Research Returns and Reports – User Guide

Online Services

The purpose of this guide is to provide Authority Holders with instructions for using Online Services for submitting return of operations and reports associated with their Research/Educational authorities.

Queensland
Government

# Table of Contents

1. Introduction

- **Purpose and audience**

The purpose of this guide is to provide instructions for Authority Holders using Online Services to submit their return of operations and reports as part of a Research/Educational authority issued by the department.

To register or access Online Services click here - https://www.business.qld.gov.au/running-business/environment/online-services

Authority Holders that have a research or educational authority issued through the 'Wildlife Authorities' hub can continue to submit returns and reports by email. All other Authority Holders must use the 'Scientific, Educational, Conservation and Research Authorities' hub.
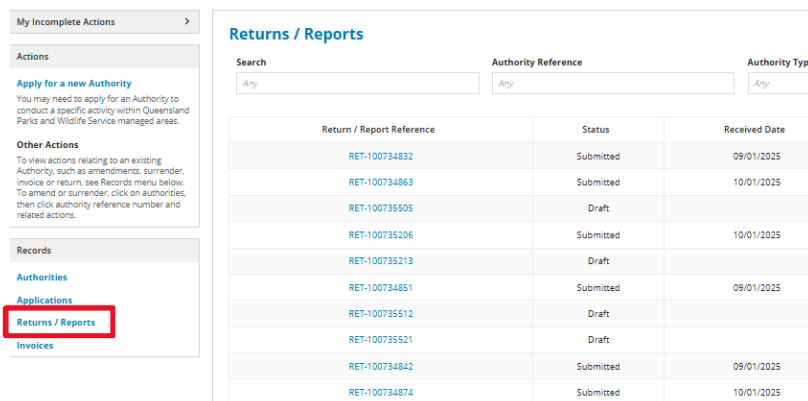
To access the return document required for upload as part of the process, click on the banner, *Scientific, Educational, Conservation and Research Authorities.*
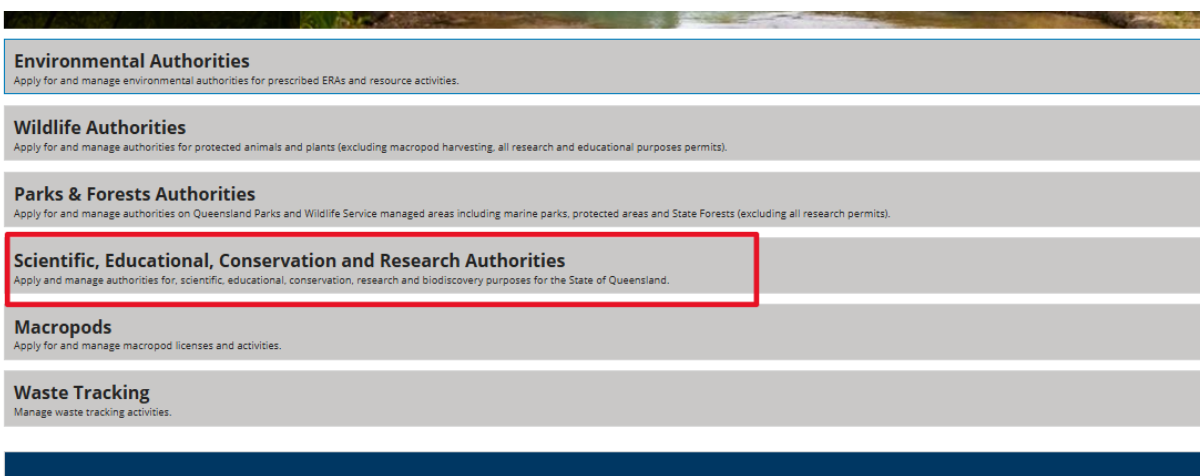
2. Returns and Reports

- **Overview**

When you click on the Returns / Reports, you will see a list of returns and reports associated with your authority.

This overview will show you the return/report reference number, status, and the start and end date for the

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return/report period. Returns are due yearly and are prefixed with 'RET' Reports are due at the end of the project/authority period and are prefixed with 'REP'.

3. Completing your Return

To start your Return of Operations, click on the authority reference number or click on 'Authorities' under records, then click the authority reference number. If you received multiple authorities from a single application, they will have the same application reference number.

- **Authority reference number**

When you have selected the authority reference number you will see an overview of that authority and you can now click on the related returns / reports tab.

- ## **Related Returns / Reports**

This page shows the status of each return and report.

The difference statuses mean the following:

- Draft – means this return or report is due in the future
- Due – means this return or report is due now
- Overdue - means this this return or report is overdue

Click on the return reference number that is either overdue or due to begin the return submission.

- ## **Getting Started**

On this page you will see an overview of how to complete the return and a link to the return / report forms. Click on the NEXT tab to progress.

- ## **Returns / Report Details**

On this page you will see an overview of the return, the return period and the associated authority.

If no research has been undertaken during the reporting period, you are still required to submit a NIL return; just click on the "next tab" until you get to the declaration page.

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Where research activity has occurred under the authority, click YES to first question. When you click YES to the second question, a list of returns will appear for the additional authorities that were produced from the single application.

To submit a single return for all overdue / due returns click the tick box to select it then click next.

- **Documents**

If submitting a NIL return, you do not need to upload any documents, just click next.

Where research has occurred, you will need to complete and upload the research return form. You will also see a link to the return form in the description. Once completed, click next.

- **Review**

The review page will give you an overview of the return and associated returns. If there is any mandatory information missing, you will see red text at the top of the page and a link back to the question. If correct, click next.

- **Declaration**

You are required to read the certification and privacy statement, then click accept, then click submit.

You will see a message letting you know the return has been submitted.

Once submitted, if you return to the home screen and click on Returns / Reports under records, you will see your returns are now showing the status of submitted.

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4. Completing your Report

The process to complete your final report is the same process as the returns. The system will allow you to complete a single report for multiple permits. Please check to make sure all return of operations are completed and submitted to ensure all conditions of your authority has been met.

For additional information on research and educational activies, including a copy of the return forms, please click here:

[Scientific research, educational or conservation purposes permits – conducted within QPWS areas | Environment, land and water | Queensland Government](#)