



Instructions for electronic submission of HERDC returns

To be read in conjunction with the [Higher Education Research Data Collection Specifications](#).

Coverage

The following instructions apply to the submission of Research Income Return and Vice-Chancellor's Certification Statement and Audit Certificate (scanned version of the signed hard copy) of the 2019 Higher Education Research Data Collection Specifications for the collection of 2018 data.

Detailed Smart Form instructions

1. Open the Smart Form

Open the [HERDC Research Income Smart Form](#).

2. Contact details

Enter the Higher Education Provider and the contact details of the administrator responsible for completing the form.

3. Research income data

Enter the eligible research income for each sub-category of Categories 1, 2, 3 and 4. It is important that universities follow the HERDC specifications and any supplementary advice issued by the department through the website.

The form does not accept decimal places. Income for each scheme/sub-category should therefore be rounded to the nearest dollar.

4. Electronic lodgement

Once all research income data is entered 'Submit' the form.

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Print the form and complete the Vice-Chancellor's Certification Statement

Once the Smart Form has been completed it should then be printed and signed by the Vice-Chancellor. The form can be downloaded for printing after submission and a copy of this form will also be emailed to the University's contact officer.

5. Scan and email the signed form

The signed Vice-Chancellor's Certification Statement must then be scanned and emailed to RBGrants@education.gov.au along with a copy of the University's HERDC Audit Certificate

Saving a form (optional)

Click 'Save For Later' button at any time before submission to return to the form at a later stage. Take note of the Tracking Code which is required to reopen a saved form. Saved forms are only available for a maximum period of 30 days.

Changes to a form

Changes or updates can be made until the cut-off date of 30 June 2019.

For incorrect submissions

If for any reason a University's initial HERDC return was submitted in error, please send email to RBGrants@education.gov.au with '2019 HERDC return' as the subject line.

Spreadsheet version of smart form

A spreadsheet version of the form is also available on the HERDC webpage to assist universities with the initial preparation of HERDC data.

Helpful links

[2019 Higher Education Research Data Collection Specifications](#)

[Self-Assessed Australian Competitive Grant Income](#)

[Research block grants home page](#)

[Spreadsheet version of the HERDC Research Income Smart Form](#)