SAAFE CRC

Solving Antimicrobial Resistance in
Agribusiness, Food & Environments

SAAFE^{CRC} Project Partner Guidelines

Version 1.0

SAAFE Ltd. 2024

Welcome

Congratulations on establishing your project with SAAFE^{CRC}, and welcome to the Project Partner Guidelines. In this document you'll find key information that will help ensure we run safe and successful projects together.

If you ever require clarification or more information on any of the elements within, please don't hesitate to contact:

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Reporting Slides

Contents

Roles

The Reporting Calendar

Quarterly Project Reporting

- Project Progress against Milestones and Deliverables

- In-kind reporting

- Material register / Risk Register Update

- Additional Comments

Managing Project Risk

Acquittals and Invoicing

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Roles

The **Project Lead** oversees the project, is the single point of leadership, and may manage multiple projects. This role includes ensuring consistent reporting of all project data, risk management, serving as the primary contact for SAAFE^{CRC} and audits, and promptly communicating any project threats.

The **Project Team** includes individuals from partner organizations or external experts/consultants. Their names are listed on the internal project charter, and their contact details are shared with SAAFE^{CRC}. The team support the project lead through conducting project activity in accordance with the Project Plan.

The **Project Finance Department/s** are responsible through working with the Project Manager for tracking and invoicing eligible project expenses incurred by their institution in accordance with SAAFE^{CRC} Invoicing Guidelines and Reporting Calendar. SAAFE^{CRC} acknowledges the lag (sometimes a quarter or more) associated with the receival and deployment of actual costs and ask that a complete quarter's costs are invoiced in the next available quarter in SAAFE^{CRC}'s reporting calendar.

SAAFE^{CRC}'s **Research Contracts Manager** is integral to ensuring agreements between SAAFE^{CRC} and our partners are well understood and delivered in an appropriate time frame.

SAAFE^{CRC}'s **Research Program Leads** play a key role in shaping Research Projects with Project Teams to ensure they meet the program's objectives. They review projects prior to Board Approval and contracting.
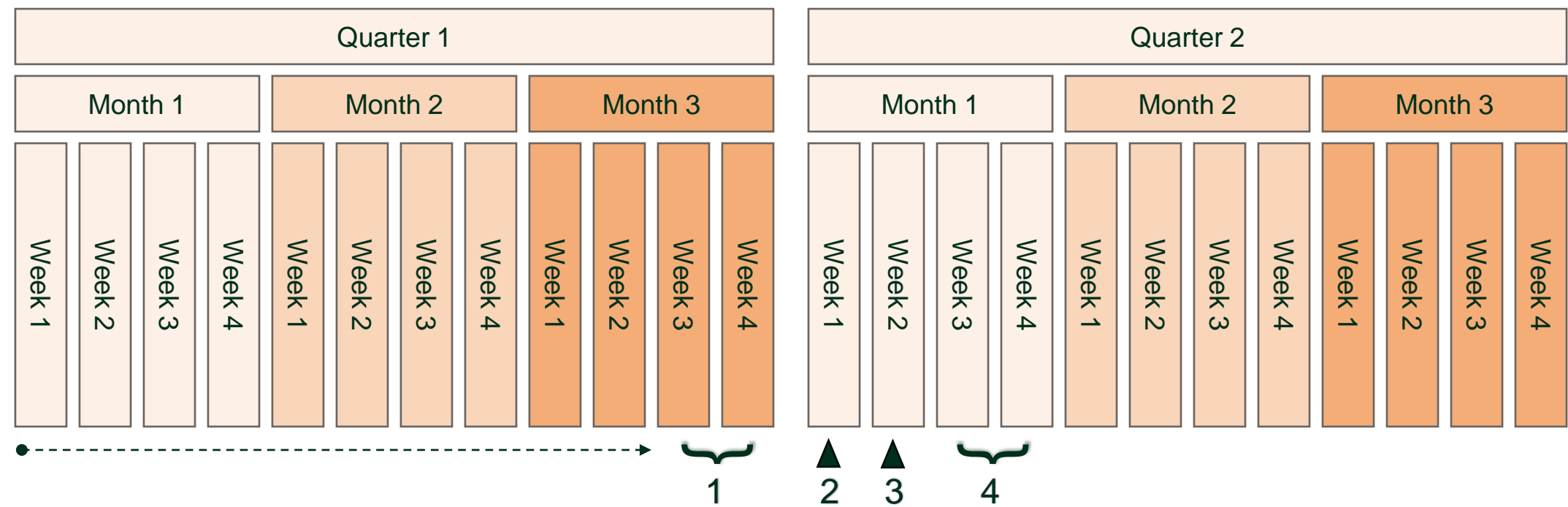
SAAFE^{CRC}'s **Operations Team** works across the SAAFE^{CRC} cohort of research projects monitoring partner organization's provision of critical project information such as risk management data, IP management data and other reporting in accordance with the reporting schedule. This is a monitoring role only and will not be working on projects unless previously agreed with SAAFE^{CRC}.

