



# CRC Grants – Annual Management Data Questionnaire (MDQ) Reporting Instructions

June 2024

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## Purpose

CRCs receiving Commonwealth funding support through a CRC Grant Agreement must complete and submit a Management Data Questionnaire (MDQ) to the Department as part of their annual reporting obligations. MDQ data is a key input in monitoring and evaluating the Commonwealth's CRC Program.

The objectives of the CRC Program are to:

- Improve the competitiveness, productivity, and sustainability of Australian industries, especially where Australia has a competitive strength, and in line with Government priorities, including National Reconstruction Fund (NRF) Priorities.
- Foster high quality research to solve industry-identified problems through industry-led and outcome-focused collaborative research partnerships between industry entities and research organisation.
- Encourage and facilitate small and medium enterprise (SME) participation in collaborative research.

The intended outcomes of the program include:

- Establishing industry-research sector collaborations.
- SME participation in collaborative research.
- Collaborative research results.
- Research results relevant to government priorities.
- Increased research skills in industry and increased industry capability in research.
- Improved competitiveness and productivity for industry participating in CRCs.
- Industry, research and other users valuing the program.

## Privacy

The Department of Industry, Science and Resources (the Department) collects, and records personal information contained in the MDQ form for the purpose of administering the CRC Program. No personal information will be used or disclosed for any other purpose without prior consent unless in compliance with or authorised by law.

# Confidentiality of MDQ data

CRCs should be aware that information collected through the MDQ can be aggregated for publication by the Commonwealth and may be used for reporting purposes to promote the program. The Commonwealth will seek the CRCs permission prior to the use of any sensitive data.

## General Instructions

This section contains general instructions applicable across the MDQ workbook. Specific instructions and definitions for each section (tab) of the workbook can be found later in this document.

- Complete all questions at sections 1 to 6 of the MDQ workbook.
- The MDQ workbook must be uploaded to the business.gov.au portal (<https://portal.business.gov.au/>) as part of your Annual Report submission attachments.
  - For instructions on how to access your portal reports, see the [FAQ page](#) on the portal.
  - If your workbook is over 2MB in size, you will not be able to upload it to the portal and will instead need to email it to your Customer Service Manager (CSM).
- All data reported through the MDQ workbook must relate to the reporting period only (1 July to 30 June), unless otherwise specified.
- Please report all financial values in Australian dollars (\$AUD).
- For questions where the response is zero or the question is not applicable, please enter '0' (zero) in the appropriate cell. All questions must be answered.
- Sections 2-4 of the MDQ require information for the activities specified in your Grant Agreement only.
- Sections 5 and 6 of the MDQ may ask for information regarding both the activities specified in the Grant Agreement and all other activities of the CRC, or either of these options. Please read the questions in this section carefully to ensure all requirements are addressed.

## Section 1 – Contact Details

- Select the reporting year from the drop-down list.
- Select your CRC Name from the drop-down list. Your CRC number will automatically populate.
- Enter the given name, family name, position within the CRC, phone no. and email for the contact person.
  - The contact person must be able to answer any questions the Department may have regarding your response to this questionnaire.

## Section 2 – Research

All data reported under section 2 must only relate to the CRCs Activities, as specified in the Grant Agreement.

## 2.1 – Publications, reports, and engagement

### 2.1.1 – Formal research publications

- Provide the number of formal research publications published during the reporting period.
- Publication types to be included under this measure include:
  - Number of books – authorised research.
  - Number of book chapters.
  - Number of articles in scholarly refereed journals.
  - Number of full written conference paper/s – refereed proceedings.
- The definition for each type of publication is the same as used by the Department of Education for [Higher Education Research Data Collection 2023 \(HERDC\)](#).
- Do not include any publications or reports for industry or other users that do not fit within the HERDC categories.

