

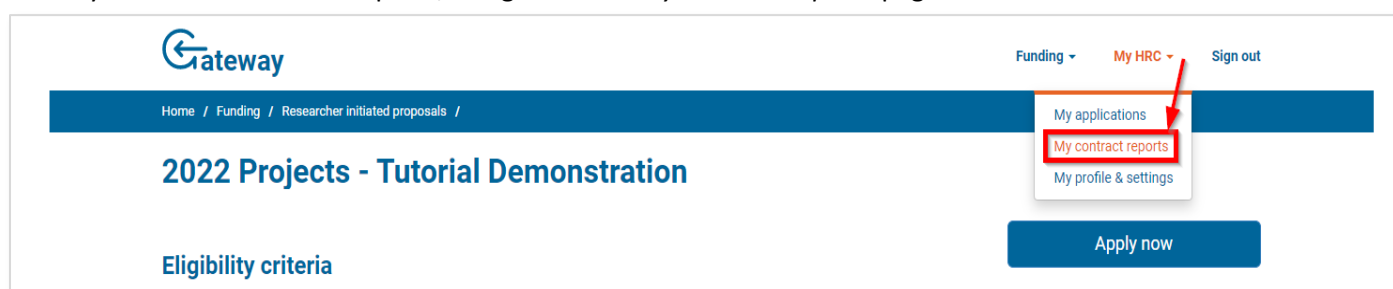
Complete Contract Reports

Contract reports for all contracts are completed and/or uploaded through HRC Gateway. The exact questions on the report may differ slightly between different types of funding and different reporting stages. This guide is suitable for use with all application types.

This guide assumes that you already have a sign-in for HRC Gateway and know how to sign-in and navigate the site. If you need help with these tasks, then please see the other [User Guides](#).

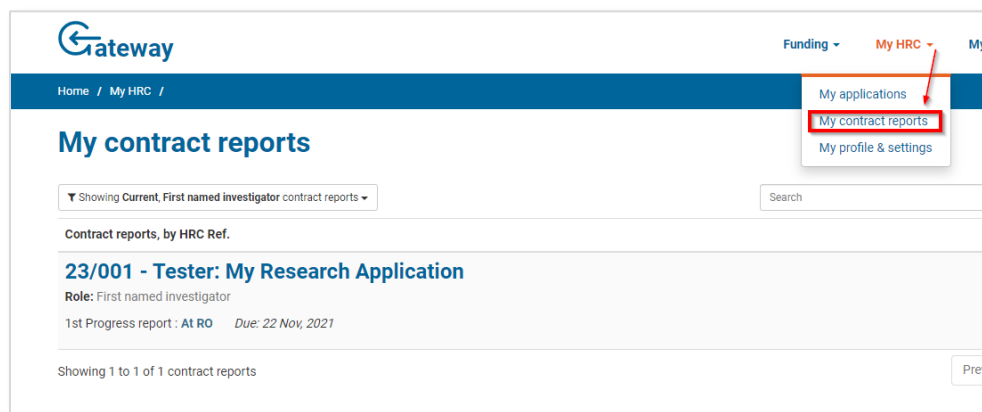
Navigate your contract reports

To find your current contract reports, navigate to the *My contract reports* page.



Top navigation menu


From the *My HRC* navigation menu, select *My contract reports*. The *My contract reports* page will show all your current reports



My contract reports page

Click on the name of the contract to open the contract reports page.

The contract report page will open on the current *Progress report* or *End of contract report* tab. If your contract has neither Progress or End of contract reports, then it will open on the *report uploads* tab.



[Funding](#)
[My HRC](#)
[My RO](#)
[Sign out](#)

My RO / Research office contract reports /

23/001 - Tester: My Research Application

1st Progress report (At RO)

2nd Progress report (Pending)

End of Contract report (Pending)

Report Access

This report must be submitted to HRC by: **22 Nov, 2021**

Download draft report
Send back to researcher
Submit to HRC

Contract details

Host	Auckland University of Technology
Approved budget	\$ 3
Contract period	2 Nov, 2021 to 1 Nov, 2022
Duration	12 Months
Report period covers	2 Nov, 2021 to 22 Nov, 2021
Report due	22 Nov, 2021
Lay summary	Documentation Example
Current personnel	James Tester (0.41 FTE),
Objectives	1. Try Hard
Host comments	

Update

Contract Report Page

You can view future or past reports by clicking on the appropriate tabs near the top of the page. Future reports will only show you when the report is due. Past reports will show you details that were submitted on that report and provide you a downloadable (PDF) copy of the report.