SAAFE^{CRC}'s **Management Team** are involved in regular project reporting review to ensure Finance, IP Management, Risk, Cash and In-Kind reporting and strategic direction of project are on track.

SAAFE^{CRC}'s **Finance and Administration** team are responsible for ensuring timely invoicing and payment of project invoices.

The Reporting Calendar

SAAFE[CRC] Report to the Commonwealth on the progress of our Research Program every quarter. This report is comprised of information from all the different projects and research activities occurring during that quarter. When your project begins, **you will be obliged to report quarterly** on behalf of your project/s. The basic cadence of this reporting is shown below. SAAFE[CRC] report in Australian financial years as follows: "Q1F24" = Jul, Aug, Sep 2023; "Q3F26" = Jan, Feb, Mar 2026; "Q1F27" = Jul, Aug, Sep 2026 etc.

1. Month 3 in every quarter – Week 3 & 4 - Project Lead Prepares Quarterly Report Material. SAAFE[CRC] Online system will send an email at the appropriate time.
2. Month 1 in every quarter – Week 1 – Project lead reports using the Online Reporting System
3. Month 1 in every quarter - SAAFE[CRC] Review Team / Project Team Review Iteration
4. Month 1 in every quarter – Week 3 & 4 – SAAFE[CRC] Review Team report to Commonwealth

Quarterly Project Reporting - Overview

You will do all project reporting for SAAFE^{CRC} using the Online Reporting System in Knack. SAAFE^{CRC} will ensure your Project Lead is provided with a login to the reporting system at the time of your Project Application. Quarterly reporting should not take long and for most projects will be a simple expense verification, check on risks and IP, and a progress update. SAAFE^{CRC} reserves the right to ask for costing methodologies or other evidence for both Cash and In-Kind amounts.

Quarterly reporting detail typically comprises:

1. Project Progress against Milestones and Deliverables

2. Verification that cash and in-kind amounts are in-line with project budget

3. Material register / Risk Register Update

4. Additional Comments

Quarterly Project Reporting – Logging in

When you first start your Project Application you will receive a login to the SAAFE^{CRC} Online Reporting System in Knack (https://crcsaafe.knack.com/crc-saafe-eoi-and-project-proposal-app#quarterly-reports/).

After logging in you will arrive at the **Current Project Reports** page. This is a list of all projects for which the particular project lead is assigned to. In the event where your organization has multiple projects run by different project leads, it is not an exhaustive list of all projects with which your organization is involved.

This page allows you to access the different parts of your Quarterly Report:

- Report Comments – Short answer updates on how your project is going

- Milestone Progress – Where your project is up to with regards to milestones and deliverables

- Budgets – Reporting of In-Kind Expenditure for your project

- Material and Risk Register – Reporting any updates, additions or changes to your project's risk profile or IP status.

Clicking **"View"** on any of these sections will take you to the relevant page.

Clicking **"Submit"** will send SAAFE^{CRC} an email letting us know your Quarterly Report is available for review. On receipt, the SAAFE^{CRC} Review Team will review the report and get in touch if there are any questions. Once satisfactory, the report's data will be compiled for quarterly reporting with the Commonwealth.

Current Project Reports

The requirements for Quarterly reporting are contained in this table. Please navigate to all the fields in this table to complete the whole report.

▼ Add filters

Project Full Number	Project Name	Report Comments	Milestone Progress	Budgets	Material and Risk Register	Email SAAFE CRC on completion
I000_A000_P000	Dummy project	View	View	View	View	Submit

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Quarterly Project Reporting – Project Progress

Clicking **"View"** under Milestone Progress on the **Current Project Reports** page brings you to the **Milestone Progress Screen**.

The **Milestone Progress Screen** displays the Milestones and Deliverables associated with your project. Progress against Milestones and Deliverables needs to be updated each Quarter by the Project Leader. Evidence **must** be uploaded against relevant Deliverables.

