

APPENDIX 1: Processes for Submitting ARC Final Reports

Researcher Responsibilities:

1. Use GAMS login to access the Final Report proforma in GAMS
2. Complete the Final Report proforma
3. Liaise with the College Research Office/ Local Business Office to complete the financial details of the Final Report
4. Validate and Local-submit (*Office-submit*) the Final Report. When you do this you can no longer edit the report. When you *Office-submit* the report, your College GAMS Coordinator then has access to either submit it to the ARC, or un-Office Submit your report to enable you to make changes.
5. Advise College Research Office that you have submitted your Final Report - they will check your Final Report to ensure it is suitable for submission to ARC
6. You will either receive acknowledgement from your College Research Office that your Final Report is suitable for submission to ARC, and will be submitted by the College Research Office GAMS Coordinator **OR** your College Research Office will request that you make changes to your report and will arrange (with the GAMS Coordinator) to have your Final Report un-*Office Submitted*, to enable you to make the changes.
7. When any required changes are made, repeat from step 4.

Note: If for some reason, your Final Report is in GAMS but is not yet due (eg. because of a suspension, carry forward of funds etc), please notify your College Research Office of the new end date for your project, and any problems that may be effecting completion of the project. A Final Report will be due within 6 months of the final payment being made from the grant. College Research Offices should then update ARIES with new end date.

College Research Office Responsibilities:

1. When notification is received from the Researcher and/or College/College Research Office GAMS Coordinator that a final report has been completed, validated and *Office-submitted* in GAMS, the College Research Officer should review and approve the Final Report for submission to the ARC. When reviewing Final Reports Business/Grants Officers must check that reports:
 - a. are consistent with the original application. If minor variations have been made they must be reported. If the ARC has approved variations, the report must be consistent with the approved variations.
 - b. do not make derogatory remarks about any person or organisation (including co-investigators, the ANU or the ARC)
 - c. detail outcomes to date and any further expected outcomes.
2. Liaise with the researcher if changes are required. If changes are needed, the Final Report will need to be 'un-Office Submitted' by the College GAMS Coordinator to enable changes to be made by the researcher.

3. After the researcher has made the necessary amendments, they re-*Office-submit* their report on GAMS
4. When the Final Report is satisfactory, the College Research Office delegate lets the College GAMS Coordinator know that the Final Report is ready to submit to the ARC.

College Research Office GAMS Coordinator Responsibilities:

1. As part of your College procedures for ongoing post-award management, you should check ARIES/GAMS regularly to ascertain the status of any Final Reports relevant to your College. This should be done in consultation with your College Research Office. See below for final report statuses and required action:
 - a. FrDraft - Contact your researcher and let them know a final report is in GAMS ready for them to complete.
 - b. FrValid - Researcher has completed and validated the final report - you may need to remind them to make any required changes and/or Office-submit their final report.
 - c. FrOfficeValid - Researcher has completed and Office-submitted their final report. You will either need to ARC-submit the report, or Office-unsubmit the report if the College/College Research Officer advises that changes are required before the report can be ARC submitted.
 - d. FrArcDraft or frArcValid - The final report has been submitted to the ARC and can no longer be edited or changed. The ARC will unsubmit and notify the Office of Sponsored Research of any un-satisfactory reports. The Office of Sponsored Research will notify the College/College Research Office of any unsatisfactory reports requiring amendment.
2. When confirmation is received from both Researcher and College Research Office that an ARC Final Report is suitable for submission to the ARC, you should ARC-submit the final report. ARIES should be updated (Milestones tab), and a copy of the final report attached to the ARIES record (Documents tab).
3. If the College Research Office recommends changes to be made to the final report, you should Office un-submit the final report, and notify the researcher, to enable any changes to be made.