1st Progress report (Draft)

End of Contract report (Pending)

Report Uploads (Draft)

Report Access

The End of contract report will be available after the 1st Progress report has been completed. This report must be submitted to HRC by: 30 Oct 2019

Future Contract Report

If your contract requires you to submit completed documents, you can upload them on the *Report uploads* tab.

1st Progress report (Draft)

End of Contract report (Pending)

Report Uploads (Draft)

Report Access

Please refer to the research contract for detailed reporting requirements.

Supplemental report (Draft) Due: by 1 Sep 2018

Upload
Submit to HRC

No document uploaded

Report Uploads Tab

The first-named investigator is responsible for the editing and submission of all contract reports. The first-named investigator may allow named investigators, or research office staff, to edit and submit contract reports for this contract by adjusting the settings on the *Report access* tab.

1st Progress report (Draft)

End of Contract report (Pending)

Report Uploads (Draft)

Report Access

First named investigator

Jason Cleaver - [View & edit](#)

Named investigators

Melanie Duncan - [View only](#)

Research office

All research office staff - [View only](#)

Change to View & edit

Change to View & edit

Report Access Tab

Complete a progress or end of contract report

Personnel changes

Every progress and end of contract report will require you to state whether there have been any changes to the current personnel recorded on the contract. Click the *Update* button to the right of the personnel changes question to open the dialog box form.

My RO / Research office contract reports /

23/001 - Tester: My Research Application

1st Progress report (As RO)

2nd Progress report (Pending)

End of Contract report (Pending)

Report Access

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Host comments	

Update

Have you met your contractual requirements?

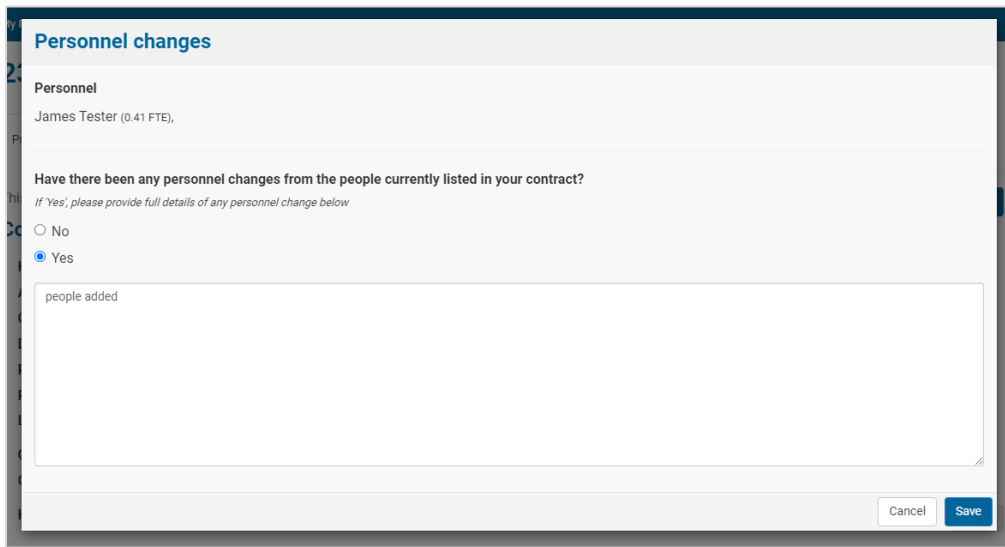
Have there been any personnel changes from the people currently listed in your contract?