To Report:

- Click on "Add progress" against the relevant milestone to open the reporting dialogue.

- Enter percentage progress and provide brief explanatory note as to progress status.

- Attach any evidence for completed deliverables.

Milestone progress

Project Full Number	I000_A000_P000
Project Name	Dummy project
Completed Milestones	1
Total Number of Milestones	3
Project Kick off date	31/08/2023

Project Milestone Tables

This section captures the continued progress against the Project Milestones agreed upon in the Project agreement.
Project Milestones contribute towards the Milestones that the Commonwealth has decided upon for SAAFE CRC to achieve during its life. The progress against these Commonwealth Milestones is required every quarter and thus, Project Milestone Progress is captured every quarter too.

As the project lead, navigate to the 'Add this Quarter's Progress' to update the completion % of milestones. If there has been no work done on a milestone, please add the same % progress as the last quarter (For example, in Q2 there was no progress against Milestone 1 but in Q1, you were able to complete 50% of the milestone. So, in Q2 reporting, please report it as 50% and not as 0%).

Please use the prefix Q#F## for the comments.

Add filters

Milestone Due Date	Milestone Description	Milestone deliverables	Project Partner responsible for Milestone	Stop-Go Milestone	Factors to consider	Go Criteria	Stop Criteria	Relevant project deliverable	Deliverables File (If applicable)	Progress %	Add this quarter's progress
30/09/2023	Literature Review of how Bacteriophages evolve to eat microbes	1000 word essay	I000_A000_P000 - Phageway	Yes						100	Add progress
30/10/2023	Bacteriophage therapy		I000_A000_P000 - Phageway	No						0	Add progress
29/02/2024	Trademark 'Phageway' before it gets famous	Evidence of trademark filed	I000_A000_P000 - Phageway	No						0	Add progress

Legend	
🟥	Red – Milestone is overdue and needs to be completed
🟨	Yellow – Milestone is in progress and needs to be updated
🟩	Green – Milestone has been achieved

Quarterly Project Reporting – In-kind contributions

Clicking **"View"** under **Budgets** on the **Current Project Reports** page brings you to the **In-Kind Reporting Screen**.

Cash expenses for the project are paid on actuals and in arrears. More information in the 'Acquittals and Invoicing' section.

In-kind is divided into two main categories, Staff and Non-staff In-kind. In-kind reporting should be done in line with SAAFE[CRC]'s In-kind and Valuation Principles attached to these guidelines.

To Report:

- Check your budget: Annual **Staff In-kind** values that were added to the budget at the time of project planning have been divided by 4 to provide a default value for each quarter.

- Check your resource: In the picture we can see that "Science Guy" is budgeted for 0.25 FTE each quarter of the year. All the Project Lead needs to do is **acknowledge if that resource has been on the project as budgeted** (within ~ 10%), or provide an alternate value and an explanatory note.

Staff In-Kind

Actual FTE validation column is defaulted to 'No'. If the actual in-kind is same as budget, please change the field to 'Yes' and the next column will automatically mirror the budgeted number.

Project Partner	Person	Project Role	Budgeted FTE In-kind	Is the Actual FTE towards the project the same as budgeted?	If No, Please add the actual FTE in kind here	Comments
I000_A000_P000 - Phageway	Test	Science guy	0.25	No	0.10	Worked 0.1 this quarter but will work 0.4 next quarter to catchup
I000_A000_P000 - Phageway	Test	Industry Guy	0.25	Yes	0.25	

- Check your budget: Default **Non-Staff In-kind** values are derived as described above for **Staff In-Kind**, however in this case the unit is $ In Kind.

- Again the Project Lead simply acknowledging consistency with the In-Kind budget or providing details of inconsistencies is all that is required for reporting in this section.

NSIKs

If the In-kind costs incurred are the same as budgeted please change the Tally field to Yes and the the next column will mirror the budgeted amount into actual amount. If No, please enter actual amount

Project Partner	Item Name	Budgeted Amount	Do the budgeted figures tally with the actual project In-kind?	Actual Amount	If no, explain the reason for the variance?
I000_A000_P000 - Phageway	Consumables	25000.00	No	0	Consumables not required this quarter.
I000_A000_P000 - Phageway	Travel for Bacteriophages	50000.00	Yes		

Quarterly Project Reporting – Material Register

Clicking **"View"** under **Material and Risk Register** on the **Current Project Reports** page brings you to the **Material and Risk Reporting Screen**.

