

DSI GRANT REPORTING GUIDELINES

This sheet provides guidance on the reporting requirements for projects and/or investigators that have accepted DSI research or RHD funding. These guidelines apply except where the agreement covering the provision of DSI funding specifically excludes specific clauses as defined in this document.

Status Updates

A project should provide a status update to the Director of the Defence Science Institute within a week of any one of the following conditions being met:

1. Achievement of a milestone as set out in the funding agreement with DSI
2. Slippage in the date of delivery of a milestone as set out in the funding agreement with DSI

A **Status Update** should be limited to one page and should contain the following:

- I. Project Name
- II. Investigator and/or RHD Student
- III. Agreement Number
- IV. Statement of milestone achieved
- V. Statement of significant publications submitted or presentations given to that milestone date
- VI. Statement of other significant outcomes for the any collaborative partners involved in the project
- VII. Statement of significant leverage resulting from the project, either potential or realised (this can include submitted and successful grant applications, etc)

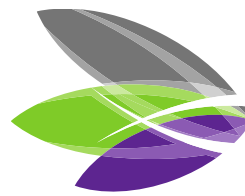
Project Completion Reporting

Within 1 month of completion of a project, the lead/chief investigator named on the DSI funding agreement must:

1. Complete a Project Completion Summary
2. Prepare, if required, a short (15 minute) presentation on the project and its research and stakeholder outcomes for presentation to the DSI

The **Project Completion Summary** should be limited to one page and should contain the following:

- I. Project Name
- II. Agreement Number
- III. Investigator and/or RHD Student
- IV. Statement of major outcomes from project
- V. Statement of significant publications submitted or presentations given to date



- VI. Statement of other significant outcomes for collaborative partners involved in the project
- VII. Statement of future opportunities/recommendations arising from the project
- VIII. Statement of significant leverage resulting from the project, either potential or realised (this can include submitted and successful grant applications, etc)

Project Follow-up Reporting

No less than 12 months and no more than 15 months within months of completion of a project, the lead/chief investigator named on the DSI funding agreement must:

1. Complete a Project Outcomes Summary

The **Project Outcomes Summary** should be limited to one page and should contain the following:

- I. Project Name
- II. Agreement Number
- III. Investigator and/or RHD Student
- IV. Statement of opportunities that have been realised from the project
- V. Statement of significant leverage resulting from the project