

Project Reporting Guidelines

Version 2.1
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Introduction

The vision of the Minerals Research Institute of Western Australia (MRIWA) is for minerals research to advance WA.

The reporting of research progress and outcomes contributes to two key pillars within the MRIWA strategic plan:

- **IMPACTFUL RESEARCH** where applied research creates capability and delivers economic and social benefit for Western Australia; and
- **KNOWLEDGE TRANSFER** so minerals research outcomes are implemented to deliver value for the State.

The Grantee and Lead Investigator, as well as representatives from the Participating Organisations, are instrumental in achieving these goals.

MRIWA has issued this guidance to ensure clarity in expectations of reporting both during and after the conclusion of research activity.

In doing so, MRIWA seeks to:

- enable technical interchange between the research team and industry partners to ensure the results of the research are more likely to be applied in practice and lead to commercial application.
- support researchers to communicate their research findings broadly; and

- be able to assess impact and demonstrate how minerals research delivers benefit to the State.

The Lead Investigator and research team, in consultation with MRIWA and the Sponsor(s), may determine the means and level of communication throughout the project, but are required to meet the following formal reporting obligations:

- Progress Reports
- Financial Statements
- Sponsor Review Meetings
- Project IP communication and provision of the IP Register
- Project Evaluation Form
- Output Release Plan

A Final Technical Report may also be required if agreed to as a key output or deliverable resulting from the research.



At Project Commencement

MRIWA seeks to maximise opportunities to communicate information on currently supported projects, while also protecting any confidential project information (and other confidential information of the organisations involved in the projects).

The public release of high-level information on current projects can assist with Knowledge Transfer regarding the challenge or issue being addressed.

Project Summary

The Project Summary is a high-level summary of non-confidential information about the project and is published on the project page on the MRIWA website.

The Project Summary includes the:

- Project title.
- Program and theme within MRIWA's Research Priority Plan.
- Project start and end date.
- Project Participants; and
- Total Grant Value and MRIWA's specific contribution.

MRIWA will work with the Grantee, Lead Investigator and the Participating Organisations to prepare a summary describing the challenge the Project will address, the solution the Project will deliver and potential impact of the Project's findings for Western Australia.

The summary should be written for a non-scientific audience.

Environmental Scan

Unless otherwise advised by MRIWA, the research team is expected to undertake a review of relevant peer-reviewed literature and current industry practice relevant to the challenge or issue to be addressed.

Unless otherwise agreed (and reflected in the Conditions of Grant), the Grantee is required to provide MRIWA with a detailed Environmental Scan within three (3) months of the project commencement.

This scene-setting report may describe current research and industry knowledge and practice and, where relevant, the economic, environmental, legal, sociological, and technological contexts likely to impact the challenge or issue in the short, medium, and long term.

This may include, but is not limited to, identifying external opportunities and threats including trends occurring in industry that could influence the future direction of the project.

The report is intended for public release and should be written for a non-scientific audience.



During the Project

MRIWA actively encourages the communication and dissemination of key outputs, deliverables, and research findings to foster the use and commercial application of research results throughout the duration of the Project where possible (subject to the parties' confidentiality obligations and provided the ability to protect and/or commercialise Project IP is not compromised).

The following reporting activities occur throughout the course of an Approved Project. All reporting obligations are included in the Conditions of Grant, which is negotiated between MRIWA and the Participating Organisations.

Progress Report

The Progress Reports:

- Detail the Project's progress against the scope, milestones, schedule, and budget agreed between MRIWA and the Participating Organisations.
- Provide an update on research findings, milestone completion, and project key outputs and deliverables.
- Are submitted by the Grantee to MRIWA and all Sponsors participating in the Project.
- Are submitted in accordance with the timing and frequency stated in the Conditions of Grant; and
- Will be used by MRIWA to monitor the progress of a Project, with MRIWA's acceptance of a progress report a precondition for payment of Grant Funds to the Grantee(s).