Yes

people added

Update

Update Personnel Button



Personnel changes

Personnel
James Tester (0.41 FTE),

Have there been any personnel changes from the people currently listed in your contract?
If 'Yes', please provide full details of any personnel change below

☐ No
☒ Yes

people added

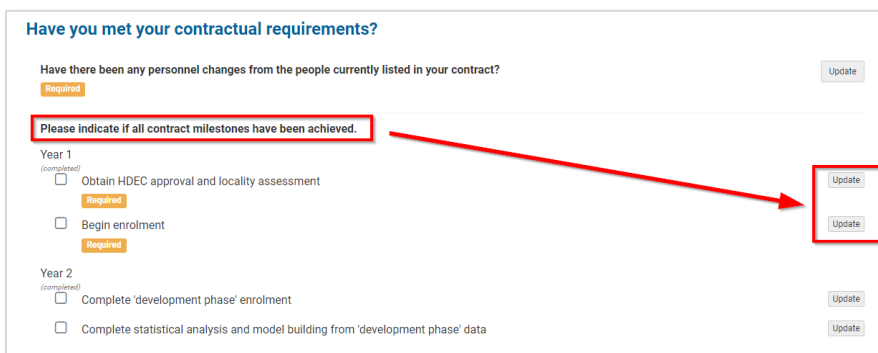
Cancel Save

Personnel Changes Dialog Box

You must click yes, or no, to the question. If there have been changes from the listed personnel details, these changes must be recorded in the text box. Click the *Save* button to record your answer.

Milestone completion

Every progress and end of contract report will require you to update the progress towards your contracted milestones. You are only required to update the milestone progress for years that have been completed in your contract. To update the progress of a milestone, click the *Update* button to the right of the milestone and the dialog form will appear for editing your answer.



Have you met your contractual requirements?

Have there been any personnel changes from the people currently listed in your contract? Update

Required

Please indicate if all contract milestones have been achieved.

Year 1
(completed)

☐ Obtain HDEC approval and locality assessment Required Update

☐ Begin enrolment Required Update

Year 2
(completed)

☐ Complete 'development phase' enrolment Update

☐ Complete statistical analysis and model building from 'development phase' data Update

Update Milestones

You must answer whether the milestone has been completed. If is not completed, you must describe why it has not been completed. Click the *Save* button to record your answer.

Milestone Dialog Box

Answer questions

There may be different questions asked depending on the type of funding contract and the reporting stage. Answering the questions will always follow the same format. Click the *Update* button to the right of the question and the dialog form will open for you to answer the question.

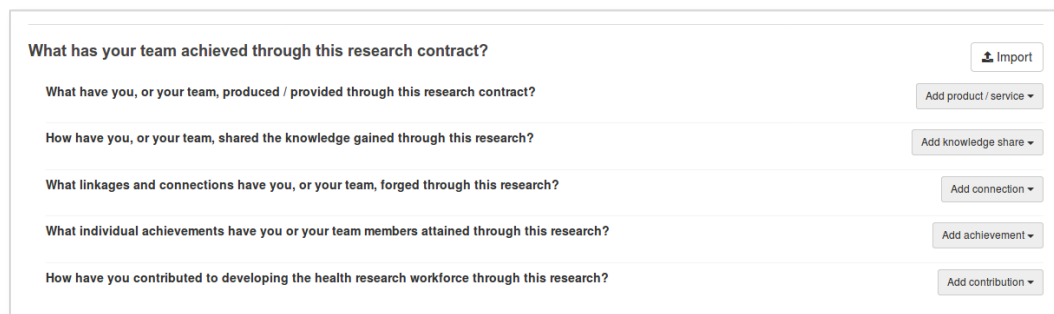
Report Question

Answer the question according to the details provided to you and then click the *Save* button to record your answer.

Report question dialog box

Record research outputs

Research outputs are recorded under 5 different groups. Each group has a different set of outputs according to the question.



What has your team achieved through this research contract? Import

What have you, or your team, produced / provided through this research contract? Add product / service

How have you, or your team, shared the knowledge gained through this research? Add knowledge share

