

Procedure No	S1.4.9
Title	Outstanding Progress* Report/Researchfish Submissions
Version No	1
Release Date	October 2018
Responsibility	Strand Administrators Programme Managers
Others potentially involved	Assistant Director, HSC R&D Division (AD) Director of HSC Research and Development (DRD) Research Office staff (including Researchfish contacts) at Host Research Organisation Relevant Head of School at Host Research Organisation Relevant Pro Vice Chancellor (PVC) at Host Research Organisation Relevant HSC Trust Research Director Relevant CEOs of relevant non Trust Organisations
Inputs	Project Files, previous request(s) for information
Actions	<p>1. Strand Administrator to issue standard worded letter along with relevant documentation relating to progress reports* with a request that this be completed and submitted by a stated deadline. Request copied to relevant Programme Managers. <i>If reports are related to a training fellowship, supervisors should be copied in to all correspondence.</i></p> <p>2. If no adequately completed report has been received at 6 weeks after the requested submission deadline, first reminder (re audit requirement) to be sent by Strand Administrator and copied to Programme Manager and Host Research Organisation Research Office staff, re-requesting submission within two weeks (Week 6).</p> <p>The awardee is deemed to have outstanding documentation at the end of week 6.</p> <p>3. If still no adequately completed report by 8 weeks, second reminder to be sent by Programme Manager and copied to Host Research Organisation Research Office staff, re-requesting report within two weeks informing applicant that matter will be escalated for the attention of AD (Week 8).</p> <p>4. If still no adequately completed report by 10 weeks following 2 reminders, matter escalated to AD who will issue a standard letter re</p>

	<p>Outstanding Documentation, copied to Host Research Organisation Research Office staff and relevant Heads of Schools and request report within two weeks informing awardees that the next step will involve a letter from DRD to the relevant Pro Vice Chancellor (PVC) and/or other relevant senior management level** (Week 10)</p> <p>5. If no adequately completed report is received by week 12, final letter to be issued by DRD to PVCs** and copied to Host Research Organisation Research Office staff and Heads of Schools (Week 12).</p> <p>Awardees who apply for any additional funding during above process (from stage 2) either as a PI, Co-investigator, collaborator, fellow or supervisor will be considered as “not in good standing” with the office and have their applications deemed invalid. This will apply to any member of the research team. This restriction will remain in place until all outstanding documentation is completed, submitted and reviewed as satisfactory.</p>
Outputs	<p>Submitted progress reports</p> <p>Other relevant documentation (e.g. draft Cochrane review, executive summary)</p> <p>ResearchFish submission</p>
Related Documents	<p>Appendix 1-7 Standard Letters</p>

* Includes annual reports, final reports and any other additional reports or documentation requested (for example, draft Cochrane review)

** For example, in the case of non-academic award holders, the letter from DRD will be issued to Directors of Research in Trusts or CEOs of relevant non Trust organisations.