



Finalising your project: delivering the final research output

Finalising your project is an exciting time for both the project participants and the CRCNA. It is important to the CRCNA that project outputs are owned, socialised and eventually adopted by industry. We also want to ensure outputs produced by projects are of a high quality.

As a contributing funder the CRCNA expects to read and review all materials related to the research activities as outlined in the Project milestones. **It is important the CRCNA is part of the review and approval process of any materials intended to be published or disseminated to project stakeholders and media.**

This document provides an overview of how the CRCNA expects to work with our Projects to support you in delivering your final research output/s.

Initial review and approval process	10 business days
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Milestone output: initial draft of the final /research project report

- This is the initial draft of what will be the final project output. At this stage of the project, this report should be well presented and at a standard that is generally acceptable to the project team, any Steering Committee and the CRCNA.
- This document/s should be provided to the CRCNA in **Word** with **tracked changes** enabled, allowing for open and transparent editing and feedback.
- This document should include all references, strategic recommendations and next action steps / pathways to implementation.

Process overview

1. The research /project lead (or their delegate) submits report output to the CRCNA Project Manager with a completed checklist.

The [initial draft checklist](#) requires publication author/s to confirm the output:

- i. complies with the CRCNA's referencing and publication guide
- ii. has been reviewed for grammatical errors and spell-checked
- iii. has been socialised (shared) with other project participants and any feedback has been incorporated
- iv. includes recommendations and next steps and these have been shared with the action owners
- v. has been approved by the Project's steering committee (if applicable)
- vi. includes the name/s of the person/s conducting the required peer review (for reports and journal articles)



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- vii. provides a rationale for any omissions or deviations from the Project Outline i.e. if you haven't been able to incorporate a piece of evidence or research into the report/output.

- 2. The CRCNA Project Manager will review the publication draft to ensure it:
 - i. complies with the above draft checklist
 - ii. complies with expectations set out in the Project Outline or provides a sound rationale for any omission
 - iii. delivers strategic recommendations and a pathway to implementation

The CRCNA Project Manager has the discretion to consult a subject matter expert if they feel the need to examine the technical aspects of the publication. This could be:

- an industry expert known to the Project Manager or project team or CRCNA
- a member from one of the CRCNA advisory committees
- a CRCNA staff member
- another person approved by the CEO

- 3. The CRCNA Project Manager provides feedback to the publication author/s within **10 business days**. If this timeframe is not achievable, the Project Manager will discuss with the author and come to an agreement over when a reasonable turn-around would be.

Peer review and feedback	15 business days
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Peer review ensures CRCNA funding is spent on the highest quality research which advances knowledge and benefits the community.

The CRCNA has developed its [Peer Review Guide](#) based on the principles outlined by the Global Research Council and the [Australian Code for the Responsible Conduct of Research \(NHMRC 2018\)](#).

- 4. The research/project lead (or their delegate) should incorporate any feedback and suggested changes made by the CRCNA Project Manager and then forward to the named person/s conducting the peer review. The CRCNA has a peer review report template available for those would wish to use it.
- 5. The peer reviewer/s should provide a report and feedback to the project lead (or their delegate) within **10 business days**. In the unlikely event the reviewer makes a recommendation not to publish, the reviewer should contact the CRCNA Project Manager.
- 6. The research/project lead (or delegate) should address and incorporate any feedback on the peer review report and note any instances where amendments or suggestions have not been accepted, and send the report with the final document/output back to the CRCNA within **5 business days** (as a guide – delivery of the final draft document should be discussed with the CRCNA Project Manager and fall within the agreed



project milestones).

Final research/ project report output approval

5 business days

Milestone output: a final version of the research/project report

- This is the final version of the report (or document) before publication.
 - It is an expectation that any individuals or organisations mentioned as recommendation owners or partners in report outputs have been adequately consulted and are generally supportive of owning the recommendation/s.
 - The CRCNA expects all final reports to have undergone a robust peer-review process in accordance with the [Australian Code for the Responsible Conduct of Research, 2018 \(NHMRC 2018\)](#).
1. The project lead (or delegate) submits document in Word with tracked changes enabled.
 2. The [final draft checklist](#) has been completed, confirming the report / document:
 - Complies with CRCNA referencing and publication guide
 - Has been reviewed for grammatical errors and spell-checked
 - Recommendations and next steps have been approved and accepted by the CRCNA, project participants and recommendation/ action owners
 - All feedback has been incorporated and captured with tracked changes
 - Has been peer reviewed and a copy of this peer review report is attached.
 3. After the Project Manager has completed their review, they will send the publication to the CRCNA's Communications Manager to ensure the document meets previously outlined standards.



The Communications Manager will organise a discussion with the Project Manager and Project team to finalise communication activities stemming from the publication, which may include:

- Preparation of media release and media alerts (for events) – these will need to be socialised and approved by all Project participants, Project Manager and CRCNA CEO.

Note - the timing around the writing and dissemination of the media release and final report will need to be agreed to by project participants.

4. The Project Manager will prepare a briefing paper for the CRCNA Board which provides an overview of the project and the recommendations.



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5. The CRCNA Project Manager will advise the research/project lead (or delegate) of the approval and forward the [Request to Publish form](#) link to the research/ project lead.
6. The **research/ project lead must complete** the online Request to Publish form and include the final, print-ready version of the document in their submission.
7. The CRCNA Communications Manager will contact the research/project lead once the Request to Publish has been received.
8. The research/project lead, Project Manager and Communications Manager will discuss the publication of the material and finalise any previously discussed plans around the dissemination of the material i.e. media release, event etc.
9. Report published on CRCNA website and made publicly available.

Review of drafts

The CRCNA expects the second draft document to be the final draft version before publication. However, from time to time there will be a need for publication authors to continue working on the first draft, creating versions as it progresses through the feedback and editing process. This process will be coordinated by the Project Manager and all versions of the first draft should capture the version number within the document (front cover and within the footer) and within the document file name. For example:

Project Name Draft 1_ V2_[date]