### 2.1.2 – End-user publications and reports

- Provide the number of end-user publications and reports published during the reporting period.
- Publications and reports to be included under this measure include the following, where the publication or report is aimed at transferring know-how or practical information to end users:
  - Reports.
  - Papers.
  - Newsletters.
  - Booklets.
  - Computer software/programs.
  - Web portals.
  - Blogs.
  - Websites.
  - Confidential publications.
- Publicity brochures, websites or similar that only provide general information about the CRCs activities **are not** to be included in this measure.
- An end-user is defined as a person, organisation, industry, or community who will directly apply or directly benefit from the output, outcome, or results of the CRCs research. End-users can be partners in the CRC, but they can also be entities who are not associated with the CRC.

### 2.1.3 – Engagement in research and development

- Provide the total number of full time equivalent (FTE) staff devoted to research and development during the reporting period.
- This includes both cash funded and in-kind FTE.
- Staff types to be included under this measure include:
  - Professional researcher staff (both academic and other research staff).

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- Technical or other staff.
- Postgraduate students.
- The [OECD](#) defines research and development as follows:
  - Research and development (R&D) comprise creative work undertaken on a systematic basis in order to increase the stock of knowledge (including knowledge of man, culture and society) and the use of this knowledge to devise new applications.
  - R&D covers three activities: basic research, applied research, and experimental development.
    - Basic research is experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundation of phenomena and observable facts, without any particular application or use in view.
    - Applied research is also original investigation undertaken in order to acquire new knowledge; it is, however, directed primarily towards a specific practical aim or objective.
    - Experimental development is systematic work, drawing on existing knowledge gained from research and/or practical experience, which is directed to producing new materials, products or devices, to installing new processes, systems and services, or to improving substantially those already produced or installed.

## 2.2 – Science and Research Priorities

The government's Science and Research Priorities identify areas of immediate and critical importance to the nation.

### 2.2.1 – Food, 2.2.2 – Soil and Water, 2.2.3 – Transport, 2.2.4 – Cybersecurity, 2.2.5 – Energy, 2.2.6 – Resources, 2.2.7 – Advanced Manufacturing, 2.2.8 – Environmental Change, 2.2.9 – Health.

- Provide a yes or no response to whether the CRC has conducted research aligned with the specific challenges under each Science and Research Priority area within the reporting period.
- Only provide a yes response if **a minimum of 5%** of all CRC activities during the reporting period were conducted in relation to each challenge.
- Further information in relation to the Science and Research Priorities is available at [www.industry.gov.au](http://www.industry.gov.au).

## Section 3 – Intellectual Property

The intention of these questions is to capture IP activity related to the CRCs activities as specified in the Grant Agreement. Relevant IP activity may be undertaken by the CRC, its partners, or a spin-off entity. All data reported under section 3 must only relate to the CRCs activities as specified in the Grant Agreement.

## 3.1 Patents and plant breeder's rights

### 3.1.1 – Number of patents and plant breeder's rights held/maintained during the reporting period

- Provide the total number of patents and plant breeder's rights held/maintained during the reporting period, split by Australia\* and elsewhere.
  - \*In Australia means with IP Australia.
- Include:
  - Pending and issued patents and plant breeder's rights held or maintained during the reporting period. Count only once if the status changed from pending to issued during the reporting period.
  - Patents and plant breeder's rights accepted and allowed by patent offices, which were issued, held, or maintained during the reporting period.
  - Pending patents and plant breeder's rights, provisional patents, PCT patents and national phase filings.
  - All patents in a single patent family, including when filed in multiple jurisdictions.

## 3.2 Other intellectual property

### 3.2.1 – Other intellectual property

- Provide the total number of other IP held/maintained during the reporting period.
- Include all types of non-patent registered IP rights such as registered designs and trademarks.
- Exclude any pending IP applications from this reporting period or previously.

## 3.3 Licences/Options/Assignments (LOAs)

In this context, an end-user is a person, organisation, industry, or community capable of deploying the research outputs of a CRC, whether they are partners in the CRC or not.

### 3.3.1 – Number of new LOAs executed during the reporting period

- Provide the total number of LOAs, both exclusive and non-exclusive, executed between the CRC and end-users during the reporting period.