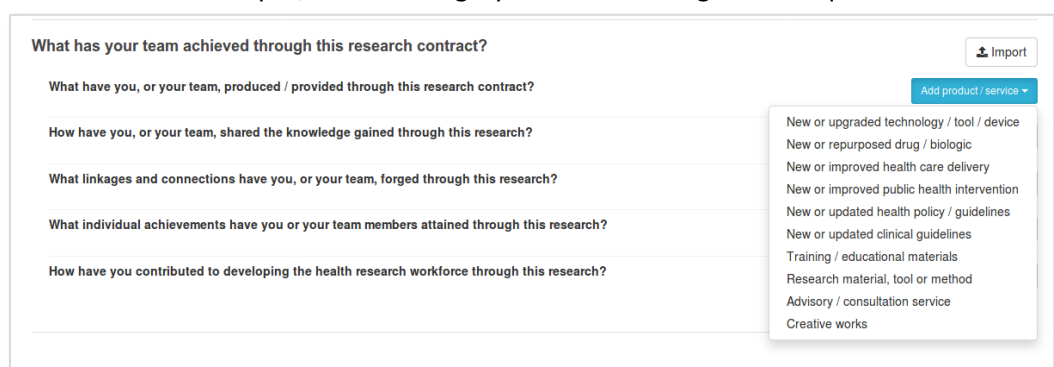
What linkages and connections have you, or your team, forged through this research? Add connection

What individual achievements have you or your team members attained through this research? Add achievement

How have you contributed to developing the health research workforce through this research? Add contribution

Research output groups

To add a research output, click on the grey button to the right of the question and select the correct type of output.



What has your team achieved through this research contract? Import

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What linkages and connections have you, or your team, forged through this research? Add connection

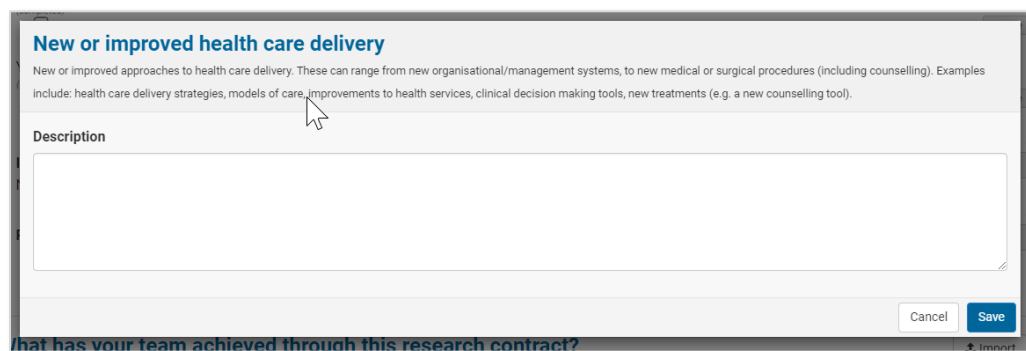
What individual achievements have you or your team members attained through this research? Add achievement

How have you contributed to developing the health research workforce through this research? Add contribution

- New or upgraded technology / tool / device
- New or repurposed drug / biologic
- New or improved health care delivery
- New or improved public health intervention
- New or updated health policy / guidelines
- New or updated clinical guidelines
- Training / educational materials
- Research material, tool or method
- Advisory / consultation service
- Creative works

Research output selection

Enter the output details into the form and click the *Save* button to add it to your contract report.



New or improved health care delivery

New or improved approaches to health care delivery. These can range from new organisational/management systems, to new medical or surgical procedures (including counselling). Examples include: health care delivery strategies, models of care, improvements to health services, clinical decision making tools, new treatments (e.g. a new counselling tool).

Description

Cancel Save

Research output example

The complete list of research output types are as follows:

New or upgraded technology/tool/device

New or upgraded technologies, tools and devices developed during the research undertaken for this contract. Examples include: databases, application software, pacemakers, CT scanners, electronic records, telemedicine, blood banks.

New or repurposed drug/biologic

New or repurposed drug/biologicals developed during the research undertaken for this contract. Examples include: drugs such as aspirin, beta-blockers, statins and biologics such as vaccines, blood products, biomarkers, proteins, cellular or gene therapies.

New or improved health care delivery

New or improved approaches to health care delivery. These can range from new organisational/management systems, to new medical or surgical procedures (including counselling). Examples include: health care delivery strategies, models of care, improvements to health services, clinical decision-making tools, new treatments (e.g. a new counselling tool).

New or improved public health intervention

New or improved approaches to preventing disease or promoting health developed during the research undertaken for this contract. Examples include: screening programmes, immunisation programmes, interventions to promote safer behaviour or healthier choices, and environmental interventions (e.g. house insulation).

