Melbourne Collaborative Research Infrastructure Program

Standard Reporting Template Instructions

Refer to the accompanying “MCRIP Reporting Template Guide” for detailed guidance for each section of the report.

This template was designed in response to feedback from Platform Managers and members of the Melbourne Collaborative Research Infrastructure Committee. The purpose is:

* to ensure the information provided is relevant and useful for the evaluation of individual platforms and the overall program;
* to reduce time spent on annual reporting by both Platform Managers and the Committee members.

From January 2018, Platforms receiving funding from the Melbourne Collaborative Research Infrastructure Program (MCRIP) are required to table an Annual Report on a calendar year cycle. Reports will be **due by Friday 21st February 2020.**

All annual reports **are to be endorsed by the platform Steering Committee** prior to submission. This can be done by the Chair of the Committee by way of an email. The email endorsement should be attached with the annual report at the time of the final submission of the reports or submitted to RIC Research Infrastructure by the 24th of April 2020.

The following pages contain the template for completing an Annual Report. **Use of this template is compulsory.** To support consistency, the format follows the [University’s brand architecture](https://staff.unimelb.edu.au/marketing-communications/brand-advertising-sponsorship/). In each of the sections below, provide a description of relevant Platform activities. All sections are compulsory, unless indicated otherwise. Suitable quantitative and qualitative metrics must support your descriptions. **Charts, tables or other visual representation can be used to present data. Please ensure that graphical data is relevant, concise, explicit and explained in the body of the report. Tables provided within the current template are examples of how information can be presented.**

The report must be limited to 10-12 pages excluding the appendices (financial statement, research outputs, case studies, examples of committee minutes). Reports longer than 12 pages will be returned for editing prior to submission to the Committee.

For Platforms with multiple nodes, it is suggested that differentiation of operations and financial line items be provided by node to ensure visibility of node operations. Commentary on relative node specific activity should also be provided where appropriate.

For Platforms receiving funding from national sources (e.g. NCRIS), or those which form part of a larger entity, MCRIP-related activity should be clearly demonstrated within the overall activities undertaken under the broader entity.

Once you have completed your report, please delete all guidance text and this cover page. It should be submitted to [ric-researchinfrastructure@unimelb.edu.au](mailto:ric-researchinfrastructure@unimelb.edu.au) by Friday 21st February 2020.

xx January 2020

Other logos may go here e.g. NCRIS funded body logos

XXth Month 20XX

Home Faculty name

Secondary name

Platform name goes here, can be multiple lines

Reporting period goes here, can be multiple lines

Report Author

MCRIP Term and Financial Allocation

|  |  |
| --- | --- |
| MCRIP Stage | *Stage X* |
| MCRIP Year | *Year xx*  (e.g, Year 1, 2 or 3) |
| MCRIP award ($ p.a.) | *$xxxx* |
| Core Capability |  |

Executive Summary

*Use the Executive Summary section to provide a high-level summary* *as per the sub-headings below and direct the reader to the relevant section for further details. This Summary should present sufficient information that will provide the reader with a broad overview of Platform activities as a stand-alone document, if required.*

Platform Highlights

*It is recommended that the following aspects could be provided in this section:*

* *Platform capacity*
* *Platform income and expenditure*
* *Total user number*
* *Promotional activities delivered and attendance numbers*
* *Number of grant application supported*
* *Number of publications (that used your platform)*

Current Challenges and Future Plans

*Information regarding Platform down-time, staff changes, under-resourcing, etc. could be provided in this section.*

Table of Contents

[Introduction 1](#_Toc27403645)

[Key Performance Areas (KPA) 1](#_Toc27403646)

[Platform Governance 4](#_Toc27403647)

[Steering Committee Membership (Table A) 4](#_Toc27403648)

[User Committee Membership 4](#_Toc27403649)

[Platform Operations 5](#_Toc27403650)

[Platform Staff 5](#_Toc27403651)

[Service Model 6](#_Toc27403652)

[Capabilities 6](#_Toc27403653)

[Promotions Strategy and Communications 7](#_Toc27403654)

[Platform Outcomes 7](#_Toc27403655)

[Other Business 8](#_Toc27403656)

[Appendix A Financial Report i](#_Toc27403657)

[Appendix B Research Outputs Summary ii](#_Toc27403658)

[Appendix C Examples of Committee Minutes iii](#_Toc27403659)

## Introduction

* Platform Vision and or Mission
* List of Abbreviations

### Key Performance Areas (KPA)

* In the table provided, please indicate Performance and progress against Key Performance Indicators (KPIs) defined in MCRIP application (short [1-2 yrs.] and medium [3-5 yrs.] term). If these goals have not been realised yet, please provide status and plans for achieving these in the relevant sections of the report
* KPIs that have been set since the submission of application – short (1-2 yrs.) and medium (3-5 yrs.) term, please outline how you intend to go about achieving this in the relevant sections of the report.