### 3.3.2 – Total number of LOAs active during the reporting period

- Provide the total number of LOAs on intellectual property active between the CRC and end-users during the reporting period.
- Active means:
  - LOAs that are legally enforceable licences and options that earned income in the reporting year, or
  - Are contracted to provide income in future years and for which there is a reasonable expectation that income will be paid, or

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- When there is no financial consideration associated, that they reflect a continuing relationship between the parties.
- Do not include:
  - LOAs to spin-off companies.
  - Material transfer agreements and direct sales.

### 3.3.3 – Income from all LOAs during the reporting period

- Provide the total income from all LOAs between the CRC and end-users during the reporting period.
- Provide in Australian dollars (\$AUD).

## 3.4 Material Transfer Agreements and Direct Sales

### 3.4.1 – Number of material transfer agreements executed during the reporting period

- Provide the total number of material transfer agreements executed during the reporting period.
- A Material Transfer Agreement is a written agreement outlining the terms and conditions governing the transfer of research materials from the CRC to another entity for internal purposes only.
- Do not include material transfer agreements to spin-off companies.

### 3.4.2 – Gross contract value of material transfer agreements executed during the reporting period

- Provide the gross contract value of all material transfer agreements executed during the reporting period in Australian dollars (\$AUD).
- Gross contract value is the full contracted value, regardless of whether any or all payments were made in the reporting period.
- Only include material transfer agreements executed in the reporting period.
- Do not include the value of material transfer agreements to spin-off companies.

### 3.4.3 – Number of direct sales during the reporting period

- Provide the total number of direct sales during the reporting period.
- Direct sales are the sale of physical products generated by the CRC (as opposed to the provision of research or expertise) based on IP relating to the CRCs Activities as specified in the Grant Agreement.
- Do not include direct sales to spin-off companies.

### 3.4.4 – Gross contract value of direct sales during the reporting period

- Provide the gross contract value of all direct sales during the reporting period in Australian dollars (\$AUD).

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- Gross contract value is the full contracted value, regardless of whether any or all payments were made in the reporting period.
- Only include direct sales made in the reporting period.
- Do not include the value of direct sales to spin-off companies.

## 3.5 Spin-off companies

A spin-off company is any new firm created by the CRC with the primary aim of commercialising or exploiting new technology or Intellectual Property created by the CRC.

### 3.5.1 – Number of new spin-off companies created by the CRC during the reporting period

- Provide the total number of new spin-off companies created by the CRC during the reporting period, regardless of whether they are still operational as at the end of the reporting period.

### 3.5.2 – Number of spin-off companies maintained during the reporting period

- Provide the total number of spin-off companies maintained during the reporting period, including those created during the reporting period, regardless of whether they are still operational as at the end of the reporting period.

### 3.5.3 – Income during the reporting period from all spin-off companies ever created by the CRC

- Provide the total income, including from royalties, contributions, sale of equity etc., during the reporting period from all spin-off companies ever created by the CRC, regardless of whether they are still operational as at the end of the reporting period.
- Provide in Australian dollars (\$AUD).

## 3.6 Contracts and consultancies – other activities

### 3.6.1 – Number of consultancies and contracts of other activities during the reporting period

- Provide the total number of consultancies and contracts of other activities during the reporting period.
- Consultancies and contract agreements are agreements for the conduct of research on behalf of clients and for the provision of expert advice outside the activities specified in the Grant Agreement.
- Do not include financial assistance arrangements or grants awarded.

### 3.6.2 – Gross contracted value from consultancies and contracts of other activities during the reporting period

- Provide the gross contracted value of consultancies and contracts of other activities during the reporting period.



- Provide in Australian dollars (\$AUD).
- Do not include the value of financial assistance arrangements or grants awarded.

## Section 4 - Education

### 4.1 Doctorate by Research, Masters by Research, Honours, and other postgraduate students

All data reported under section 4 must only relate to the CRCs activities as specified in the Grant Agreement.