New or updated health policy/guidelines

Contributions can range from presenting research findings to a policy/guidelines development team, making a submission in response to draft policy/guidelines, being a member of a team developing policy/guidelines, or evaluating existing policies/guidelines. Contributions should be derived, at least in part, from the research undertaken during this contract. Any contributions to clinical guidelines should be provided in the section: New or updated clinical guidelines.

New or updated clinical guidelines

New or updated clinical/medical guidelines (including Cochrane reviews). Contributions can range from providing evidence to helping authors produce guidelines. Contributions should be derived, at least in part, from the research undertaken during this contract.

Training/educational materials

New or updated training/education materials (e.g. workbooks) or technology (e.g. multimedia) developed to support the training of health professionals or others. The research undertaken for this contract should have a direct link to the content of the training/education materials. Please do not include training/education materials developed as part of a lectureship role or for training research staff for this contract.

Research material, tool or method

New or improved research materials/tools or approaches developed during the research undertaken for this contract. Examples include: new models/paradigms, animal models, surveys and questionnaires, quantitative or qualitative analysis techniques, assays, cell lines.

Advisory/consultation service

Providing advice/knowledge on health-based issues. The information should have a direct link to the research undertaken for this contract. Advice/consultation services specifically related to policy/guidelines development or new or updated clinical guidelines should be included under those sections.

Creative works

Any creative materials, including artwork, literature, audio-visual materials and music that have been developed through the research undertaken during this contract.

[How have you, or your team, shared the knowledge gained through this research?](#)

Peer reviewed publication

Original research articles describing the research undertaken for this contract that have been subjected to evaluation through a peer-review process. Please only provide articles that have either been published or are currently in press (articles that have been accepted for publication, but which have not been formally published).

Non-peer reviewed publication

Any publications describing the research undertaken for this contract that have not been peer-reviewed. Examples include articles, blogs, newsletters, commissioned reports, and technical reports. Please only provide articles that have either been published or are currently in press (articles that have been accepted for publication but which have not been formally published).

Conference/hui/fono presentation

Presentations describing the research undertaken for this contract. Conferences might be described as a hui, congress, symposia, summit, meeting or conference. We consider a conference to be a gathering with a formal agenda and set speakers who present original (often peer-reviewed) research.

Non-conference lecture or presentation

Presentations describing the research undertaken for this contract in settings that do not meet the criteria for a conference presentation. Examples include presentations to: the general public, charities, community groups, interest groups, medical professionals, or informal presentations to other researchers (such as invited lectures when visiting another research institution or presenting in a lecture series). Please do not include lectures or presentations at university courses, such as 'presented to Class 101.2 – social psychology'.

Meeting/workshop/wānanga/fono

A gathering to discuss a particular issue, or set of issues, from which a series of decisions or agreement on actions arise. The topics discussed during the meeting should have a direct link to the research undertaken for this contract. Invited presentations to a meeting – e.g. presenting research results to an organisation's management team should be included under non-conference lecture or presentation.

Providing training

Any training activities arising from the research undertaken for this contract. Examples include: training health professionals on a newly developed approach/technique, or training other researchers on a newly developed research method. Please do not provide information related to training research staff to undertake the work on this contract (e.g. briefing interviewers).

Media engagement

Any media coverage, national or international, that the research undertaken for this contract has received (including media releases).

Social media

Any social media coverage, national or international, that the research undertaken for this contract has received. Examples include: Twitter, Facebook, YouTube, and Instagram.

[What linkages and connections have you, or your team, forged through this research?](#)

Researcher collaboration

Research collaborators are individuals who make a contribution to the research supported by this contract (including sharing research expertise, data, equipment or infrastructure). They may become involved either at the inception of the research or throughout its duration. Note: research collaborators include all named investigators and key personnel who are not employed by the host institution for this contract.

Health system end user collaboration

Health system collaborators are individuals working for health services organisations who are involved in undertaking the research supported by this contract and who intend to use the outputs or research findings to help design and develop products, processes, policies or practices to improve health services. Note: research collaborators include all named investigators and key personnel who are not employed by the host institution for this contract.

