Expenditure Statement from the Administering Organisations finance system for the reporting period.

(This question must be answered)

Please upload an Income Expenditure Statement for the reporting period.

Choose File No file chosen Upload

- This item must be answered

ARC Staff Comments only

0 characters. 250 characters maximum.

PART 2 - Complete the EoYR

The End of Year Report is made up of two sections:

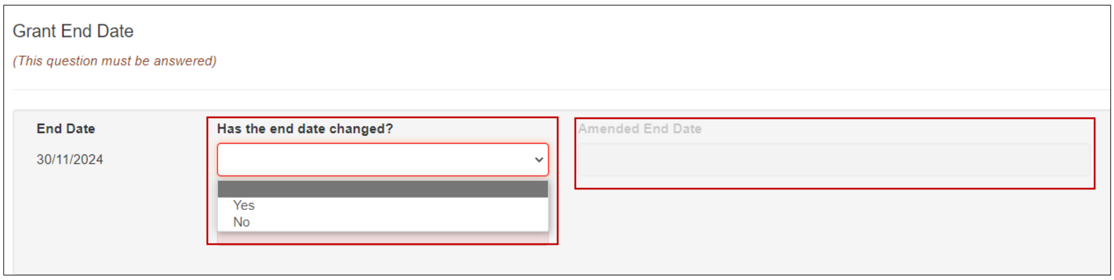
- Grant End Date
- Grant Expenditure

Amending the Grant End Date

An End Date change can be requested when the lead investigator advises a change to the current project end date is required. This may occur where there are funds requested to carry over to the an additional year, or the Grant is deemed to have concluded once the Grant funds have been expended or relinquished.

Justification for the change is required.

a) From the drop-down list select ‘Yes’ or ‘No’

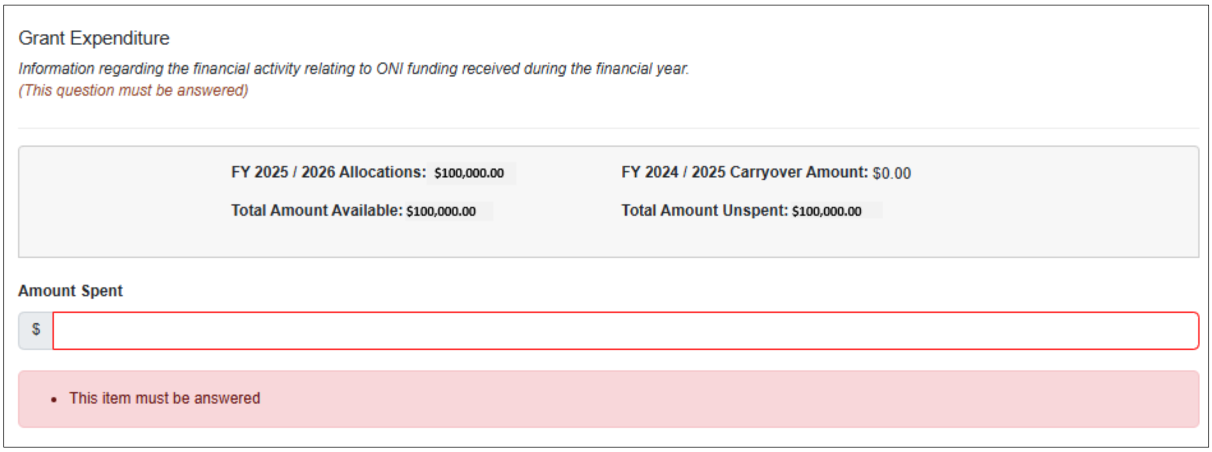


Where a new end date is to be requested select ‘*Yes*’*,* the Amended End Date field will activate.

b) Enter the end date requested.
c) Enter a comment in the Justification field.

Grant Expenditure

The following fields are auto populated into the EoYR once the report is opened by the AO.



Please note: If you are downloading the report to excel to be sent to the CI for input, all reports will need to be opened first to populate this section.

