

P/P Title	GETCO2 Quarterly KPI Reporting
P/P No.	006
Version	V2.0
Location	The University of Queensland GETCO2 Administering Node
Policy/Procedure Link	N/A
Approved by	Professor Xiwang Zhang, Centre Director GETCO2
Date Approved	10/09/2025
Date Effective	10/09/2025
Next Review Date	Annual review
Contact for Assistance	Dr Eloise Larsen, Chief Operations Officer GETCO2

1 Purpose

The objective of the GETCO2 Quarterly KPI Reporting Policy Procedure is to establish an effective and transparent KPI reporting mechanism to comply with ARC requirements and enable centre research and operations oversight. This procedure is intended for Chief Investigators, Node Directors and Node Administrators at the participating organisations of the ARC Centre of Excellence for Green Electrochemical Transformation of Carbon Dioxide (GETCO2). As per the *Collaborative Research Agreement*, the participating organisations are The University of Queensland (UQ), RMIT University, The University of New South Wales, The University of Sydney, The University of Adelaide, Griffith University, and Monash University.

For further information on ARC requirements and reporting, please refer to the [ARC Establishment Toolkit](#) and *The Commonwealth Grant Agreement Between the Commonwealth, represented by the Australian Research Council and The University of Queensland*.

2 Scope

This procedure is mandatory and applies to all Chief Investigators, Node Directors and Node Administrators at participating organisations of GETCO2 as per the *Collaborative Research Agreement*.

3 Procedure

- 1) Node Administrators support Chief Investigators of the participating organisations to prepare KPI reports every quarter.
- 2) The Node Administrator for each organisation inputs the data in the GETCO2 Record Management System ([GETCO2 Hub](#)) within the agreed timeframe (see appendix 1).
- 3) The UQ Node Administrator and GETCO2 Chief Operations Officer review the provided data based on the KPI Reporting Requirements (see section 6).
- 4) The UQ Node Administrator may request further information on data that is incomplete or inconsistent.
- 5) The UQ Node Administrator and Chief Operating Officer collate all data from the quarterly KPI reports and prepare the End of Year KPI Reports to the ARC.

4 Monitoring and Review

The UQ Node Administrator and GETCO2 Chief Operations Officer review the KPI reports provided by the Chief Investigators to ensure that all requirements are met. Adjustments to reporting requirements and due dates will be reviewed annually or upon request by stakeholders, including the participating organisations and the ARC.

5 Recording and Reporting

- KPI reports and other records related to the personnel and activities of the grant provided by the participating organisations are stored electronically in a secure folder at the UQ Node and in the Australian Data Warehouse for the Zoho Creator Platform.
- Copies of these records will be provided to the Commonwealth upon request.
- The records will be kept for 7 years after the 7 years duration of the Centre, and copies will be provided to the Commonwealth upon request.

6 KPI Reporting Requirements

- The KPI Reporting Template must be used to prepare the quarterly KPI reports (see Appendix 2).
- The quarterly KPI reports must contain information on all reportable activities for the relevant reporting period. Under ARC Centre of Excellence guidelines, Associate Investigators are not formally recognised as participants by the ARC. Therefore, their activities should only be reported if they meet one or more of the following criteria:
 - The activity is conducted in direct collaboration with a Chief Investigator; or
 - The Associate Investigator is an active member of a Chief Investigator's research group, contributing to Centre-related work; or
 - The Associate Investigator is presenting on work that is directly related to or produced under the Centre's program of research.

Activities that fall outside of the above conditions should not be included in the KPI Report. This ensures consistency with ARC reporting requirements and maintains the integrity of the Centre's KPIs.

7 Appendix

7.1 Appendix 1: KPI Reporting Deadline

Year	Request for KPI Reporting Data Sent	KPI Report Due Date	Period of KPI Statement
2024	Monday, 12 August 2024	Monday 26 August 2024	Q1 & Q2: 1 January – 30 June 2024
	Monday, 30 September 2024	Monday 14 October 2024	Q3: 1 July – 30 September 2024
2025	Monday, 13 January 2025	Tuesday 28 January 2025	Q4: 1 October – 31 December 2024

