DMTC

INSTRUCTIONS TO COMPLETE QUARTERLY IN-KIND CONTRIBUTION REPORT

This guide contains the following sections:

- Schedule A - People and projects. This section captures the level of effort, in full time equivalent (FTE) terms a person has contributed to DMTC projects during the quarter;

- Schedule B – Cash contributions paid to DMTC and non-staff in-kind contributions provided to DMTC projects;

- Annual staff and non-staff in-kind and cash contribution commitments summary. This summary confirms your organisation's staff and non-staff in-kind contribution commitments for the current financial year.

1. Schedule A

Part 1

Part 1 of schedule A lists the individual projects your organisation is involved in. An example of part 1 of schedule A appears as:-

Schedule A - Part 1: Involvement in DMTC Projects

Project #	Project Title
6.06	Advanced vehicle modelling
9.11	Low distortion welding process scoping study
9.14	Blast and shock modelling
9.17	Single crystal PZT ceramics
MGTADMIN	Management and Administration

If there are any projects your organisation is involved in which are not listed in part 1 of schedule A, please contact accounts@dmtc.com.au to have your list updated.

Part 2

Part 2 contains the FTE value placed on a particular category of personnel. The 4 categories are determined in accordance with DMTC's Commonwealth agreement. The categories are:-

Category of Personnel	Level
Program leader / senior manager	1
Project leader / key researcher / manager	2
Researcher / professional	3
Other (technical support staff) / administration	4

Each individual must be assigned a category which best reflects their level of experience and expertise.

Part 3

Part 3 is the data entry point where you input an individual's effort in FTE terms for each DMTC project.

The list is prefilled with the names of people representing your organisation. An example is shown below:-

If a listed person has not contributed to any DMTC projects during the quarter, select the remove personnel icon. To add a new person, select the add personnel icon and insert the person's name in the pop up window:-

The new person will automatically appear on the list and data may be recorded for them.

To enter data:-

– Select the location of the individual from first drop down box named 'state'. The state should reflect the individual's primary work location;

– Assign the applicable category for the individual which is most relevant to them. For example, a senior manager would be categorised under level 1, whereas a researcher would be categorised under level 3; and

– Enter the proportion of time the individual allocated to each DMTC project during the quarter in FTE terms. The proportion of time is based on **7.5 hours per day, 143.75 hours per month or 431.25 hours per quarter.** The equivalent value in days per quarter is 57.5. This will ensure the in-kind percentages are consistent across all contributing organisations.

2. Schedule B

Schedule B captures information for non-staff in-kind contributions and cash contributions paid to DMTC during the quarter:-

Schedule B - Equipment, Site Access and Other Expenses

Category	Total Value (Quarter)	6.06	9.11	9.14	9.17	MGTADMIN
	$0.00					
Total	**$0.00**					

Schedule B - Occupancy Costs

Category	Total Value (Quarter)	6.06	9.11	9.14	9.17	MGTADMIN
	$0.00					
Total	**$0.00**					

Schedule B - Total Non-Staff and Cash Contribution

Total non-staff in-kind contributions	$0.00
Total cash contributions excluding GST paid to DMTC Ltd during the period:	$ 0

Examples of non-staff in-kind contributions include but are not limited to:-

- Lab supplies and materials;
- Depreciation of equipment used for DMTC research;
- Travel to DMTC project reviews and meetings; and
- Access to labs and serviced offices used in connection with DMTC activities

A reasonable method with supporting evidence may be used to calculate the $value of non-staff in-kind inputs.

Any cash contributions paid to DMTC for the quarter must exclude GST.