#### 4.1.1 – Equivalent full-time student load (EFTSL) of students during the reporting period

- Provide the EFTSL of students during the reporting period by:
  - Doctorates by Research.
  - Masters by Research.
  - Honours.
  - Other postgraduate qualifications.
    - Includes Higher Degree by Coursework, Graduate Diploma and Graduate Certificate students.
- Equivalent full-time student load (EFTSL) or full-time equivalent (FTE) is a measure of study load, for a year, of a student undertaking a course of study on a full-time basis, as used by the Higher Education Information Management System (HEIMS).
- Include Doctorate by Research and Masters by Research students where at least two-thirds of the student load is required as research work.
- Include only students who work on CRC activities as specified in the Grant Agreement, and who are regarded as part of the CRC.

#### 4.1.2 – Number (headcount) of course completions during the reporting period

- Provide the total (headcount) number of course completions during the reporting period by:
  - Doctorates by Research.
  - Masters by Research.
  - Honours.
  - Other postgraduate qualifications.
    - Includes Higher Degree by Coursework, Graduate Diploma and Graduate Certificate students.
- Course completions are the successful completion of all academic requirements of a course, which includes any required:
  - Attendance.

- Assignments.
- Examinations.
- Assessments.
- Dissertations.
- Practical experience.
- Work experience in industry.
- Include Doctorate by Research and Masters by Research students where at least two-thirds of the student load is required as research work.
- Include only students who worked on CRC activities as specified in the Grant Agreement, and who were regarded as part of the CRC.

## 4.2 Graduate employment destination after completing

### 4.2.1 – Number of students taking up employment with industry during the reporting period

- Provide the total number of students taking up employment with industry during the reporting period **as a result of their involvement with the CRC**.
- Provide these by:
  - Doctorates by Research.
  - Masters by Research.
  - Honours.
  - Other postgraduate qualifications.
    - Includes Higher Degree by Coursework, Graduate Diploma and Graduate Certificate students.
- Include only students who worked on CRC activities as specified in the Grant Agreement, and who were regarded as part of the CRC.
- Do not include students who did not complete their formal postgraduate qualification.

## 4.3 Other education activities

### 4.3.1 – Number (headcount) of students taking part in undergraduate education courses during the reporting period

- Provide the total number (headcount) of students taking part in undergraduate education courses during the reporting period.
- Include only undergraduates in courses, lecture series or similar that involve the formal education of undergraduates and have either been developed or conducted by the CRC.
- The students must earn credit towards their degree, or otherwise gain formal recognition from the university (e.g., tenure of a vacation studentship or completion of a research experience term), from their participation in the course.

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- Exclude students attending casual seminars that are not part of a formal course and 'open days' or similar which publicise the CRC itself.

### 4.3.2 – Number (headcount) of students engaged in formal education activities during the reporting period

- Provide the total number (headcount) of students engaged in formal education activities including TAFE, VET or similar during the reporting period.
- Include only VET, TAFE courses, lecture series or similar that have either been developed or conducted by the CRC.
- The students must earn credit towards their course, or otherwise gain formal recognition from the VET institution (e.g., achievement of competency units) from their participation in the course.
- Exclude students attending casual seminars that are not part of a formal course and 'open days' or similar which publicise the CRC itself.

### 4.3.3 – Number of people from an end-user (headcount) taking part in structured professional training during the reporting period

- Provide the total number of people from an end-user (headcount) taking part in structured professional training courses, regular seminar series, conferences or similar arising from the CRCs work and conducted with the aim of transferring know-how or practical information during the reporting period.
- Do not include end-users attending casual seminars that are not part of a structured series, 'open days' or similar which publicise the CRC itself.

### 4.3.4 – Number of people from an end-user (headcount) taking part in conferences, symposia, seminar series or workshops hosted by the CRC during the reporting period

- Provide the total number of people from an end-user (headcount) taking part in conferences, symposia, seminar series or workshops hosted by the CRC and with the aim of transferring know-how or practical information during the reporting period.
- Do not include:
  - End-users attending conferences and activities not hosted by the CRC or its partners.
  - End-users attending activities with a duration of less than one day.

## Section 5 – Collaboration

### 5.1 Domestic Collaboration

- Provide the following information for all domestic organisations the CRC collaborated with during the reporting period:
  - Organisation legal entity name (as per the ABR).
  - ABN.