**The text in green in the KPA table are examples. You only need to list KPIs that you have set for your Platform both during the application, new ones developed along the way and new one being set for the following years.**

**HOW TO USE THE TABLE BELOW:**

This table brings together the Key performance areas that you are expected to report against and gives an overview of the objectives that have been set from the application stage to the present time. It serves to direct the reader to the corresponding section of the report where detailed account of the corresponding activities associated with the KPIs can be found.

Customize the table to meet your own individual reporting needs, whilst maintaining the headings in the rows and columns.

**Column 1: KPA**

These are Key Performance Areas that were provided to you in guidance business planning and application documentation. These have now been tabulated to facilitate KPI setting by the Platform. Reporting in all these areas is compulsory.

**Column 2: KPI**

All objectives that were set in the MCRIP application for the current funding stage and new objectives being set (short and medium term) should be listed in this table. Therefore, outline high level objectives in the table and provide a reference to the respective section of the report for detailed activities relating to these objectives. For example, if the objective relates to the “Service Model – Access” KPA, then if the objective is “implementing a platform booking system to improve efficiencies in platform operations”, follow up on the details in the “Service Model” section and “Access” subsection of the report. Do not populate this table with the details. *Note: Text in Green are examples.*

**Column 3: Short- and Medium-term plan**

In this column, please indicate whether the goal was set as a short- or medium-term plan. Just enter “Short Term” or “Medium Term”.

**Column 4: When was KPI/Objective set**

In this column indicate if the KPI was set during the application stage or subsequently. If it was set during the application stage: Enter “stage 2 funding application stage” or if it was set in the first, second or third year of operations, indicate the year it was set, e.g. “In 2017” or “In 2018 “

**Column 5: Progress**

You are only required to indicate whether this objective is in progress, been met or unmet

**Column 6: Activities and Outcomes**

Refer to respective section of the report for descriptive text on activities and outcomes. So for the example in Column 2- you will enter see section “Service Model- Access”

Key Performance Areas (KPA) Table

Note: the text in green are just examples

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Reporting section KPA | Objectives /  KPI (what you are going to achieve) | Short (1-2 yrs. ) or medium (3-5 yrs.) term plan | When was KPI/ objective set | Progress (met, unmet or exceeded) | Activities and Outcomes |
| Governance  Steering Committee | *e.g. Establishing Steering committee…* | Medium term | During application stage |  | See “Platform Governance” section for details |
| *e.g. Conduct 4 meetings per year..* | Short term | In 2018 | Met | See Section…. |
| Governance  User Committee |  |  |  |  | See Section… |
| Staff | *e.g. Recruit specialist in area x….* | Short term | In 2017 | Exceeded | See Platform Operations |
|  |  |  |  |  |
|  |  |  |  |  |
| Service Model  Access |  |  |  |  |  |
| Service Model  Pricing Policy | *e.g. Introducing customer loyalty pricing* | Shor term | In 2018 | met | See Section… |
| Capabilities   1. Services and pricing 2. Certification 3. Access to other assets or resources 4. Grant Applications | *e.g. Introducing a new service x…..* | Medium Term | In 2017 | Unmet | See Section… |
|  |  |  |  |  |
| Promotions and Outreach | *e.g. Increase platform profile amongst GR community* | Medium Term | In 2019 | Unmet | See Section… |
|  |  |  |  |  |

## Platform Governance

Corresponding activities to KPIs set in the KPA table above, can be captured in this section.

Compulsory information is required in the following area:

* Committee membership for both Steering and User Committees.
* Number of meetings set for the year and if all meetings were held.
* Example of meeting minutes (to be provided in the appendix)
* Terms of Reference (ToR) for the Steering Committee (to be provided in the appendix)

*Optional information that might provide further insight into Platform governance and performance is:*

* *Major decisions that were made at these meetings*
* *Outcomes of those decisions*
* *Link these to meeting key objectives outlined in the KPA table above.*

Guidance text: Platform Governance is a key objective and is compulsory and was requested for during the application stage. Therefore, it is compulsory to provide information such as committee membership (use table A below), number of meetings per year and if this target was met and if quorum was met for each meeting.

Table B can be used to list down the total number of meetings that was planned for the year, major decisions/outcomes from these decisions and if quorum was met. If quorum was not met, please provide explanatory text below the table or add another column to the table. The table below is only a guide and therefore you can develop it further to suit.

The above guide applies to both Steering and User Group Committees and corresponding meetings.