Commercial end-user collaboration

Completing contract reports in HRC Gateway – April 2022

Commercial collaborators are individuals working for commercial organisations who are involved in undertaking the research supported by this contract and who intend to use the outputs or research findings to help design products and services to be made available commercially. Note: research collaborators include all named investigators and key personnel who are not employed by the host institution for this contract.

Community collaboration

Community collaborators are individuals, or community groups, who are involved in undertaking the research supported by this contract and who intend to use the outputs or research findings to make a difference in their community. Note: community collaborators include all named investigators and key personnel who are not employed by the host institution for this contract.

What individual achievements have you or your team members attained through this research?

Award/fellow/scholarship/fellowship

Awards include research medals, awards for publications or scholarships/fellowships, and being created a fellow of a society. Research funding (including travel grants) are not considered awards in this context. Please do not provide information related to job performance, e.g. PBRF ratings.

Fellow

Formal position providing editorial services to a research or health-related publication.

Editorial position

An unpaid appointment to an organisation where the appointment has been made in recognition of the accomplishments and contributions of the researcher.

Honorary position

An unpaid appointment to an organisation where the appointment has been made in recognition of the accomplishments and contributions of the researcher.

Advisory position

A paid or unpaid position appointment to an organisation to provide advisory services in a research or health field.

Organisation membership

Membership of a research or health-focused organisation, typically a society or trust (e.g. the Royal Society of New Zealand). Note: Please do not include the organisation that is your employer.

Committee membership

Membership of a research or health-focused committee (e.g. the HRC Biomedical Research Committee). Note: Please do not include departmental or faculty committees.

How have you contributed to developing the health research workforce through this research?

Postgraduate position

Masters or doctoral student undertaking work related to this contract.

Postdoctoral position

Postdoctoral position undertaking work related to this contract.

Import journal publications

Complete details of journal articles may be imported from journals recorded with PubMed. To begin the import process, click the *Import* button at the top right-hand side of the research outputs section.

What has your team achieved through this research contract?

What have you, or your team, produced / provided through this research contract?

Import

Add product / service

Research outputs heading with import button

Currently PubMed is the only source for imports. Click the *Import from PubMed* button.

Import

PubMed

Import citations for your journal articles that are recorded in the PubMed database.

Import from PubMed

Import source selection dialog

There are two ways to find your journals on PubMed. You can search by reference numbers (if you know them) or by research name. If you're searching by reference numbers, type the numbers in the text box separated by commas. If you're searching by research name, select the researcher from the list to search for, or select *Other* from the list and manually type the name in the search box. Click the *Search* button to begin the PubMed lookup.

Import

[Back to Import sources](#)

Import from PubMed

Enter your list of PubMed reference numbers separated by commas (e.g. 17332021,17334022,17312023), or select your research member.

PubMed reference number(s)

-- OF --

Researcher name

Jason Cleaver (Cleaver J)

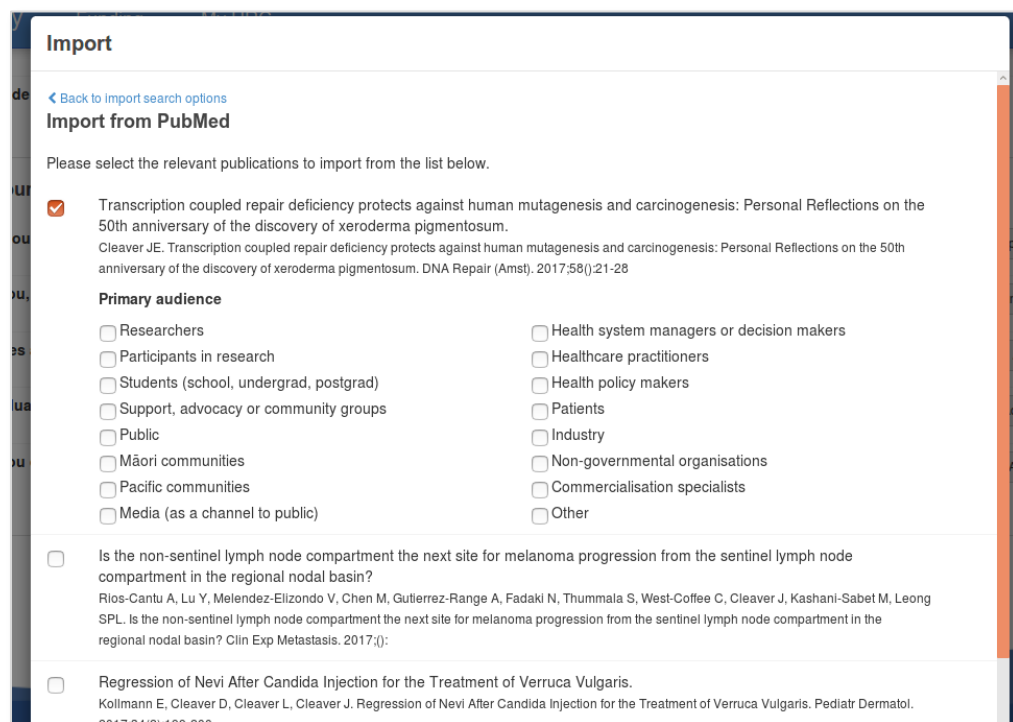
Name must be in the format of Surname followed by first & middle name initials. e.g. Parra GD

