

**University of Newcastle – Contract Research Activity Report**

*This Report must be completed in accordance with the* [*Contract*](https://policies.newcastle.edu.au/document/view-current.php?id=153) *Research Procedure.*

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| Contract Research Details |
| Chief Investigator | Click or tap here to enter text. |
| School | Click or tap here to enter text. |
| Funding Body | Click or tap here to enter text. |
| GNumber  | Click or tap here to enter text. |

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| Purpose of Report |
|[ ]  Regular monitoring report (Complete Part A only). |
|[ ]  Significant changes report (Complete Part A and B). |

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| Part A – Contract Research Activity Report |
| **Please detail achievement or non-achievement of the project deliverables as listed in the executed research agreement. Where they have not been achieved, please detail a performance improvement plan.** |
| Click or tap here to enter text. |
| **Please provide details of any changes to the Chief Investigator team or project design since last report or approval (whichever is the latest). Where no change has occurred, state “no change”, otherwise detail changes below.** |
| Click or tap here to enter text. |
| **Have any new risks emerged since last report or approval (whichever is the most recent)?**  | Choose an item. |
| **If yes, please detail the risks and risk management plan.** |
| Click or tap here to enter text. |
| **Is the project on target to meet the completion date as stated in the research agreement? Where yes, state “no change”, otherwise detail the proposed new completion date and discussions which have, or need to occur, with the funding entity.** |
| Click or tap here to enter text. |
| **Please attach the current Financial Report from RFS. If there have been unexpected expenditure or delays in expenditure or income, please outline reasons and if any mitigation measures are required.** |
| Click or tap here to enter text. |

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| Part B – Contract Research Significant Change Report |
| **Provide details of the significant changes that have occurred, including:** 1. **How the change became evident;**
2. **Likely change to risk in successful completion of the contract research;**
3. **Likely impact of the change on the Contract Research, University and the funding entity;**
4. **Proposed management plan.**
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| Click or tap here to enter text. |

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| Appendices to this Report |
| **Number** | **Title** |
|  | Financial statement from Research Financial System (RFS) as at DD/MM/YYYY |
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| Report Details |
| **Completed By** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |
| **Reviewed / Edited By** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |
| **Nominated Executive** | Click or tap here to enter text. | **Date** | Click or tap to enter a date. |