



AOA Research Foundation 2020 Annual Progress Report

Progress reports are due to be submitted to the AOA Research Foundation by 31 August each year. Further progress report must be submitted on completion of your project and two years after completion.

Please return completed progress reports to research@aoa.org.au.

Research project title	
Date of award	
Lead investigator	Name: Email: Phone:
Department	
Institution	
Person submitting report	Name: Email: Phone:
Is this project complete?	Yes No
If no, is your project on track to be completed as per the original timeframe?	

Please summarise the progress of the project to date.

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**Main research objectives
(as per grant application)**

Milestones (yet to commence/in progress/complete)

Please state, in less than five dot points, your most important research findings, using non-technical language. This information may be used for AOA Research Foundation fundraising appeals to the general public.

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Research Outputs

Please list any presentations, publications and other research output that has occurred in the previous calendar year. Publications should be listed using Vancouver style.

Other Notable Achievements

Please list any other notable achievements for the previous year, including patents filed, major competitive grants obtained, awards received, etc.



AOA Research Foundation 2020 Annual Expenditure Form

1. These statements are designed to:
 - a. Enable the AOA Research Foundation to reconcile the terms of approved grants with actual expenditure;
 - b. assist the efficient administration of AOA Research Foundation grants;
 - c. enable the AOA Research Foundation to facilitate correct accounting procedures for the expenditure of publicly described funds.

The form is intended to compare actual expenditure during the year with the items and amounts approved under the terms of the original grant.

Where there has been any unauthorised variation of expenditure compared with the original grant, this should be indicated and the circumstances explained in a separate covering note.

2. A separate form should be completed for each grant and returned to the AOA Research Foundation as soon as possible after **30 June** of the year in which the award is tenable and not later than **31 August**. NOTE: Where a Principal Investigator has more than one AOARF grant, these are not related for accounting purposes and must be accounted for on separate forms.
3. Although individual AOA Research Foundation grants may be approved initially for more than one calendar year, the amount expended for EACH calendar year must be accounted for as a separate entity.
4. At the termination of the grant, a report should also be submitted detailing the appropriations and expenditure of grant monies and including a refund of any surplus of unexpended funds.
5. Application for extension of the effective period of a grant, or to carry forward unexpended balances, should be made before **30 June** of the year for which the grant was approved.

PLEASE NOTE THE FOLLOWING REQUIREMENTS BEFORE COMPLETING THE FORM:

- ITEM 1** **Salaries:** Amounts shown under "Expended" should include, as a total figure, salary or wages, (including payroll tax workers' compensation insurance payments and other compulsory monetary commitments incumbent upon the employing institution).
- ITEM 4** **Equipment:** Suppliers' invoices **MUST** be submitted with this form for items of equipment purchased during the accounting year.
- ITEM 9** **Unexpended Balances:** All funds received under the grant which are unexpended at the completion of the research must be returned to the AOA Research Foundation with this statement. If the Principal Investigator of the research project wishes to use unexpended funds for the continuation of the project in the succeeding year, this must be the subject of a special application and, if approved, the Foundation will reallocate the amount in question.

AOA Research Foundation 2019 Annual Expenditure Form

Name of institution	
Name of principal investigator	
Award reference number	

Total funding approved		Total expended	
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Item	
1. <i>Salaries</i>	
2. <i>On-costs</i>	
3. <i>Maintenance</i>	
4. <i>Equipment</i>	
5. <i>Unspecified</i>	
6. TOTAL	

Total payment received from AOARF	
<i>Less total Expenditure and Commitments (as per item 6)</i>	
Unexpended balance	
Surplus of unexpended funds if research project complete	
Project complete?	Yes No

Name	
Signature	
Date	
<i>Appointment</i>	