Field	Explanation
Allocations	The amount paid to the Grant by ONI in the financial year
Carryover Amount	The *Total Amount Unspent* approved from the previous EOYR to the current EOYR.
Total Amount Available	The sum of the *Allocations* plus the *Carryover Amount*
Total Amount Unspent	The difference between the *Total Amount Available* and *Amount Spent*

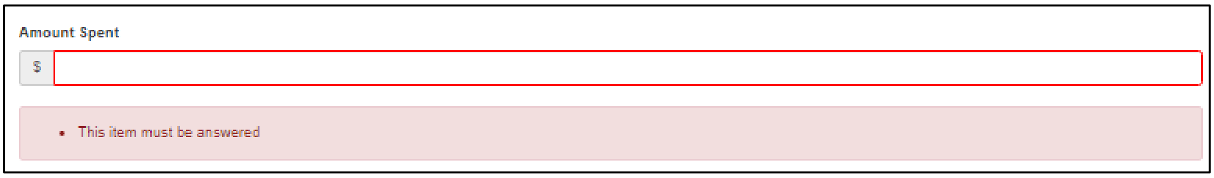
Amount Spent

The AO is responsible for reporting all expenditure for a grant, regardless of the location of funds. Funding is only to be recorded in the *'Amount Spent'* field if the funds were actually spent. This includes the funds located at other Organisations. Funds are not to be expended or written off because they are located outside the Administering Organisation. Funds transferred to a participating organisation must be reported as spent, as they are spent.

If funds are reported as spent when they are not, it may be seen as committing a fraudulent act and may result in serious action.

Only numbers may be entered into this field and a full stop to show the cents. An amount that is less than $0 or greater than the *'Total Allocations'* displayed for the Grant, cannot be entered into this field. The use of symbols such as $, or commas must not be entered into this field.

a) Enter the total amount of grant funds spent in the last financial year (including Grant funds spent at collaborating organisations).

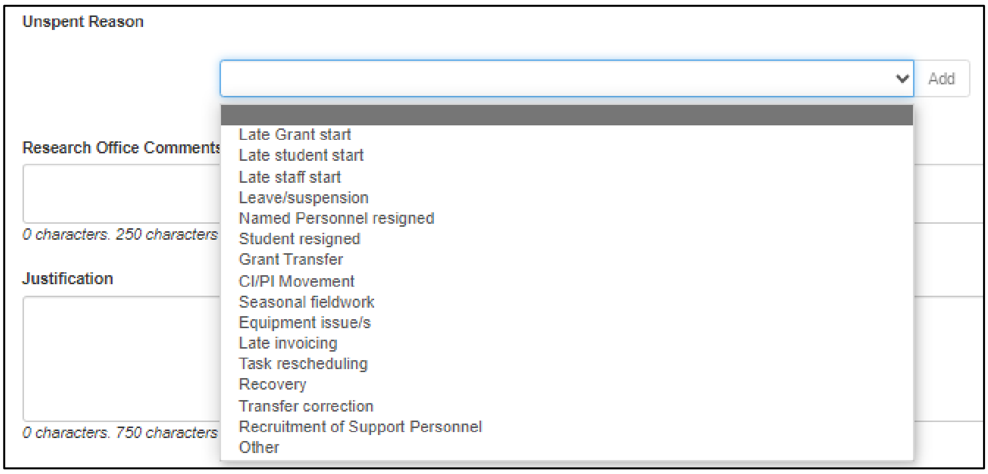


Unspent Reason

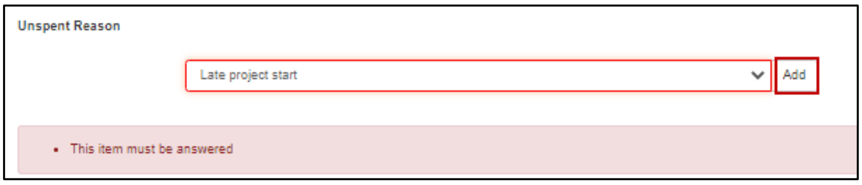
Where funds are unspent and a carryover is requested, an *'Unspent Reason'* must be selected from the drop-down list. Reason Codes advise ONI why funding is being requested to carry over into the next financial year. Reason Codes are described below.

Entering a Reason Code does not replace the need for the submission of a Variation, or a detailed comment in the Justification field

a) From the drop-down selection choose the appropriate Unspent Reason(s) and select *Add*. More than one *'Unspent Reason'* may be selected from the list provided. If a reason is not listed select *Other* and include a comment in the *'Research Office Comments'* field.



b) To add the Unspent Reason click *'Add'*.



c) If the reason has been selected in error, select the *'x'* button to the right of the reason.