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- State (headquarters).
- Collaborator type (choose from drop down).
- Sector (choose from drop down).
- Size (choose from drop down).
  - Large – 200+ employees.
  - Medium – 20-199 employees.
  - Small – 0-19 employees.
- Indigenous owned (y/n).
  - At least 51% of the organisation's members or proprietors are Aboriginal or Torres Strait Islander people as defined by the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act).
- Indigenous controlled (y/n).
  - At least 51% of the organisation's board or management committee are Aboriginal or Torres Strait Islander people as defined by the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CATSI Act).
- Description (any further information on the collaboration).
- Include all partner and non-partner domestic organisations collaborating with the CRC during the reporting period including industry, end-users, and research organisations.
  - Collaboration means active joint participation between organisations, which involves sharing of both knowledge and risk.
- Do not include:
  - Fee for service arrangements.
  - International organisations reported at Section 5.2.
  - Entities not related to the CRCs activities as specified in the Grant Agreement (e.g., exclude entities related to the financial management of the CRC including banks that only manage the CRCs accounts).

## 5.2 International Collaboration

- Provide the following information for all international organisations the CRC collaborated with during the reporting period:
  - Organisation name.
  - Collaborator type (choose from drop down).
  - Sector (choose from drop down).
  - Size (choose from drop down).
    - Large – 200+ employees.
    - Medium – 20-199 employees.
    - Small – 0-19 employees.
  - Country (choose from drop down).
    - Note, this includes separate economies (e.g., Hong Kong, Taiwan) and supranational groupings (e.g., the European Union).
  - Description (any further information on the collaboration).

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- Include all partner and non-partner international organisations collaborating with the CRC during the reporting period including industry, end-users, and research organisations.
  - Collaboration means active joint participation between organisations, which involves sharing of both knowledge and risk.
- Do not include:
  - Fee for service arrangements.
  - Domestic organisations reported at Section 5.1.
  - Entities not related to the CRCs activities as specified in the Grant Agreement (e.g., exclude entities related to the financial management of the CRC including banks that only manage the CRCs accounts).

## Section 6 – Other

### 6.1 Other financial assistance/grants

#### 6.1.1 – Number and value of other government funded financial assistance arrangements or grants awarded to the CRC during the reporting period

- (6.1.1.1) Provide the total number of other government-funded financial assistance arrangements or grants awarded to the CRC during the reporting period.
- (6.1.1.2) Provide the total value of other government-funded financial assistance arrangements or grants awarded to the CRC during the reporting period.
  - Provide in Australian dollars (\$AUD).
- Include both Commonwealth and State and Territory government sources or agencies.
- Do not include:
  - CRC Program funds.
  - Partner contributions.
  - R&D Tax Concession/Credit.

#### 6.1.2 – Number and value of other industry-funded financial assistance given to the CRC during the reporting period

- (6.1.2.1) Provide the total number of other industry-funded financial assistance given to the CRC during the reporting period.
- (6.1.2.2) Provide the total value of other industry-funded financial assistance given to the CRC during the reporting period.
  - Provide in Australian dollars (\$AUD).
  - Do not include partner contributions.

### **6.1.3 – Number and value of other research sector funded financial assistance given to the CRC during the reporting period**

- (6.1.3.1) Provide the total number of other research sector-funded financial assistance given to the CRC during the reporting period.
- (6.1.3.2) Provide the total value of other research sector-funded financial assistance given to the CRC during the reporting period.
  - Provide in Australian dollars (\$AUD).
  - Do not include partner contributions.

### **6.1.4 – Number and value of other private not-for-profit sector funded financial assistance given to the CRC during the reporting period**

- (6.1.3.1) Provide the total number of other private not-for-profit sector-funded financial assistance given to the CRC during the reporting period.
- (6.1.3.2) Provide the total value of other private not-for-profit sector-funded financial assistance given to the CRC during the reporting period.
  - Provide in Australian dollars (\$AUD).
  - Do not include partner contributions.