Search

Cancel Import

PubMed search criteria dialog

Tick the checkbox next to all the relevant journal articles and tick the appropriate *Primary audience* boxes for each article. Click the *Import* button to complete the import.



Import

[Back to Import search options](#)

Import from PubMed

Please select the relevant publications to import from the list below.

☒ Transcription coupled repair deficiency protects against human mutagenesis and carcinogenesis: Personal Reflections on the 50th anniversary of the discovery of xeroderma pigmentosum.
Cleaver JE. Transcription coupled repair deficiency protects against human mutagenesis and carcinogenesis: Personal Reflections on the 50th anniversary of the discovery of xeroderma pigmentosum. DNA Repair (Amst). 2017;58(j):21-28

Primary audience

☐ Researchers ☐ Health system managers or decision makers

☐ Participants in research ☐ Healthcare practitioners

☐ Students (school, undergrad, postgrad) ☐ Health policy makers

☐ Support, advocacy or community groups ☐ Patients

☐ Public ☐ Industry

☐ Māori communities ☐ Non-governmental organisations

☐ Pacific communities ☐ Commercialisation specialists

☐ Media (as a channel to public) ☐ Other

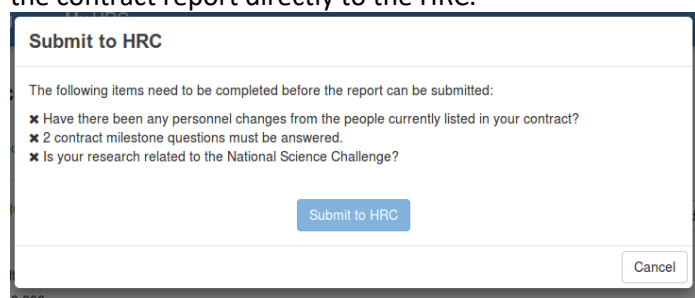
☐ Is the non-sentinel lymph node compartment the next site for melanoma progression from the sentinel lymph node compartment in the regional nodal basin?
Rios-Cantu A, Lu Y, Melendez-Elizondo V, Chen M, Gutierrez-Range A, Fadaki N, Thummala S, West-Coffee C, Cleaver J, Kashani-Sabet M, Leong SPL. Is the non-sentinel lymph node compartment the next site for melanoma progression from the sentinel lymph node compartment in the regional nodal basin? Clin Exp Metastasis. 2017;(j):

☐ Regression of Nevi After Candida Injection for the Treatment of Verruca Vulgaris.
Kollmann E, Cleaver D, Cleaver L, Cleaver J. Regression of Nevi After Candida Injection for the Treatment of Verruca Vulgaris. Pediatr Dermatol. 2017;34(2):199-200.

PubMed search results dialog

Submit your completed contract report

Once you have provided all possible research outputs and answered all the required questions you can submit your contract report by clicking on the *Submit* button near the top right-hand side of the page. If your host organisation has a research office, you will submit your contract report to the research office. Your research office will check the contract report and submit it to the HRC. If your host organisation does not have a research office, you will submit the contract report directly to the HRC.