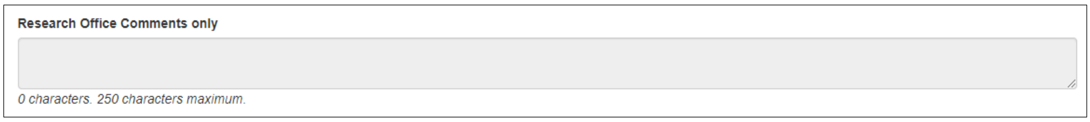
Unspent Reasons

Reason code	Explanation
Late project start	Project started late (e.g. due to late signing of agreement/s, ONI approved deferment)
Late student start	Late commencement of HDR/PGR student funded directly from the grant
Late staff start	Late commencement of staff funded directly from the grant (that are not named participants or students)
Leave/suspension	Named Participant/s on the grant took a period of leave or suspension during the reporting period
Named Personnel Resigned	Withdrawal of named participants (CIs and PIs only)
Student resigned	Resignation of student funded by the grant

Reason code	Explanation
Grant Transfer	Grant transferred during the reporting period
CI/PI Movement	Delays due to movement of named investigators (CIs and PIs only)
Seasonal Fieldwork	Seasonal nature of fieldwork (e.g. wet season, migratory practices, remote community access, natural disaster etc.)
Equipment Issue/s	Equipment Issues (e.g. breakdown of Project equipment, unavailability of new equipment causing delays, delay in new equipment being available from supplier, delay in construction of equipment)
Late Invoicing	Late invoicing for services or equipment that were not paid in the reporting period
Task Rescheduling	Rescheduling of tasks, resulting in expenditure being moved into the following year
Recovery	A recovery occurs when unspent funding is repaid to ONI. When funds have not been spent and there is no approved carryover, funding will be recovered. Only include this reason if there are funds to be recovered by ONI. Please make a reference to the variation number if a recovery has already been entered into RMS.
Transfer Correction	Use this category if there is a need to correct the figures provided at the time of the Transfer of the grant. If this is selected, additional information must be entered into the justification field stating what occurred and the amount that needs to be transferred and/or corrected.
Recruitment of Support Personnel	Use this category if there have been challenges with the recruitment of support personnel, additional information must be entered into the justification field stating what the challenges are and how they will be addressed.
Other (must specify reason)	If Other is chosen a reason must be entered in the Research Office Comment field

Research Office Comments Only

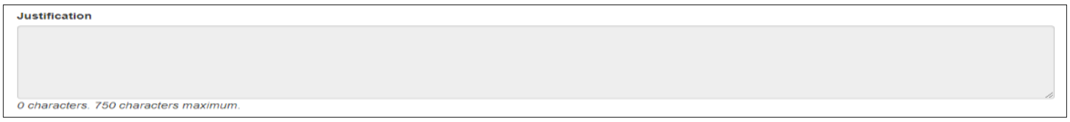
This field should be used when the unspent reason *'Other'* is selected to communicate any additional administrative issues with ONI. For example, if the reason for a delay in the research progress is not listed in the drop-down selection the reason should be noted in the *'Research Office Comments Only'* field.



Justification

If the *'Total Amount Unspent'* (carryover request) is more than 75% of the previous financial year's allocation, a comment must be entered advising the reason. Where the unspent amount is less than 75%, the justification comment box becomes optional.

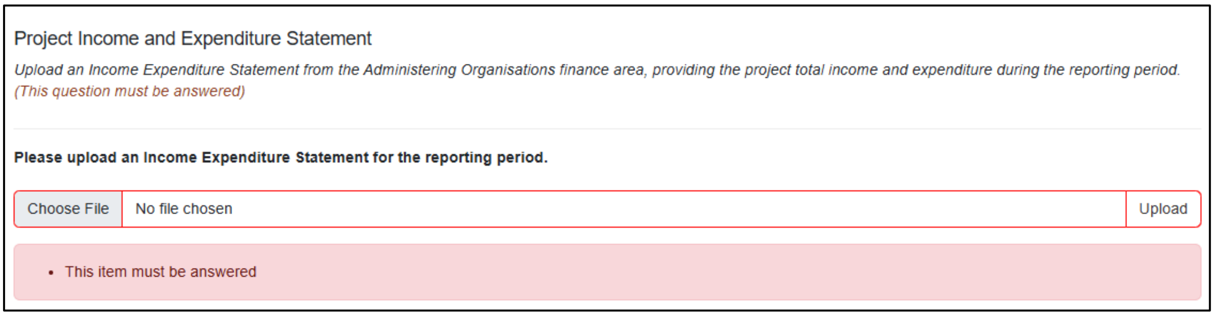
However a comment should be included for any funds unspent to advise ONI if there is a delay with aspects of the project, and if a request to change the End date is requested a comment should be included advising the reason for the change.