The Progress Report is an opportunity for the Grantee, Lead Investigator, and research team to engage with the Sponsors and to facilitate conversations to drive the research forward.

MRIWA does not require the Progress Report be submitted in a specified format but does require the following identifiers to be included on each report:

- Project name and number.
- Lead Investigator and Lead Organisation.
- Reporting period; and/or
- Milestone(s) achieved (if applicable).

In addition, MRIWA encourages the inclusion of key information pertinent to the progress of the Project. This may include, but is not limited to:

- Key activities, findings, and results to date, with reference to the research aims, milestones and deliverables agreed between MRIWA and the Participating Organisations.
- Appointment and updates on the activity of any research students funded by the grant.
- Any internal and/or external factors which have impacted the Project's progress, including emerging opportunities, risks and issues and the action(s) taken to mitigate any negative impact.
- Activities to be undertaken and proposed use of Grant Funds for the upcoming period, including where revisions to original project plan may be required.
- Additional support requirements identified for the upcoming period, if required.
- Engagement activities with stakeholders/end-users, including the communication of research progress and results.
- Progress on adoption/ dissemination/ commercialisation activities, including patents filed/granted, invention disclosures, copyrights, licenses, where relevant; and
- Details of publications and presentations (academic and lay) which include results obtained from the Project e.g., articles, meeting abstracts, conference presentations etc.



Sponsor Review Meeting

The Sponsor Review Meetings are comprised of the kick-off meeting and regular review meetings held throughout the project with the Grantee, MRIWA, and Project Participants.

The Grantee and Lead Investigator are responsible for scheduling Sponsor Review Meetings. Any Party, including MRIWA, may request additional meetings, where required.

Kick-off meeting

The kick-off meeting should be held within one month of execution of the Conditions of Grant. Key topics to be covered include:

- Briefing against the scope.
- Proposed methodology.
- Data requirements; and
- Developments requiring changes to the approved Application, if any.

Project review meetings

Project Review Meetings will be held as indicated in Schedule 3 Item 5 of the Conditions of Grant.

Key topics to be covered include:

- Progress to date against milestones, scope, schedule, and budget.
- Key findings and project outputs.
- Progress of research students funded by the grant.
- Emerging risks to the successful execution of the research in accordance with the approved Application and Conditions of Grant; and
- Proposed publications or presentations which include details of work undertaken or results obtained from this Project.

Record of meeting

The Lead Investigator is responsible for capturing a written summary of the meetings, which should include:

- Attendees.
- Record of items discussed.
- Decisions made at the meeting; and
- Actions agreed to.

The meeting summary will be submitted to MRIWA and circulated to all Project Participants post the meeting.

Financial Statement

Where payment of funds by MRIWA to a Grantee is requested, a Financial Statement must be submitted detailing the total incurred expenditure against the Project budget.

The Financial Statement must also report on any funds paid by Sponsors direct to the Grantee.

All payments by MRIWA are made in arrears, based on actual expenditure, and will not exceed the cumulative agreed value in the research payment schedule outlined in the Conditions of Grant.

MRIWA reserves the right to request further evidence of expenditure prior to making a payment.

Financial Statements should be prepared using the Financial Statement Template and be submitted to MRIWA at the time of submitting the associated Progress Report.

Relevant Documents:
Financial Statement Template

Project IP and the IP Register

During the Project, the Grantee is required to communicate details of the Project IP that has been developed to MRIWA and to the Sponsors.

The Grantee is also required to keep and maintain an IP Register in the form attached to the Conditions of Grant, which will contain information relating to Background IP used in the Project, and Project IP created or developed during the Project.

The Grantee will be required to update the IP Register and provide a copy to MRIWA and the Sponsors at least every 6 months, and when the Conditions of Grant ends.