3. Submission

Once the return is complete, select the save and submit icon:-

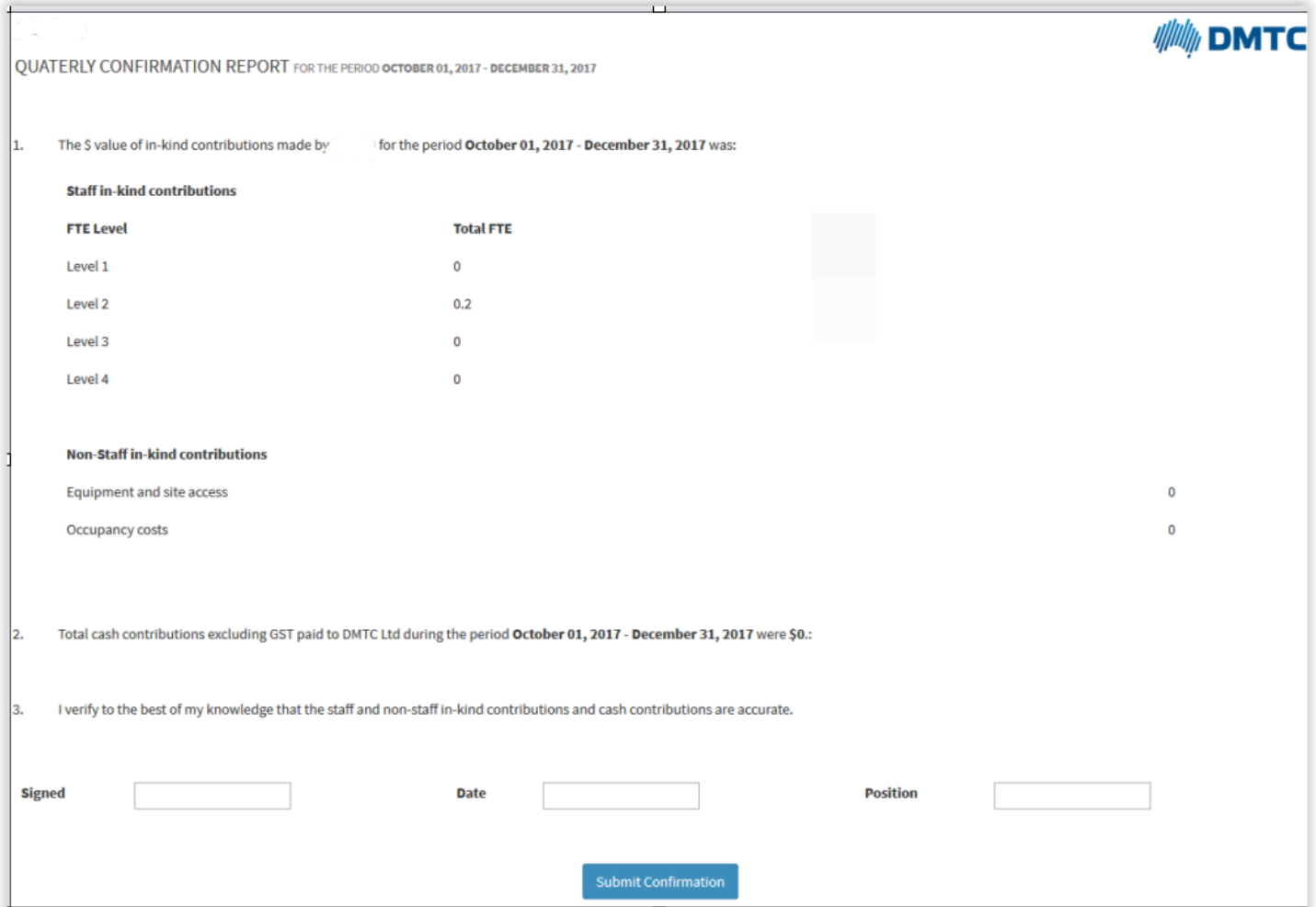**In-Kind Contributions** 2017-10-01 - 2017-12-31

Save	Save & Submit	Cancel

The person authorised to approve the return on behalf of your organisation will receive an email notifying them the return is ready for approve and submit for processing. A link will be included in the email directing them to the portal.

A quarterly confirmation report will appear which summarises the staff in-kind FTE values by level, non-staff in-kind contributions and cash contributions paid for the quarter.

DMTC

QUATERLY CONFIRMATION REPORT FOR THE PERIOD OCTOBER 01, 2017 - DECEMBER 31, 2017

1. The $ value of in-kind contributions made by   for the period **October 01, 2017 - December 31, 2017** was:

Staff in-kind contributions

FTE Level	Total FTE
Level 1	0
Level 2	0.2
Level 3	0
Level 4	0

Non-Staff in-kind contributions

Equipment and site access	0
Occupancy costs	0

2. Total cash contributions excluding GST paid to DMTC Ltd during the period **October 01, 2017 - December 31, 2017** were $0.:

3. I verify to the best of my knowledge that the staff and non-staff in-kind contributions and cash contributions are accurate.

Signed		Date		Position	

Submit Confirmation

Once you select the submit icon, your return will be finalised. If you realise an error in your submitted return, please contact DMTC as soon as possible.

Please complete and submit your quarterly report by the specified due date. This will ensure your organisation's inputs to DMTC projects are reported and applied against commitments pledged.