Project Income and expenditure statement

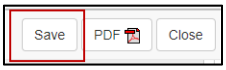
This section of the Report requires the upload of an Income Expenditure Statement from the Administering Organisations finance area, providing the total project expenditure during the reporting period.

a) Click on the '*Choose File*' button, a pop-up window will open where the PDF file can be selected.



b) After choosing the correct PDF file, click on '*Upload*'.

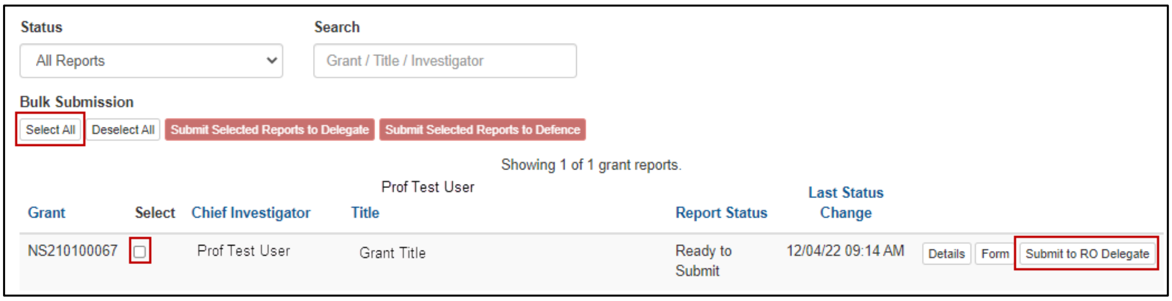
a) Once the report is complete select '*Save*'.



PART 3 – Submitting the EoYR to the RO EoYR Delegate

Once all required information has been entered, AO staff must submit reports to the RO EoYR Delegate for assessment and certification.

a) The *'Ready to Submit'* status will appear against each Report which has been completed.
b) Select '*Submit to RO Delegate'*.



Where there are multiple reports to be submitted you can press Select all from bulk submission.

PART 4 – RO EoYR Delegate Certification and Submission

EoYRs must be checked and certified by the RO EoYR Delegate prior to submitting the reports to ONI. RO EoYR Delegates are required to certify that the Grant has complied with the relevant schemes Grant Guidelines and Grant Agreement and that all information provided within the report is accurate and up to date.

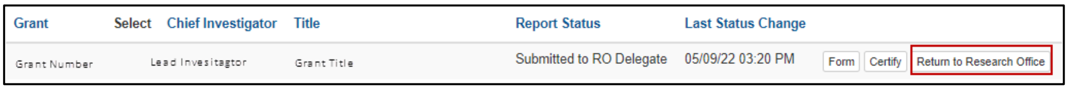
Submission of this report must only be actioned by a person who has the financial delegation to do so on behalf of the AO, as this is a legal document supplied to ONI.

All EoYRs must be submitted in RMS by 30 September for the previous financial year. Extensions will not be allowed unless approved by the RGS team prior to this date.

Edits required – De-submit

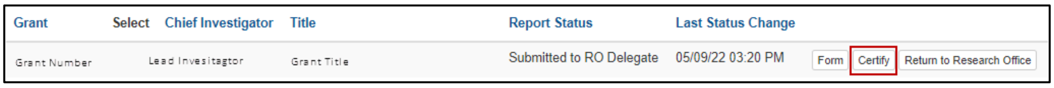
If information needs editing or is incorrect prior to submitting the report to ONI, the RO EoYR Delegate can return the report back to RO staff.

a) Select *'Return to Research Office'*.