Relevant Documents:
IP Register



At completion of the Project

MRIWA actively encourages the communication and dissemination of key outputs, deliverables, and research findings to foster the utilisation and commercial application of research results subject to the parties' confidentiality obligations and provided the ability to protect and/or commercialise Project IP is not compromised.

All key outputs, deliverables and reporting obligations required at the conclusion of the Project are incorporated into the Conditions of Grant, which is negotiated between MRIWA and the Participating Organisations. This may include the provision of a Final Technical Report on the research findings to be made publicly available on the MRIWA website or otherwise as per clause 7(a) of the Conditions of Grant.

Alternative key outputs, deliverables and final reporting options will be considered when negotiating the Conditions of the Grant and if it is able to be demonstrated they will result in greater utilisation of the research outcomes.

Final Technical Report

Where a Final Technical Report (Technical Report) is an agreed milestone, acceptance of this report will be a precondition for MRIWA to release the final payment.

The Technical Report:

- Is a detailed report, written for public release and consumption.
- Provides key background information, the Project's hypotheses, methods, data, results, analyses and interpretation, conclusions, and applications of the research findings.
- Should be a stand-alone document and not rely on previous Progress Reports or publications.
- Represents a formal government document of record and should be prepared to standards of writing and presentation appropriate to that status.
- Must be approved by all Participating Organisations and MRIWA prior to being finalised (and the Participating Organisations must ensure it does not include any confidential information as per clause 7(a) of the Conditions of Grant.).
- Should be prepared following the format and guidelines provided by MRIWA.
- Separately, all images from the final report need to be submitted as viewable and editable files, accompanying the signed image consent form; and is submitted to MRIWA with the Final Financial Statement.

The Technical Report will be made available for download on the MRIWA website <https://www.mriwa.wa.gov.au/research-projects/project-portfolio/>

Formatting requirements

The Technical Report should include:

- The pre-formatted MRIWA Cover Page.
- Appropriate acknowledgement of the financial support provided by MRIWA and the Participating Organisations.
- A succinct Executive Summary
- A table of contents.
- List of tables and figures; and
- References.

Refer to Appendix 1 for MRIWA report writing standards and recommended Guidance.

Refer to the MRIWA Final Report Template for the style and formatting guide.

At a minimum, the Technical Report should cover the following topics:

- Background to the issue.
- Objectives of the research.
- Methodology utilised.
- Results and findings.
- Discussion; and
- Conclusions and recommendations.



The use of graphs, tables and figures in the Technical Report to summarise data is strongly encouraged. Ensure the labelling of these describe its contents and in the text, refer to every graphs, tables and figures by its number.

Separately, all data from the final report needs to be submitted as an editable Excel spreadsheet/s to MRIWA with the Final Report.

Where possible, MRIWA encourages the deposit of non-confidential data in an open access repository.

Relevant Documents:

Image Consent Form
Final Report Template

Exporting final report and metadata

Once a final report is complete and approved by MRIWA, it should be exported as a PDF document and metadata embedded to the document.

To embed metadata into a PDF document. If using Adobe Acrobat Standard:

1. Open the document
2. Choose 'file' in the top left of the screen
3. Select 'properties'
4. Click the 'description' tab
5. Fill in all information in this section, including "title, author, subject and keywords"
6. Select 'okay' to save metadata information
7. Save the document before closing

Use of metadata will increase the searchability and accessibility of the document. When entering the metadata:

- Title is the full report title
- Author should include all report authors
- Subject should include both the program area and the focus area of the project
- Keywords should include the project theme, MRIWA project number, and project tags supplied by Research Portfolio Manager
- Language should be selected as English

Authors of reports can increase accessibility for digitalized interpretation by using:

- Descriptive captions for figures, tables etc. as text is easily extractable, and the captions then become temporary representatives of these figures/tables.
- Follow a uniform structure (as outlined in Appendix 1) with headings and clear formatting.



Final Financial Statement

MRIWA will only release the final payment for the withholding amount on acceptance of the Final Technical Report (or agreed alternative final deliverables) and following approval by MRIWA of the Final Financial Statement.