Critical components of the project agreement are the Material Registers. This is a name for the list of all intellectual property associated with a project. They exist to ensure signatories to the agreement have a really strong understanding of what IP is being introduced to the project or created by a project, and who owns it. This is typically outlined early in project design during the application phase or as part of a Stop / Go Milestone. SAAFE^CRC require that changes to material registers are captured as part of the quarterly reporting cycle. This will typically occur when new IP is created by the project.

To Report:

- Check Existing Material: The Material and Risk register page contains:
  - Existing Material Register – Often called "background material" the items on this register are pre-established IP assets belonging to particular parties, made available to the project for particular purposes and under particular conditions. This table is locked down when the project is signed for commencement and can only be edited through negotiation with all partners.
  - Activity Material and Commercialisation – This register exists to capture Activity Material (IP) generated by project activity. By default, SAAFE^CRC retains ownership of all Activity Material in order to ensure impactful deployment of IP from CRC activities. To report, the **Project Lead** should capture all new activity material in the relevant quarterly report.

Activity Material and Commercialisation

Activity Material will comprise several forms and must be captured in a timely manner on an on-going basis in the Material Register below. It must include all Activity Material, including Confidential Information, results etc. Transfer any relevant information from the Deliverables & Utilisation table (Part A, Section 1.4). The Project Lead is responsible for ensuring the Material Register is up to date.

Instructions:

- Number all items sequentially and include the date of entry into the Table.

- Provide a clear description of the Activity Materials. Where applicable, provide references to the relevant Milestone(s) (including Milestone numbers)

- Indicate the date the Activity Material was created.

- If Existing Material is integrated into this Activity Material such that a licence for this Existing Material would be required to use the Activity Material link to the relevant table (either from a Project Partner or a third party's existing material) and item number

- If there is no proposed Commercialisation Lead, or this will be determined after the CRC Board's assessment of a commercialization plan(s), write TBD

   Additional information pertaining to any ownership or use rights proposed for Project Intellectual Property created etc. may be provided in the form of an Attachment.

Number	Date entered	Description	Contributing Parties	Individual Contributor	Creation Date	Relevant Existing Material	Proposed Commercial Lead(s)	Reviewer Comments	Delete
No data									

Quarterly Project Reporting – Risk Register (1 of 2)

Clicking **"View"** under **Material and Risk Register** on the **Current Project Reports** page brings you to the **Material and Risk Reporting Screen**.

During the Project Application phase, applicants are asked to provide either:

- An early indication of their top risk in each risk category (with an obligatory STOP / GO milestone for the 1st project quarter to deliver a detailed project risk assessment), or;

- A detailed project risk assessment.

Once established, this detailed risk assessment forms the basis of risk updates during ongoing reporting, as follows:

- **If a new uncontrolled high risk is discovered SAAFE^{CRC} should be notified immediately via projects@crcsaafe.com.au. All related project activity should stop until the risk has been appropriately controlled to the satisfaction of SAAFE^{CRC} management. The risk should be captured in the Project Risk Register.**

- Any changes to the risk profile of existing risks and control measures not considered high and uncontrolled should be captured in the Project Risk register and reported to SAAFE^{CRC} in the relevant quarterly report.

- Any new risks encountered by the project and not considered high and uncontrolled should be captured in the Project Risk Register and reported to SAAFE^{CRC} in the relevant quarterly report.

To Report:

- Preferably prior to contracting, but otherwise by a Stop / Go milestone set through negotiation with SAAFE^{CRC}, complete a detailed risk register for your project. This is done either directly through your SAAFE^{CRC} Reporting Portal or by attaching the Project Risk Register Spreadsheet as provided in the Attachments Folder.

- To edit an existing risk: Existing risks can be edited by accessing and changing their parameters in the Risk Register in the SAAFE^{CRC} Project Reporting Portal (Picture 1 Overleaf) or by adjusting and re-uploading the Project Risk Register Spreadsheet as originally completed for the project.

- To add a new risk: New risks can be added to the Risk Register in the SAAFE^{CRC} Project Reporting Portal (Picture 2 Overleaf) or by adjusting and re-uploading the Project Risk Register Spreadsheet as originally completed for the project.

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Picture 1 - To Edit an Existing Risk:

- To edit an existing risk, click on the risk. Or;

- Download the previously completed risk assessment spreadsheet. Adjust the existing risk and upload the new version using the dialogue provided.

