**Reporting Guidelines**

Annual progress and final reports serve a dual purpose:

1. They are a formal grant requirement against the Research Agreement demonstrating accountability and compliance with the intended aims of the grant scheme, and
2. They give information which enables us to update our supporters about the progress of the research they help to fund. Information provided may be used on our website and for other communication purposes.

**Advice for completing**

* Address all sections. Enter ‘N/A’ where applicable.
* Use lay language throughout. Expect a broad audience so use language easily understood by the informed non-expert. If there is no lay alternative to a scientific term, provide a clear definition of the term used.
* Project Grant recipients must refer specifically to the project described in the Supplementary Questions form which accompanied your original funding application
* Examples are provided in shaded fields of how to report outputs.

**Report Submission**

Reports are due by **28th February.**

Chief Investigator A and the Administrating Institution are both required to certify the report, confirming it is an accurate report for the period covered. Signatures are not required.

Email a word version of your Annual Progress/Final report and electronic copies of any publications not previously submitted to: [research@nswcc.org.au](mailto:research@nswcc.org.au).

# Section A: Project Identification

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| **Scheme** |  | **Report Type (Progress OR Final)** |  |

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| **Chief Investigator A Name** |  |

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| **CCNSW Grant ID & Title** |  |

# Section B: Project Progress

1. **Provide a summary of progress in the past 12 months against the original aims and objectives – add additional objective(s) if required (max 2 pages)**

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| **Objective 1** |  | | |
| **Timeframe** |  | **Progress to date (%)** |  |
| **Progress/ Results** | | | |

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| **Objective 2** |  | | |
| **Timeframe** |  | **Progress to date (%)** |  |
| **Progress/ Results** | | | |

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| **Objective 3** |  | | |
| **Timeframe** |  | **Progress to date (%)** |  |
| **Progress/ Results** | | | |

1. **Did the research project proceed as planned? If not, describe the delays or significant challenges to the planned activities, and how you managed them or plan to manage them**

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1. **In lay language, summarise the progress of the last 12 months, focusing on the key results/achievements** **(250 words)**

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1. **In lay language, summarise the progress over the life of the grant, focusing on the key results/achievements. These achievements should outline what the problem was, what the research/grant achieved and why this is important** **(250 words)**

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1. **In lay language, explain what the project’s achievements mean for advancing cancer control (250 words)**

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1. **PROGRESS REPORT ONLY: Outline your goals for the remainder of the grant (250 words)**

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1. **Describe the contribution of the consumer representative(s) over the last 12 months in the execution of your research project (e.g. in the design, conduct and/or dissemination of the research being reported on), and how you anticipate continuing consumer involvement for the remainder of the grant, and beyond the grant. Include the name(s) of the consumer(s) involved in your research (250 words)**

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1. **Do the results of this research have specificrelevance to, or implications for the following priority populations? If yes, briefly specify below.**

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| **Aboriginal and/or Torres Strait Islander populations** |  |
| **Culturally and linguistically diverse populations** |  |
| **Rural and/or regional populations** |  |

1. **What was the annual expenditure for the year?** If greater than 25% underspent, indicate i) why the project is underspent; ii) how will this impact on the project’s timelines; and iii) how will the unspent monies and the due grant payments be spent next year?

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1. **PROGRESS REPORT ONLY: What is the anticipated completion date for this project?**

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1. **FINAL REPORT ONLY: Outline your goals for the future of this research (250 words)**

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# Section C: Research Outputs

*List all publications and research outputs arising in the past 12 months, resulting from this Cancer Council NSW funded research.*

1. **Journal Articles**

*List all publications (including in-press, e-published and published) and indicate which project aim(s) each paper relates. If the publication is published in an Open Access journal, place an asterisk at the start of the citation. For published articles, include DoI/URL link to paper.*

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| **Publication Status** | **Full Citation** | **Pub date (if known)** | **Aim(s)** | **Was CCNSW acknowledged?** |
| ***Example:***  *Published* | *\* Smith M, Hammond I, Saville M. Lessons from the renewal of the National Cervical Screening Program in Australia. Public Health Res Pract. 2019; 29(2):e2921914.* ***DOI****: 10.17061/phrp2921914* | *31 Jul 2019* | *1 & 2* | *Yes* |
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1. **Conference Presentations (e.g. invited, keynote, oral, poster)**

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| **Type** | **Full Reference** | **Was CCNSW acknowledged?** |
| ***Example:*** *Oral* | *Neilson, K. Overcoming resistance of cancer to treatment: towards targeted therapy. 21st Lorne Cancer Conference, October 2018, Lorne, Australia* | *Yes* |
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1. **Media Appearances (e.g. newspaper, television, radio, other)**

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| **Type** | **Full Reference** | **Was CCNSW involved in the media release?** |
| ***Example:*** *Newspaper* | *Neilson, K. Targeted therapy for cancer patients, SMH, Jan 2018* | *Yes* |
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1. **Do you anticipate conducting any media promotion related to this grant in the next 12 months? If so, specify below.**

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1. **Other funding**

*List all grant applications submitted that are related to this Cancer Council NSW grant. Include all pending, unsuccessful and successful applications. List of investigators is not required.*

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| **Grant title, funding body & grant type, and funding amount** | **Funding period** | **Application status** |
| ***Example*** *Personalised medicine in cancer treatment, NHMRC Ideas Grant, $450,000* | *2023-2025* | *Successful* |
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1. **Other outputs (e.g. reports, patents, datasets etc.)**

*If the output - such as a dataset - is publicly available, place an asterisk at the start of the reference.*

In accordance with the *Australian Code for the Responsible Conduct of Research (2018)* and [*NHMRC’s Open Access Policy*](https://www.nhmrc.gov.au/file/18477/download?token=YBnViGxt)*,* the Agreement covering this research requires the Administering Institution to make Project research data available free of charge for use by other researchers, subject to ethical, privacy, intellectual property and confidentiality limitations, and any additional obligations contained in clauses 11, 12 and 14 of the Agreement (Clause 11.8).

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| **Type** | **Full Reference** |
| ***Example*** *Guidelines* | \* CCA Cervical Cancer Screening Guidelines Working Party (including Smith M). *National Cervical Screening Program Guidelines.* Cancer Council Australia, 2017, Sydney. Available from: <http://wiki.cancer.org.au/australia/Guidelines:Cervical_cancer/Screening> |
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1. **Detail any changes in policy and/or practice implemented as a result of the findings and outcomes of this research.**

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1. **Any other comments?**

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# Section D: Certification

**Certification by Chief Investigator A**

I certify that this report is an accurate progress report for the period covered

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| Name: | Date: |

**Certification by the consumer(s)** **involved in this grant**

I certify that this report is an accurate progress report for the period covered

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| Name and Signature: | Date: |
| Name and Signature: | Date: |

**Certifications by Administering Institution**

Progress Report

I certify that this report is an accurate Progress Report for the period covered.

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| Name: | Date: |

**Final Report**

I certify that this Final Report is an accurate progress report for the period covered AND that the Administering Institution will ensure Project data will be managed in accordance with [*NHMRC’s Open Access Policy*](https://www.nhmrc.gov.au/file/18477/download?token=YBnViGxt)*,* making Project research data available free of charge for use by other researchers, subject to ethical, privacy, intellectual property and confidentiality limitations, and any additional obligations contained in clauses 11, 12 and 14 of the Agreement (Clause 11.8).

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| Name: | Date: |