

**Instructions: Submitting a CRDC Final Report using Fluxx**

CRDC has transitioned to a new grant management system – Fluxx ([crdc.fluxx.io](https://crdc.fluxx.io/)). To submit a report, you will need to utilise the new Fluxx system.

**To action the report in Fluxx:**

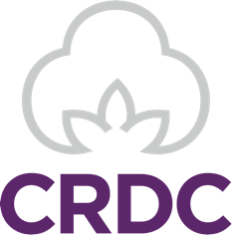
1. You will find a list of all your project reports under *Reports* on the navigation panel. Your upcoming report/s will be listed under ‘Due in the next ninety days’. Click on the report and then *Edit* at the top right of screen.
2. Once you have completed the report, click *Save and Close* and then click *Submit Report to Grantee Admin*. Click on refresh and you will see the report status updated.
3. The report will workflow to your administrator for review. They can either return the report to draft for edits or submit to CRDC.

**Important things to note:**

* This document is a word version of the fields that are required to be completed in Fluxx. ***This form is to help you draft the text for pasting into Fluxx only, do not add it as an attachment.***
* Where there are system limitations that prevent the ability to include graphs, pictures or background documents, attachments can be uploaded with your report. Please note you must abide by character limits where applicable. Attachments cannot be used as workarounds for the text fields in Fluxx.
* Please ensure you select ‘save and continue’ as you progress, as the system does not auto-save.
* Please ensure all final reporting documentation is completed and submitted in Fluxx (see below at Documents for further information).
* If you have any queries, please contact CRDC Innovation Administration on 02 6792 4088 or [research@crdc.com.au](mailto:research@crdc.com.au).

**Extension requests:**

If you need to request an extension to the submission date of your report this must be done from the Fluxx portal on the report you are requesting an extension for. Click on the report and select *Edit*. Complete the *Extension Request* with justification. Then click *Save and Close* and *Submit Extension Request*. NB: A request for extension does not guarantee approval.



**FINAL REPORT**

**CRDC ID:** This will prefill in Fluxx.

**Project Title:** This will prefill in Fluxx.

**Confidential or for public release?** Choose an item.

**Recognition of support:** The Research Provider [Insert name] acknowledges the financial assistance of the Cotton Research and Development Corporation (and if applicable add other funding partners or grants) in order to undertake this project.

**Research Questions & Project Milestone Updates**

Fluxx will prefill with the FRP Research Questions and Project Milestones along with any previous report updates. Click on New Update to provide Final Update, Milestone Status and Achievement against Milestone.

|  |  |  |
| --- | --- | --- |
| **Research Question and Milestone** | **Milestone Status**  Achieved/ Partially achieved/ Not achieved/ Cancelled | **Achievement against Milestone** |
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**Communication Activities**

**Publications**

*NB: CRDC-supported researchers are required to submit materials to CRDC for review before publishing. This is to check for accuracy, to ensure no IP or commercialisation issues, and to provide content for CRDC’s Spotlight magazine. Researchers are also required to acknowledge CRDC’s funding. For further detail see the* [*CRDC Researchers’ Handbook*](http://www.crdc.com.au/publications/crdc-researchers-handbook)*.*

Please review the list of publications connected to this project below (the list will show in Fluxx). Note that if the state of a publication item is in**Draft**it has not yet been submitted to CRDC for review and approval. Navigate to the Publication section called Drafts on the left side panel to review and submit the publication to CRDC for review. Note that publications created on this report will not be considered submitted to CRDC until you submit it from the Publication section.

Publications added on this report **+**

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I confirm that I have reviewed the Publications module and added any publications produced in the project that are not yet submitted to CRDC. I ensured to add final published versions.

List proposed publications for future release. (Note publications must be approved by CRDC before release.)

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Recommendations for activities or other steps that may be taken:

(a) to further develop or to exploit the project technology (b) to continue dissemination to ensure impact for industry (c) for future research.

