End of Year reporting & Carry forward process for ARC & NHMRC

PREPARATION

- September - GMO sends reminder email to CIs to review research account expenditure

- October - GMO sends advice to all CIs with an NHMRC grant in their final year regarding “Variation to Extend Grant Duration”

- December - RFO sends a request to other Australian universities for acquittals for shared grant funds paid to them by UNSW

- Carry forward is amount unspent at 31 December as a % of award received in that year or any amount from an earlier year
ARC End of Year Reporting

Due annually 31 March

- Early February - RFO finalises Annual Financial Statement amounts and GMO classifies accounts according to reporting required; % of carry forward
- Mid February – GMO sends Survey Monkey email to CIs for accounts with an unspent balance to confirm expected project end date and request justification
- March - GMO enters financial data and justification into RMS and certifies and submits to the ARC
- If ARC account balance is $0, account closing process is triggered and once completed grant record is changed to Final Reports Pending status
NHMRC End of Year Reporting

Annual Financial Statement – due 30 April
• RFO finalises the statement amounts and certifies and submits through RGMS through the Financial Report Upload method
• CIA justification for carry forward is no longer required from 2014 reporting (unless final year of grant)

Final Yr Financial Statement – within 6 months after end date
• Extend Grant Duration
  ➢ If it is anticipated that there will be unspent funds and the research activity may not be completed at the end of the approved Funding Period ie. 31 December
  ➢ A Variation to ‘Extend Grant Duration’ must be submitted by CIA via RGMS before the proposed date of effect.
• If NHMRC account balance is $0, account closing process is triggered and once completed grant record is changed to Final Reports Pending status