### Steering Committee Membership (Table A)

|  |  |
| --- | --- |
| Committee Member | Faculty/School/Department |
|  |  |

**Committee activities (Table B)**

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting dates (compulsory) | Major decisions | Outcome from decision | Has quorum been achieved (compulsory) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* Include an example of Steering Committee meeting minutes and Terms of Reference (ToR) in the appendices

### User Committee Membership

|  |  |
| --- | --- |
| Committee Member | Faculty/School/Department |
|  |  |

**Committee activities**

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting dates (compulsory) | Major decisions | Outcome from decision | Has quorum been achieved (compulsory) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* Include an example of User Committee meeting minutes in the appendices

Guidance text: Compulsory data to be provided in this section is the “Meeting Dates” and “Has quorum been achieved” for each of the scheduled meetings. Sample minutes to be provided in Appendix C. If your steering committee meeting led to major decision that led to Key Objectives being met or facilitated, it can be included in this table. If you choose not to use the “Major Decisions” and “Outcomes from decisions” columns of the table, modify the table to remove the respective columns.

## Platform Operations

### Platform Staff

* List the staff, their position, FTE and whether their salary is supported by MCRIP (Appendix D)

Guidance text: this section is compulsory but include the table in Appendix D (so that names can be redacted for the version of the report that is distributed to CADRe). All information, except for “Node” in the table below is compulsory.

**Details of Platform staff**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Node | Staff Name | Faculty | Position | FTE | MCRIP support? |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

* Staff recruitment and departures

Guidance text: If one of the KPIs around recruitment was set and listed in the KPA table (in the Key Performance section above), provide further details on objectives and corresponding activities listed in this section. For example, if the objective set was to recruit a specialist for enhancing Platform capability or increasing capacity then provide details in this section. The decision to place this in the appendix facilitates the redacting of reports for distribution.

* Staff development objectives

Guidance text: Provide corresponding activities to any objective were set towards staff development. This section can be used to demonstrate plans to enhance Platform capability through staff development activities. The following table is an example of how you can present you data. If you plan to tabulate your data, please provide accompanying text (brief) to explain table content.

**Staff development plan**

|  |  |  |  |
| --- | --- | --- | --- |
| Objective | Activity type | Skills gained | Certification |
|  |  |  |  |

### Service Model

**Access**

* Describe your current access policy and management
* List objectives and corresponding activities that will improve current process

**Pricing Policy**

* Provide pricing schedule
* Any planned changes to this schedule if it is in response to a KPI

Guiding text: Provide the information on your Pricing schedule, e.g. subscription or pay per booking, etc. Any Improvement objective (KPI) for pricing that has been implemented or is being planned. It is suggested to tabulate pricing list. A direct link to the Platform website can be provided here if the Pricing Policy is listed. If changes were made, it is suggested to include an extra column to highlight the change.

### Capabilities

List current capabilities and add improvement objectives

1. List of Services

List Services offered (Capacity and Usage)

Capacity:

Guidance Text:

Do you have any capacity issues?

In less than 300 words tell us the major issues.

Have you discussed this with your Steering Committee?

Note: There is an expectation that the detailed data on capacity and usage have been presented and discussed at Steering Committee meetings and that what is presented in this report is a narrative summary of capacity issues.

Usage:

Guidance Text:

A suggestion would be to tabulate usage if is against the list of services provided or projects delivered. E.g. If list of projects delivered, then time taken to complete each project.

1. Certification to enhance capability e.g. certification of facility.
2. Access to other assets or resources
3. Grant applications submitted to apply for funding to support equipment purchase

## Promotions Strategy and Communications

* Plan for increasing Platform profile by setting objectives and outlining activities to achieve this. Include in this section, the promotional activity, communication strategy used, attendance rates, feedback tool used and target audience.
* Summary of feedback obtained following events (select some outstanding ones and some that provided good ideas for improvement)

Guidance text: If one of the KPIs listed in the KPA table was to increase platform profile, by organising various events, describe activities and outcomes related to these objectives in this section. One suggested approach to presenting your information is as follows:

**Platform Promotion Strategies**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Promotional activity | Communication strategy | Attendance rates | Feedback tool used | Target audience |
| e.g. workshop | Advertised on website, emails communication etc |  |  |  |

## Platform Outcomes

As a result of objectives set out in KPA section and corresponding activities outlined in sections “name the sections” the following was the outcome:

* User demographics - compulsory for all platforms.
* No. of projects delivered, or your Platform has collaborated on
* No. of publications – it is recognised that this is not in the control of the Platform but report all publications where platforms have been mentioned.
* No. of Graduate Researcher thesis
* No. of successful grant applications
* Brief summary of income generated and add reference to financial table in the Appendix A (sections of this to be redacted for the version for distribution to CADRe)
  + MCRIP funding
  + Other
* If you think there are other outcomes resulting from realising several KPIs, include it in this section.