MRIWA reserves the right to request further evidence of receipt of Direct Sponsor payments by the Grantee throughout the Project's duration.

The Final Financial Statement claiming the withholding amount should be submitted to MRIWA with the final version of the Final Technical Report.

Relevant Documents
Financial Acquittal Template

Output Release Plan

MRIWA has a strong focus on knowledge transfer from research into practice to enable the minerals community to benefit through the application of research results.

MRIWA will work with the Lead Investigator and the Participating Organisations to prepare an Output Release Plan to maximise knowledge transfer opportunities.

The Output Release Plan:

- Describes the information which will be communicated in relation to the:
 - Key outputs and deliverables resulting from the project.
 - Publication of the Final Technical Report, where one is to be provided.
 - Editable and shareable images, videos, and audio creation documenting the project's progress and completion.
 - The channels through which MRIWA will distribute the information.
- Will include a brief project summary, written for public release, describing the challenge the Project addressed, the key findings and impact of the Project's findings in Western Australia. The summary should be written for a non-scientific audience.
- Should include access to appropriate and editable images, video and audio media documenting the progress and completion of the project. These different types of media should be delivered to MRIWA to be able to easily share online through appropriate channels accompanied by the signed Image Consent Form.
- Is developed in parallel with review of the Final Technical Report (or other agreed output) by the Participating Organisations.

Unless otherwise agreed, this information will be made available on the MRIWA website and may be used in the MRIWA annual report, e-newsletter and on social media channels.

Relevant Documents
Output Release Plan



Project Evaluation Form

The Project Evaluation Form (Evaluation Form):

- Summarises the Project's achievements, outputs, and outcomes.
- Is submitted by the Grantee to MRIWA and is circulated to all Sponsors participating in the Project.
- Should be prepared using the Evaluation Form and be submitted to MRIWA, within four (4) weeks of acceptance of the Final Technical Report or otherwise agreed final deliverable; and
- May be used by MRIWA in conjunction with the Application and Project Evaluation Form – Addendum, to evaluate MRIWA's research grant funding program.

The Evaluation Form is intended to be written for a general audience and may be shared with the MRIWA Board and members of the MRIWA College.

Relevant Documents
Project Evaluation Form

Follow-Up Project Evaluation Form

Knowledge transfer and the subsequent impact of the research occurs over a longer period following the completion of a research project.

For this reason, Grantees are requested to provide MRIWA with an additional completed Follow-Up Evaluation Form after 12 months, or as otherwise agreed with MRIWA, following the submission of the Final Technical Report or other agreed output.

This report will be an opportunity for the Grantee to update MRIWA on the impact of the research, dissemination activities and any commercial application of the research outcomes occurring following the Project's completion.

MRIWA may seek additional information from the Lead Investigator, Project Participants and Participating Organisations following this period and may use this information to undertake an impact assessment and evaluation of the overall MRIWA research grant funding program.

In addition, unless otherwise agreed with MRIWA, Participating Organisations involved in the adoption, dissemination and/or commercialisation of Project IP will be required to provide an annual report to MRIWA describing the activities they have undertaken involving the Project IP, and how those activities achieve the aims of bringing benefit to the Western Australian minerals industry.

This report will also enable MRIWA to assess the impact of the research and provide visibility to MRIWA on any dissemination and commercial application of research outcomes.

Relevant Documents
Follow Up Project Evaluation Form



Glossary

Application means the application submitted to MRIWA to obtain financial assistance in order to conduct the Project.

Approved Project means a Project which has been approved by the MRIWA Board for funding.

Background Intellectual Property or **Background IP** means Intellectual Property owned by a Party, or which a Party is licensed to use, prior to the commencement of the Project or otherwise independently of the Project, that is identified in the Conditions of Grant or otherwise made available by a Party for the conduct of the Project in accordance with the Conditions of Grant.