Submit to HRC

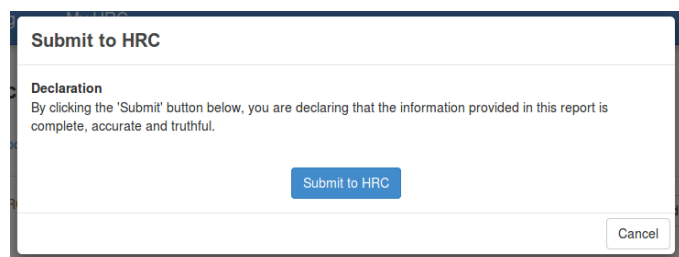
The following items need to be completed before the report can be submitted:

- ✖ Have there been any personnel changes from the people currently listed in your contract?
- ✖ 2 contract milestone questions must be answered.
- ✖ Is your research related to the National Science Challenge?

[Submit to HRC](#) [Cancel](#)

Submission dialog box with errors

Once you click the *Submit* button your contract report will be checked for errors. If there is any missing required information or errors, you will not be allowed to submit your contract report.



Submit to HRC

Declaration
By clicking the "Submit" button below, you are declaring that the information provided in this report is complete, accurate and truthful.

[Submit to HRC](#) [Cancel](#)

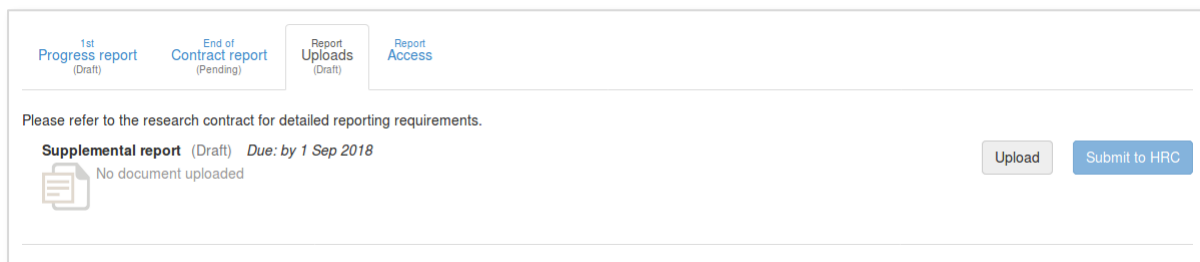
Submission dialog without errors

If your contract report has no errors, then you will be allowed to submit it.

Upload completed documents

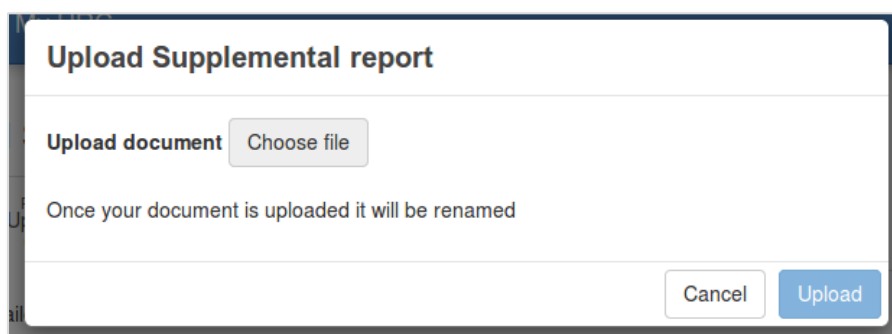
Some contracts will require you to submit reports that are completed in a word processing application like MS Word from document templates that are provided. Once you have completed a document report, you will have to upload and submit it in HRC Gateway.

1. Navigate to the *Report uploads* tab in your contract reporting. If you have more than one upload report due, locate the upload you need to complete. Click the *Upload* button to the right of the report name. The report upload dialog box will appear.



Report uploads tab

2. Click the *Choose file* button and locate the file on your computer to upload. Once you have selected a file you will be able to click the *Upload* button. Click the *Upload* button to upload the selected file to your contract.



Report upload dialog box

3. Click the *Submit* button to submit your report



Report ready to be submitted

If your host organisation has a research office, you will submit your contract report to the research office. Your research office will check the contract report and submit it to the HRC. If your host organisation does not have a research office, you will submit the contract report directly to the HRC.

Confirm the submission by clicking the **Submit** button