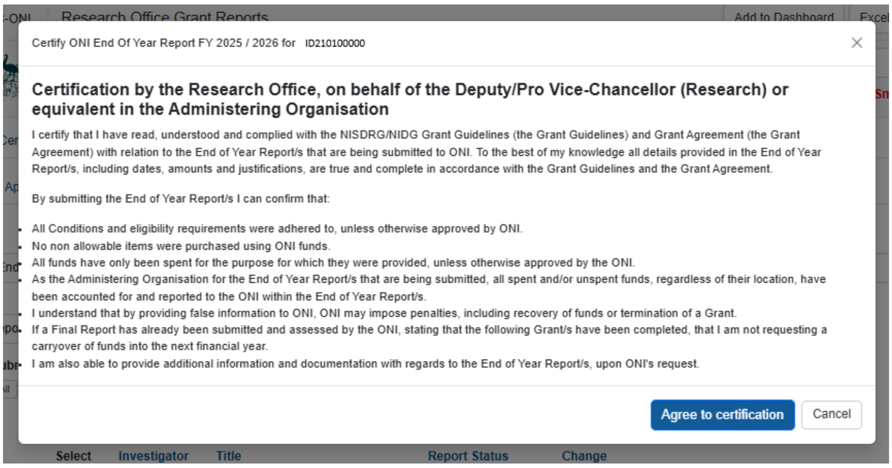


Certify and Submit EoYR to the Funding Entity for assessment

a) The '*Certify'* button will appear against each Report which is ready to be certified and submitted to ONI for assessment. Select *Certify*.



b) A pop-up box will appear, select '*Agree to Certification*'.


Certify ONI End Of Year Report FY 2025 / 2026 for ID210100000

Certification by the Research Office, on behalf of the Deputy/Pro Vice-Chancellor (Research) or equivalent in the Administering Organisation

I certify that I have read, understood and complied with the NISDRG/NIDG Grant Guidelines (the Grant Guidelines) and Grant Agreement (the Grant Agreement) with relation to the End of Year Report/s that are being submitted to ONI. To the best of my knowledge all details provided in the End of Year Report/s, including dates, amounts and justifications, are true and complete in accordance with the Grant Guidelines and the Grant Agreement.

By submitting the End of Year Report/s I can confirm that:

- All Conditions and eligibility requirements were adhered to, unless otherwise approved by ONI.
- No non allowable items were purchased using ONI funds.
- All funds have only been spent for the purpose for which they were provided, unless otherwise approved by the ONI.
- As the Administering Organisation for the End of Year Report/s that are being submitted, all spent and/or unspent funds, regardless of their location, have been accounted for and reported to the ONI within the End of Year Report/s.
- I understand that by providing false information to ONI, ONI may impose penalties, including recovery of funds or termination of a Grant.
- If a Final Report has already been submitted and assessed by the ONI, stating that the following Grant/s have been completed, that I am not requesting a carryover of funds into the next financial year.
- I am also able to provide additional information and documentation with regards to the End of Year Report/s, upon ONI's request.

Agree to certification | Cancel

c) Once certified, the status of the report will appear as '*Certified*' and may then be submitted to ONI.

Bulk Submission

Select All | Deselect All | Submit Selected Reports to EoYR Delegate | Submit Selected Reports to ONI

Showing 1 of 1 grant reports.

Grant	Select	Chief Investigator	Title	Report Status	Last Status Change				
NI210100000	☐	Lead Investigator	Project Title	Certified	13/07/26 04:26 PM	Details	Form	Return to Research Office	Submit to ONI

d) Once EoYRs are submitted to ONI, the progress of the report can then be tracked using its status in RMS. If further information is required, RGS will return the report to the AO and/or send an email advising the query.

Grant	Select	Chief Investigator	Title	Report Status	Last Status Change		
ID210100000		Lead Investigator	Project Title	Submitted to ONI	13/07/26 04:28 PM	Details	Form

e) Once approved, the Report Status will show 'Accepted'.

Grant	Select	Chief Investigator	Title	Report Status	Last Status Change		
ID210100000		Lead Investigator	Project Title	Accepted	13/07/26 01:12 PM	Details	Form

If you have any questions regarding the completion of the End of Year Report, please contact Research Grants Services arc-nidg@arc.gov.au.

Definitions and Glossary

Definitions

Term	Definition
Administering Organisation (AO)	An Eligible Organisation responsible for the administration of the grant.
Australian National Intelligence Community	Comprises the six agencies that formerly made up the Australian Intelligence Community (AIC): • the Office of National Intelligence (ONI) • 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) 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.
Australian National Security Community	Comprises the: • 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.
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.
Lead Chief Investigator (CI)	The first named investigator of a Project
Project	An application approved by the ONI Delegate to receive funding, may also be referred to as a Grant.
Reporting Period	The period of the report, July to June. A financial year.
Research Office	A business unit within an Eligible Organisation that is responsible for contact with Us regarding applications and projects.
Us/We	The Australian Research Council

Glossary

Acronym	Elaboration
AO	Administering Organisation
ARC	Australian Research Council
CI	Chief Investigator
EoYR	End of Year Report
ONI	Office of National Intelligence
NIDG	National Intelligence Discovery Grants
NISDRG	National Intelligence and Security Discovery Research Grants
RGS	Research Grants Services team
RMS	Research Management System
RO	Research Office