

**Instructions: Submitting a CRDC Small Grant Report using Fluxx**

CRDC has transitioned to a new grant management system – Fluxx ([crdc.fluxx.io](https://crdc.fluxx.io/)). To submit a report, you will need to utilise the new Fluxx system.

**To action the report in Fluxx:**

1. You will find a list of all your project reports under *Reports* on the navigation panel. Your upcoming report/s will be listed under ‘Due in the next ninety days’. Click on the report and then *Edit* at the top right of screen.
2. Once you have completed the report, click *Save and Close* and then click *Submit Report to Grantee Admin*. Click on refresh and you will see the report status updated.
3. The report will workflow to your administrator for review. They can either return the report to draft for edits or submit to CRDC.

**Important things to note:**

* This document is a word version of the fields that are required to be completed in Fluxx. ***This form is to help you draft the text for pasting into Fluxx only, do not add it as an attachment.***
* Where there are system limitations that prevent the ability to include graphs, pictures or background documents, attachments can be uploaded with your report. Please note you must abide by character limits where applicable. Attachments cannot be used as workarounds for the text fields in Fluxx.
* Please ensure you select ‘save and continue’ as you progress, as the system does not auto-save.
* If you have any queries, please contact CRDC Innovation Administration on 02 6792 4088 or research@crdc.com.au.

**Extension requests:**

If you need to request an extension to the submission date of your report this must be done from the Fluxx portal on the report you are requesting an extension for. Click on the report and select *Edit*. Complete the *Extension Request* with justification. Then click *Save and Close* and *Submit Extension Request*. NB: A request for extension does not guarantee approval.



**SMALL GRANT REPORT**

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| **Project Summary***Comment on the purpose of the project and what the project achieved (suitable for public release by CRDC).* ***Maximum 2,000 characters.*** |
| **Outcomes & Impact for Industry***Describe the project outputs and outcomes including any variation away from the original application plan. Describe the benefits and impact for industry from the project. For capital items describe how they are supporting your research.* |
| **M&E Outcomes: Number of outcomes achieved.**  |
| **People Connections***Provide details of the people and organisation the project connected with. Attendees at workshops, conferences, field days, organisations visited. Attach supporting information e.g. feedback forms, attendance lists.* |
| **M&E People: Number of connections achieved.**  |
| **Learnings***What are the key learnings from the project and feedback from participants? What planned actions will you or your organisation take to follow on from the project? (may include communications with industry, keeping in touch with participants, future projects-next steps)* |
| **M&E Learnings: Number of learnings and planned actions for the project.** |
| **Do you have recommendations for CRDC (eg RD&E gaps?)**  |
| **Comment on project expenditure, noting any changes from the application budget.** |

**Expenditure Incurred.** *Click on the green* ***+*** *to add each item*

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| --- | --- | --- | --- | --- |
| **Expenditure date** | **Description of expenditure** | **Amount ex-GST** | **GST** | **Total** |
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**Documents**

Please attach any/all relevant documents to the "Report Attachments" section. Supporting evidence including photos, data, trial reports, etc for each milestone or the project in general.