

## FINAL REPORT FORM

### For all NHMRC RESEARCH GRANTS and PEOPLE SUPPORT AWARDS (apart from Scholarships)

**In accordance with the NHMRC Deed of Agreement, a Final Report must be submitted to the NHMRC within six months of completion of the funding period or termination of the award.**

The Final Report should be a brief presentation of the achievements of the research grant or people support award and be in language readily understandable to members of the general public. The contribution of the research grant or award to positive health outcomes for Australians should be emphasised. To facilitate data entry, pick lists are provided where possible and all questions that do not require input have a default option set. Comment boxes that seek free text have the number of character restrictions identified.

Information provided in Section A of the report may be posted on the NHMRC website and may also be used for media purposes, promoting research achievements or performance reporting. De-identified data and information provided in the report may be used by the NHMRC for internal reporting and reporting to government. The information may also be used by the NHMRC when reviewing or evaluating current funding schemes of designing future schemes.

### **Lodgement of the Forms**

Download the Final Report form from the NHMRC website ([www.nhmrc.gov.au](http://www.nhmrc.gov.au)). Complete all necessary details and save as a Word document. Do not cut and paste into the form from another document as text may be lost. Note that there is a Final Report form and a publications supplement form. The supplement form need only be downloaded and forwarded if required for reporting publications generated through this research. “In Press” and “Published” publications only are to be reported.

Do not submit any Final Report or supplement in any other format other than as available from the NHMRC website. Failure to submit a Final Report and supplement form in these formats will result in the report being rejected and will require re-submission in the correct formats.

**The original Final Report and supplement (if applicable) must be held on file at the administering institution for the period required under statute of limitations.** That report must be signed by the Chief Investigator A (on behalf of all investigators) or the recipient of a people support award and by the Institution’s Responsible Officer (Section D).

The Final Report and supplement (where applicable) should be forwarded by the Research Administration Office at the institution in Word form as an attachment to an email to the following email address:

[final.report@nhmrc.gov.au](mailto:final.report@nhmrc.gov.au)

**Do not send a hard copy of the full final report or supplements to the NHMRC.** In lieu of this, Research Administration Officers are to **email** a copy of the **first page and certification page** (with signatures affixed) of each report as a **PDF** attachment to the above email address **but separately from the from the Final Report Word document.**

**Failure to provide the Final Report is a breach of the Terms of the Deed of Agreement and may seriously prejudice consideration of further applications for NHMRC funding or for continued NHMRC funding.** If a final report is not able to be provided at the due time, RAO’s are requested to contact the NHMRC to discuss options for delayed submission.