Guidance text:

1. User Demographics

* No of Users with a breakdown by UoM staff vs. student and Externals. For UoM users, provide a breakdown by source (i.e. UoM faculty, MRIs and other externals. If majority of users are from a single Faculty, please provide the breakdown of School/Departments).
* Show trend over at least the last three years (2017, 2018, 2019), unless you are a newly established platform. For new platforms that are less than three years old, provide trends as you see fit.

1. No. of projects delivered or collaborated on

* Breakdown by UoM staff vs student and Externals
* Show trend over last three years

1. No. of publications or thesis

If a Graduate Researcher uses your platform, record the thesis no. It is acknowledged that this information is probably not accurate, considering the challenges faced with capturing this data. This approach can be taken until such a solution can be found.

* Show trend over last three years

1. No of successful grant applications

* Show trend over last three years

## Other Business

300-word limit.

Guidance text: This section is optional and has been added to the template to accommodate for Platform Managers who have other deliverables or outcomes they want to include in the annual report. Please note that there is a 12-page limit to the report. Use this section only if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Income | Year 1 | | Year 2 |
|  | **Forecast** | **Actual** | Forecast |
| MCRIP | $xxx | $xxx | $xxx |
|  |  |  |  |
| Academic Division 1 contribution | $xxx | $xxx | $xxx |
| Academic Division 2 contribution | $xxx | $xxx | $xxx |
| Academic Division 3 contribution | $xxx | $xxx | $xxx |
|  | $xxx | $xxx | $xxx |
| Total Academic Division Contribution | $xxx | $xxx | $xxx |
|  |  |  |  |
| Service 1 | $xxx | $xxx | $xxx |
| Type 1: UoM | $xxx | $xxx | $xxx |
| Type 2: External University\* | $xxx | $xxx | $xxx |
| Type 3: Industry\*\* | $xxx | $xxx | $xxx |
|  |  |  |  |
| Sub-total income | $xxx | $xxx | $xxx |
|  |  |  |  |
| Service 2 | $xxx | $xxx | $xxx |
| Type 1: UoM | $xxx | $xxx | $xxx |
| Type 2: External University\* | $xxx | $xxx | $xxx |
| Type 3: Industry\*\* | $xxx | $xxx | $xxx |
|  |  |  |  |
| Sub-total income | $xxx | $xxx | $xxx |
| TOTAL INCOME | $xxx | $xxx | $xxx |

## Appendix A Financial Report

|  |  |
| --- | --- |
| *\* List price for other Australian University clients*  *\*\* Include government entities eg. CSIRO*  *\*\*\* Itemise each salary supported by MCRIP.* | *NOTES:*   * *Report on January-December cycle.* * *Operating result represents income less expenditure.* * *Differentiate financial line items by Platform Node if applicable.* * *Provide clear explanation of each line item in your financial statement. Using footnotes is appropriate.* * *Edit/amend column labels as appropriate.*   *DELETE ONCE COMPLETE* |

|  |  |  |  |
| --- | --- | --- | --- |
| Expenditure | Year 1 | | Year 2 |
|  | **Forecast** | **Actual** | Forecast |
| Salaries\*\*\* | $xxx | $xxx | $xxx |
|  |  |  |  |
| Workshops | $xxx | $xxx | $xxx |
| Service, maintenance, repairs | $xxx | $xxx | $xxx |
| Consumables | $xxx | $xxx | $xxx |
| Marketing and promotion | $xxx | $xxx | $xxx |
| Staff development  Conference | $xxx | $xxx | $xxx |
| Conference/workshop attendances | $xxx | $xxx | $xxx |
| Software licences | $xxx | $xxx | $xxx |
| New equipment | $xxx | $xxx | $xxx |
| Miscellaneous | $xxx | $xxx | $xxx |
|  |  |  |  |
| Sub-total expenditure | $xxx | $xxx | $xxx |
|  |  |  |  |
| Space/utility charges | $xxx | $xxx | $xxx |
|  |  |  |  |
| Contingency: 1% of total | $xxx |  | $xxx |
|  |  |  |  |
| TOTAL EXPENDITURE | $xxx | $xxx | $xxx |
|  |  |  |  |
|  |  |  |  |
| OPERATING RESULT | $xxx | $xxx | $xxx |

## Appendix B Research Outputs Summary

* *Publications*
  + *Publications should be included if the Platform received acknowledgement*
* *Grant inclusions*
* *Conference presentations*

## Appendix C Examples of Committee Minutes

* An example of Steering Committee meeting minutes
* An example of User Committee meeting minutes

Appendix D Platform Staff

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Node | Staff Name | Faculty | Position | FTE | MCRIP support? |
|  |  |  |  |  |  |
|  |  |  |  |  |  |