



The Greatest Game of All

Rugby League Research Committee Project Update Template

Project Name: <Insert Name here>

Chief Investigator: <Insert Name Here>

Institution or Organisation: <Insert Name Here>

Department: <Insert name of department here>

Date: Insert date as DD/MM/YYYY

Version Number: 1.0

Project No: <Office use only>

Status: <Office Use only>



Research Project Update Template - Overview

This document describes the Rugby League Research Committee (RLRC) processes that are being implemented to support Funded and Endorsed research projects.

The intention of the process is to provide support and to streamline processes so as to ensure project success and transparency around milestones and deliverables and manage risks and issues.

This document:

- Describes project management and reporting processes
- Provides project update template to be completed by each new project, and existing project, before each RLRC meeting

Project Commencement

On endorsement (and/or funding) of the new project by the Rugby League Research Committee, the following activities will take place:

1. Program Manager will notify the Applicant/Chief Investigator of the Funding or Endorsement
2. For funded projects, the applicant's institution or organisation will develop a research project agreement with the National Rugby League, on behalf of the RLRC
3. Chief Investigator will prepare and email the Project Update to the RLRC Program Manager before every meeting of the Rugby League Research Committee, for the duration of the research project

Project Funding Management

- All invoices must be approved and signed by the Chief Investigator, then sent to the RLRC Program Manager for sign-off and submission to NRL for payment



Research Project Update

[The following section will be presented to the Rugby League Research Committee as part of a project update before a Quarterly meeting of Committee members. Answers should remove italics from formatting, change colour to black, size 11 font. Explanatory notes (in grey italics) can be deleted]]

Project Title:	<i>Repeat answer to application for funding / endorsement ; 20 word maximum.</i>
Chief Investigator:	<Insert name of chief investigator, and investigator's title>
Project Overview:	<i>Repeat answer to application for funding / endorsement. Provide an overview of the research topic to be investigated: Why is this project important to rugby league?</i>
Project Aims	<i>Repeat answer to application for funding / endorsement. Please indicate what you aim to investigate, analyse, test, examine or demonstrate in your research? Please list your specific project aims. For example: The aim of this project is to:</i> a) Aim A b) Aim B etc
Expected Outcomes:	<i>Repeat answer to application for funding / endorsement. Please state the expected outcomes, potential applications or benefits of the proposed research, and dissemination strategy</i>
Targeted End Date:	Insert date as DD/MM/YYYY
Project Stage: <ul style="list-style-type: none">• Initiate• Deliver• Implementation	Deliver
Funding provided by RLRC:	<i>Please list in \$ AUD</i>
Spend of RLRC funding:	<i>Please list in \$ AUD</i>
Total Spend:	<i>Please list in \$ AUD</i>
Project Status: <ul style="list-style-type: none">• Not started• Behind schedule• On Track	On track



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<ul style="list-style-type: none">• Completed• Postponed• Cancelled	
Key Updates:	<i>Please describe any updates or progress since the last RLRC meeting, or any discussions with RLRC personnel</i>
Key Risks & Mitigation:	
Key Issues & Actions:	
Next Steps:	