Risk ID	Date Raised	Raised by	Risk Owner	Risk Category	Risk Description	Risk Causes	Risk Consequence	Inherent Consequence Rating	Inherent Likelihood rating	Inherent Risk Rating	Mitigation Strategy	Mitigation Status	Mitigation Strategy by date	Residual Consequence Rating	Residual Likelihood Rating	Residual Risk Rating	Date Closed	Delete
PR-001				Reputational	Mandatory Risk - SAAFE Ltd. requires each Risk Category to be considered at least once during a risk assessment for any activity. If there are multiple risks under one category, they should be dealt with individually using the form below. **Please edit this record to reflect the mandatory risk.**			Major 5%-10% schedule, budget and/or benefits impact	Unlikely 2% - 10% chance	M - Medium								delete

Picture 2 - To Add a New Risk:

- To add a new risk, use the "Add SAAFE Risk" dialogue provided under the risk register, or;

- Download the previously completed risk assessment spreadsheet. Add the new risk and upload the new version using the dialogue provided.

Add SAAFE Risk

Risk ID

Raised by

Risk Owner
Select

Risk Category
Select...

Risk Consequence

Risk Description

Risk Causes

Inherent Consequence Rating
Select...

Inherent Likelihood rating
Select...

Mitigation Strategy

Mitigation Status
Select...

Mitigation strategy by date

Residual Consequence Rating
Select...

Residual Likelihood Rating
Select...

Submit

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Quarterly Project Reporting – Additional Comments

Clicking **"View"** under **Report Comments** on the **Current Project Reports** page brings you to the **Additional Comments Screen**.

This screen contains additional comments fields as required by the Commonwealth.

To Report:

- The **Project Lead** should update Additional comments here quarterly. Additional documents that need to be reviewed by the CRC (apart from Milestone Deliverables) should be added here.

- Comments from the SAAFE^{CRC} Review team are displayed here too. *The Project Lead will receive an email notification from the SAAFE when comments are added for them to respond to.*

Add Report Comments

Summarise key progress in the project (Max = 200 words)

Summarise any unexpected breakthrough or outcome not predicted in the project milestones (Max = 100 words)

Have there been any significant changes to Project Risk profiles? (Max 100 words)

Are there any incomplete mitigation efforts that are due? Any Incidents/ Near-misses associated with project activity?

Research Director Comments

CEO Comments

Relevant Research Lead Comments

Operations Comments

HORC Comments

RCM Comments

Finance Comments

Acquittals and Invoicing

SAAFE[CRC] are obliged to ensure all financial transactions are conducted through an appropriate Acquittals and Invoicing system. SAAFE[CRC] pay quarterly in arrears after reviewing satisfactory quarterly project reports.

For cash reporting, there is typically a quarter's delay in invoicing due to the time taken for project partners to reconcile the quarter just gone. For example, it's likely in November/ December each year (Q2 Oct – Dec) SAAFE will be receiving acquittals and invoices for Q1 (Jul – Sep). Progress, In-Kind, Risk reporting etc is not subject to this delay.

Acquittals should include

Administering Institution / Company Name

Funding Body

SAAFE[CRC] Project ID Number

SAAFE[CRC] Project Title

Chief Investigator / Responsible Person

Prior Period & Current Period Income (by invoice amount and number, and in total)

Prior Period & Current Period Expenditure (by expenditure amount and category, and in total)

Authorised person's Certification Statement, Signature, Name, Position, Date

The SAAFE[CRC] Acquittal template is provided as part of this pack for non-mandatory use. Other Acquittal formats can be used as long as they include the information listed above.

Acquittals and Invoicing

Invoices must:

- Be made out to:
  - SAAFE Limited
  - Finance Team
  - PO Box 66
  - POORAKA SA 5095
  - AUSTRALIA
- Be labelled "Tax Invoice"
- Include Date of Invoice
- Include Tax Invoice #
- Include the following sender information:
  - Institution / Company Name
  - Department
  - Address
  - ABN

- Include the following items in the Invoice detail / line items table:
  - type / description of activity (eg Salary, Student Stipends, Research Activity)
  - SAAFE^{CRC} Project ID Number
  - Period
  - Line Item Amount
  - Total Expenditure
- Include Due Date
- Include Terms
- Include Bank Details:
  - BSB
  - Account Number
- Remittance Email Address
- Contact Name
- Contact Email

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