Conditions of Grant means the agreement entered into by MRIWA and some or all of the Participating Organisations when an Application is approved for funding.

Direct Amount(s) means a direct funding contribution paid by a Sponsor directly to the Grantee(s).

Grant Funds means the combined MRIWA Commitment and Sponsor Commitments, including Direct Amounts to be paid in part or entirety over the Project to the Grantee(s).

Grantee means a Participating Organisation who will receive Grant Funds (typically this will be the Lead Organisation).

Intellectual Property or **IP** includes all copyright and neighboring rights, registered and unregistered trademarks, registered designs, all rights in relation to inventions (including patents), plant varieties, confidential information (including trade secrets and know-how), circuit layouts, and all other rights resulting from intellectual activity.

IP Register means a register in the form attached to the Conditions of Grant, which, for a given Project, will contain information relating to Background IP used in the Project and Project IP created or developed during the Project.

Lead Investigator means the Project supervisor and officer representing a Lead

Organisation and directly responsible for the conduct of the Project.

Lead Organisation means the organisation responsible for submitting the Application and who will take responsibility for the research component of the Project. (The Lead Organisation will typically become the Grantee under the Conditions of Grant for an Approved Project).

Letter of Support means a formal document provided by the Sponsor as part of the Application with a written confirmation of the Sponsor's cash investment to the Project.

Metadata is hidden information about the document which describes elements such as the author name, published date and relevant informational tags. This data is used by search engines such as google or online libraries to understand what the document is about and increase its 'searchability' (how easy it is to find on the internet). The more information put in the metadata of a document, the higher the likelihood of search engines to recommend it.

MRIWA means the Minerals Research Institute of Western Australia established under the MRIWA Act.

MRIWA Act means the *Minerals Research Institute of Western Australia Act 2013* (WA).

MRIWA Board means the board provided for in section 26(1) of the Act

MRIWA College means the persons appointed by the MRIWA Board to provide a pool of expertise on which MRIWA may call to assist with the assessment of Applications.

MRIWA Commitment means the portion of funds approved by the MRIWA Board to be contributed by MRIWA to a Project.

Other Organisation means an organisation named on the Application which is not the Lead Organisation, Research Organisation, or a Sponsor.

Participating Organisation means an organisation named on the Application and



may include the Lead Organisation, Sponsor, Research Organisation or Other Organisation.

Parties means all Participating Organisations to the Conditions of Grant and **Party** means any one of them.

Project means the research project named and outlined in an Application (and named and outlined in the Conditions of Grant, where the Project is an Approved Project).

Project Intellectual Property or **Project IP** means all Intellectual Property created during and as a result of carrying out the Project. For the avoidance of doubt, and subject to the Conditions of Grant, Project Intellectual Property does not include Background Intellectual Property.

Project Participant means a person named in the Application who will provide an important intellectual or practical contribution to the Project.

Research Organisation means an organisation named on the Application, which is not the Lead Organisation, who will be conducting research.

Sponsor means a Participating Organisation who will provide a cash contribution to the Project.

Sponsor Commitment means a cash commitment by a Sponsor, whether paid as a Direct Amount or to be managed by MRIWA.



Appendix 1

MRIWA Report Writing Standards: Recommended Guidance

Language of Reports

- Formal (professional).
- Do not use 1st person (I). Use 3rd person (he, she, it).
- Use past tense (the report is a post hoc work).
- Use passive voice where appropriate.
- Use complete sentences rather than a list of headings.
- Standard or general, rather than proprietary, terms should be used.
- Unnecessary contractions should be avoided.
- It should be presumed the reader has some knowledge of the subject but has not read the content.
- Abbreviations should be defined on first use for example Research and Development (R&D).

Layout and Format

See the Final Report Template for style guide and report layout.

- Use the style bar for standardised font styles and sizes.
- Replace red instructions in the template with filled information in style of 'Normal Body text'.
- Update Table of Contents at conclusion of report by clicking update table to automatically link to sections.