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**Project Outputs and Outcomes**

**Outputs produced** *(Please refer to* [*examples document*](https://www.crdc.com.au/sites/default/files/Examples%20of%20RD%26E%20Outputs%20%26%20Outcomes%20-%20July%202020.pdf) *to assist in completing this section).*

Outputs listed in previous Fluxx progress reports will appear in list.

|  |  |  |
| --- | --- | --- |
| **Output Type** | **Output produced name** | **Description** |
| Choose an item. |  |  |
| Choose an item. |  |  |
| Choose an item. |  |  |
| Choose an item. |  |  |

**Outcomes from project outputs** *(Refer to examples document).*

Outputs listed in previous Fluxx progress reports will appear in list.

|  |  |  |
| --- | --- | --- |
| **Outcomes from project outputs** | **Outcome produced name** | **Description** |
| Choose an item. |  |  |
| Choose an item. |  |  |
| Choose an item. |  |  |
| Choose an item. |  |  |

**Project Collaborations**

Collaborations listed in previous Fluxx progress reports will appear in list.

|  |  |
| --- | --- |
| Collaboration Type | Choose an item. |
| Collaborator Name/s |  |
| Organisation Name |  |
| Description of collaboration activity |  |
| Start date |  |
| End date |  |

|  |  |
| --- | --- |
| Collaboration Type | Choose an item. |
| Collaborator Name/s |  |
| Organisation Name |  |
| Description of collaboration activity |  |
| Start date |  |
| End date |  |

**Technical Report**

*NB: Projects may require different approaches to the structure of the Technical Report. A detailed technical report should normally include the following items.*

*For PhDs: CRDC will accept your awarded Thesis as the Technical Report, please attach and copy and paste the abstract here:*

* *Table of contents (if necessary – depends on the length and complexity of your report)*
* *Executive summary*
* *Introduction*
* *Materials and methods*
* *Results*
* *Discussion*
* *Conclusions*
* *Key word index and*
* *A full list of industry and scientific publications, presentations, extension activities and other outputs.*

*Please contact your CRDC Innovation Broker if you would like to adopt a different approach.*

*You may input your Technical Report in this provided field or you can upload it as a Report Attachments in the Document section.*

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**Summary for public release**

*This summary is designed to provide a short overview of the project for all interested parties. It will be published on Inside Cotton, CRDC’s digital repository, along with the full final report (if suitable for public release). The summary may also be published on growAG., a collaborative platform that showcases Australian agrifood RD&E projects that are current or have been completed since 1 July 2018.*

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| --- | --- |
| **Executive Summary** | *Copy the Executive Summary from the Technical Report or the Abstract from the Thesis here.*  *NB: If report was flagged confidential the Executive Summary will not be published.* |
| **Objectives** | * *List the key objectives in bullet point format* |
| **Background** | *List details re: the background issue or need that led to this project being undertaken.* |
| **Research activities** | *Provide a high level summary of the research you undertook as part of this project, to address the research need and to meet the project objectives.* |
| **Outputs** | *Detail the overarching outputs from this research projects: what did the project find/discover/create – be it technology, extension programs, scientific knowledge etc* |
| **Impacts** | *Detail the impact and implications that your research will have for the Australian cotton industry, including any best practice recommendations.* |
| **Key publications** | *Detail any major publications resulting from your research.* |

**Documents:**

The CRDC Innovation Broker may not commence the final report review until all the supporting information has been received. Please ensure all sections of the final report are completed and supporting documents attached, if applicable, in the document section.

The following documents may be required for submission to CRDC:

* Final Technical Report
* Final Schedule 2: IP Register (Submit in Fluxx via Request Amendment)
* Final Schedule 3: Acknowledgment (this is required for all project team members when they join the project. If you are unsure if this has been completed for any of the project team, please contact CRDC Project Administration).
* Final Financial Statement (Submit in Fluxx under Reports)
* Final Publications List (review list in this report and for final versions of previously submitted item/s, add the PDF to the item under ‘Publications’. You can add any new items by clicking on the green + in the report or submit from your dashboard under Information/Add a Publication)
* Attach the Technical Report and other supporting evidence including photos, data, trial reports, etc. that have not been included in the Technical Report or in previous Progress Reports.