	Monday, 31 March 2025	Monday 14 April 2025	Q1: 1 January – 31 March 2025
	Monday, 30 June 2025	Monday 14 July 2025	Q2: 1 April – 30 June 2025
	Monday, 29 September 2025	Monday 13 October 2025	Q3: 1 July – 30 September 2025
2026	Monday, 12 January 2026	Tuesday 27 January 2026	Q4: 1 October – 31 December 2025
	Monday, 30 March 2026	Monday 13 April 2026	Q1: 1 January – 31 March 2026
	Monday, 29 June 2026	Monday 13 July 2026	Q2: 1 April – 30 June 2026
	Monday, 28 September 2026	Monday 12 October 2026	Q3: 1 July – 30 September 2026
2027	Monday, 11 January 2027	Monday 25 January 2027	Q4: 1 October – 31 December 2026
	Monday, 5 April 2027	Monday 19 April 2027	Q1: 1 January – 31 March 2027
	Monday, 5 July 2027	Monday 19 July 2027	Q2: 1 April – 30 June 2027
	Monday, 4 October 2027	Monday 18 October 2027	Q3: 1 July – 30 September 2027
2028	Monday, 17 January 2028	Monday 31 January 2028	Q4: 1 October – 31 December 2027
	Monday, 3 April 2028	Monday 17 April 2028	Q1: 1 January – 31 March 2028
	Monday, 3 July 2028	Monday 17 July 2028	Q2: 1 April – 30 June 2028
	Monday, 2 October 2028	Monday 16 October 2028	Q3: 1 July – 30 September 2028
2029	Monday, 15 January 2029	Monday 29 January 2029	Q4: 1 October – 31 December 2028
	Monday, 2 April 2029	Monday 16 April 2029	Q1: 1 January – 31 March 2029
	Monday, 2 July 2029	Monday 16 July 2029	Q2: 1 April – 30 June 2029
	Monday, 1 October 2029	Monday 15 October 2029	Q3: 1 July – 30 September 2029
2030	Monday, 14 January 2030	Monday 28 January 2030	Q4: 1 October – 31 December 2029
	Monday, 1 April 2030	Monday 15 April 2030	Q1: 1 January – 31 March 2030
	Monday, 1 July 2030	Monday 15 July 2030	Q2: 1 April – 30 June 2030
	Monday, 30 September 2030	Monday 14 October 2030	Q3: 1 July – 30 September 2030
2031	Monday, 13 January 2031	Tuesday 28 January 2031	Q4: 1 October – 31 December 2030

7.2 Appendix 2: KPI Reporting Template

Each CI is allocated a KPI reporting template in the KPI Reporting folder in GETCO2 MS Teams channel.

CI	Node	Link
Debra Bernhardt	UQ	BERNHARDT D MASTER GETCO2 KPI Reporting FINAL.xlsx
Jingwei Hou	UQ	HOU J MASTER GETCO2 KPI Reporting FINAL.xlsx

Ruth Knibbe	UQ	KNIBBE R MASTER GETCO2 KPI Reporting FINAL.xlsx
Darren Martin	UQ	MARTIN D MASTER GETCO2 KPI Reporting FINAL.xlsx
Tom Rufford	UQ	RUFFORD T MASTER GETCO2 KPI Reporting FINAL.xlsx
Simon Smart	UQ	SMART S MASTER GETCO2 KPI Reporting FINAL.xlsx
Andrew Whittaker	UQ	WHITTAKER A MASTER GETCO2 KPI Reporting FINAL.xlsx
Xiwang Zhang	UQ	ZHANG X MASTER GETCO2 KPI Reporting FINAL.xlsx
John Zhu	UQ	ZHU J MASTER GETCO2 KPI Reporting FINAL.xlsx
Adam Lee	Griffith	LEE A MASTER GETCO2 KPI Reporting FINAL.xlsx
Karen Wilson	Griffith	WILSON K MASTER GETCO2 KPI Reporting FINAL.xlsx
Yansong Shen	UNSW	SHEN Y MASTER GETCO2 KPI Reporting FINAL.xlsx
Chuan Zhao	UNSW	ZHAO C MASTER GETCO2 KPI Reporting FINAL.xlsx
Yuan Chen	USyd	CHEN Y MASTER GETCO2 KPI Reporting FINAL.xlsx
Fengwang Li	USyd	LI F MASTER GETCO2 KPI Reporting FINAL.xlsx
Jie Zhang	Monash	ZHANG J MASTER GETCO2 KPI Reporting FINAL.xlsx
Rachel Caruso	RMIT	CARUSO R MASTER GETCO2 KPI Reporting FINAL.xlsx
Christian Doonan	Adelaide	DOONAN C MASTER GETCO2 KPI Reporting FINAL.xlsx
Jianfeng Mao	Adelaide	MAO J MASTER GETCO2 KPI Reporting FINAL.xlsx