Content Guidance

Executive Summary

- This is a summary of the key findings of the research.
- The executive summary should allow the reader to understand whether this document is applicable to their interests, and what value they should expect from reading it.

List of Terms, Abbreviations and Acronyms

- List terms, abbreviations, and acronyms commonly used throughout the report.

List of Tables/Figures

- Authors are responsible for obtaining permission to publish any figure protected by copyright, including figures published elsewhere and pictures taken by professional photographers. Advise where this is the case and complete a permissions form which can be supplied by MRIWA.
- State the source of any images used. If the author or one of the co-authors has drawn the images, mention this. For software, state the name, version number and URL.
- Figure captions should begin with a brief title sentence for the whole figure and continue with a short description of what is shown, minimising the methodological details.
- Submit tables in an editable format (Word or TeX/LaTeX, as appropriate), and not as images. Tables that include statistical analysis of data should describe their standards of error analysis and ranges in a table legend.

Introduction

- The introduction sets the stage for the document by providing the necessary context and information for the reader to understand its contents. This provides the reader with a better understanding of how the report was constructed and how the information presented was obtained.
- It should deliver a clear and concise overview of the report's content and scope, typically presenting the background and context of the report, as well as its objectives and goals.
- This may also articulate a summary of the methodology or approach used in collecting and analysing data, as well as any limitations or constraints that may have impacted the research.
 - **Background and Challenge** – An explanation of specific issues the project sought to address to establish the context of the work and its relationship to MRIWA's research priorities.
 - **Objectives** – A description of the intended objectives of the research



undertaken (and/or the hypothesis tested) and explain how this was expected to contribute to resolution of the underlying challenge(s).

- **Scope** - Define the focus and the extent to which the research area was explored in the work and the parameters within which the study operated.

Methodology

- Briefly define and describe the methodology applied in the project to provide context.
- Include the full methodology in the Appendices in sufficient detail to provide a valid representation of research methodology. The level of detail provided in the text and/or references cited should be sufficient to allow others to replicate the study should they choose to do so (and have access to relevant IP).

Results and Findings

- Include as many subheadings as necessary.
- Present an ordered description of the results and findings of the work conducted, including examples, data, and summaries as relevant. This should not be presented as a chronological record of activities or an assembly of sequential progress reports, but a processed compilation of final outcomes as understood after the completion of the project.
 - **Equations** - Identify equations or mathematical expressions referred to in the text by parenthetical numbers, such as (1), and refer to them as "equation (1)". Make sure all equations are provided in an editable Word format. These can be produced in the equation editor included in Microsoft Word.
 - **Figure caption** - begin caption with a brief title sentence for the whole figure and continue with a short description of what is shown, minimising the methodological details.

Discussion

- Present an ordered discussion of the interpretation, implications, and significance of the study results. This

should include comparison with previous research and/or current industry practice as appropriate to establish the extent and value of new knowledge created through the project.

- Where relevant, this should also include discussion of any limitations of the study recognised in hindsight (e.g., whether deficiencies in sample size and/or data collection methods are now recognised as restricting the validity of the results in some way) and lesson learnt throughout the project.

Conclusions

- Provide a summary of the key outcomes and/or recommendations arising from the report and 'close the research loop' by explaining how the work has contributed to addressing the challenges stated in the Introduction.

Recommendations for further work

- Present and discuss any recommendations for further work and/or implications for future research directions based on the findings of the present study.

References

- All references are to be included using the footnote function, following the Oxford style of referencing with full bibliographic details presented in corresponding footnotes at the bottom of the page.
- MRIWA recommends the use of Endnote to track and facilitate citations within a document.

Appendix

- Appendices are documents with secondary relevance – i.e., material that may be of additional value to an interested reader, but that is not required to understand the core arguments in a report, or the conclusions derived.

Relevant Documents
Final Report Template

