

Summary of the Significant Dates (Financial) used in ResearchMaster (RM)

To see details about the Significant Dates of a project, run report 301-Research Grant Significant Dates Reports in the Projects Module
(Note: The format for recording significant dates as outlined below was implemented during 2006 therefore the information recorded in RM against older projects may vary)

SIGNIFICANT DATE	MEANING	ADDITIONAL INFORMATION	STATUS: ACTIVE	STATUS: COMPLETED
Account Form Issued	<p>This is the date the Research Grant Account Form (RGAF) is sent to the Chief Investigator (CI).</p> <p>Pre-requisites before Account form issued:</p> <ul style="list-style-type: none"> • Fully executed Agreement • Ethics Approval 	<p>If another copy of the RGAF is required, please email researchbudgets@qut.edu.au</p>	<p>The RGAF has been emailed to the CI, indicated by the Action date.</p> <p>The Account code/s may or may not be set up.</p>	<p>The Office of Research has received the RGAF from Finance.</p> <p>The Completed Date is the date the Account was set up.</p> <p>Budget Financials are now updated in RM using details from the completed RGAF.</p>
<p>Invoice Due: eg; Inv: Dept of XYZ or Inv: 4 of 6</p>	<p>The invoicing schedule is negotiated at the contract stage of the grant.</p> <p>The invoices must be issued by the Office of Research.</p> <p>The Action date is the date the invoice is due as per the executed agreement.</p>	<p>Often raising an invoice is dependant upon completion of a milestone. The invoice will not be raised until the milestone has been completed. (The milestone can be a Progress or Final report, or Financial report).</p> <p>If you know that there are problems with a grant and an invoice should not be raised, please email researchbudgets@qut.edu.au</p>	<p>There are 2 stages:</p> <p>Active Due: The invoice is due and has not been raised.</p> <p>Active....Sent: The invoice has been raised (unpaid). View the Completion Details tab for the Invoice number and Invoice amount.</p> <p>Further Details tab may also contain details of the invoice.</p>	<p>Completed....Paid: The Invoice significant date will be Completed when the invoice has been paid and the funds are in the account.</p>
Financial Report Due:	<p>Some external grants require Financial Reports as per the Grant's Contract. The Office of Research will request these from Finance as soon as possible after the financial period is complete.</p>	<p>View the Further Details and Completion Details tabs for information regarding the Financial Report, for example, the reporting period, if it is Final or Continuing report.</p>	<p>The date the Financial Report is requested from Finance is recorded in Completion Details tab.</p>	<p>The Financial Report has been sent to the Granting Body.</p>

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Financial Transfer: (Collaborating Institution)	Some grants, typically ARC ones, may have a multi-institutional agreement where part of the grant based at QUT is transferred to another institution for a co-investigator to use. These must be processed by the Office of Research.	The transfer requires an invoice from the institution and approval from the CI to approve the transfer. View the Further Details and Completion Details tabs for information regarding the Financial Transfer	View Completion Details tab for details such as institution invoice number or purchase order number.	The Completed date reflects the day the Purchase Order is received in Oracle Financials, or when the invoice was paid through AP Online.
Follow Up- Miscellaneous/ Correspondence	Any issues or correspondence regarding the grant can be recorded here. These usually relate to invoices, payments, reports and variations.	View the Further Details and Completion Details tabs for information.	The significant date will remain Active until the issue has been resolved.	Once resolved, the significant date will be Completed.
Project and Account Closed	Once the Final Report is received for a grant or on the advice from a CI, the accounts associated with a grant are closed. This may require journals to clear the accounts and confirmation of closure from the CI.	If you know a researcher is leaving QUT, please contact the Office of Research so their grants can be sorted out before they leave. If you have an account ready for closure, please email researchbudgets@qut.edu.au	The significant date will remain active while the account closure process is being finalised. Refer Further Details or Completion Details tabs for information.	The significant date is Completed when the accounts associated with the grant are closed.
In Kind RCTI Due: In Kind: Dept of XYZ In Kind: 1 of 3	This is a Recipient Created Tax Invoice (RCTI) and is used to formalise the in-kind contribution to a project. These invoices are raised by the Office of Research. There is no transfer of grant funds.	View the Further Details and Completion Details tabs for information.	The In Kind significant date is Active until the In Kind invoice has been sent.	The In Kind significant date will be Completed when the In Kind invoice has been sent to the collaborating institution.