

# 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.*



## Table of Contents

<b>1. Introduction</b> .....	3
• <b>Purpose and audience</b> .....	3
<b>2. Returns and Reports</b> .....	3
• <b>Overview</b> .....	3
<b>3. Completing your Return</b> .....	4
• <b>Authority reference number</b> .....	4
• <b>Related Returns / Reports</b> .....	5
• <b>Getting Started</b> .....	5
• <b>Returns / Report Details</b> .....	5
• <b>Documents</b> .....	6
• <b>Review</b> .....	7
• <b>Declaration</b> .....	7
<b>4. Completing your Report</b> .....	8

# 1. Introduction

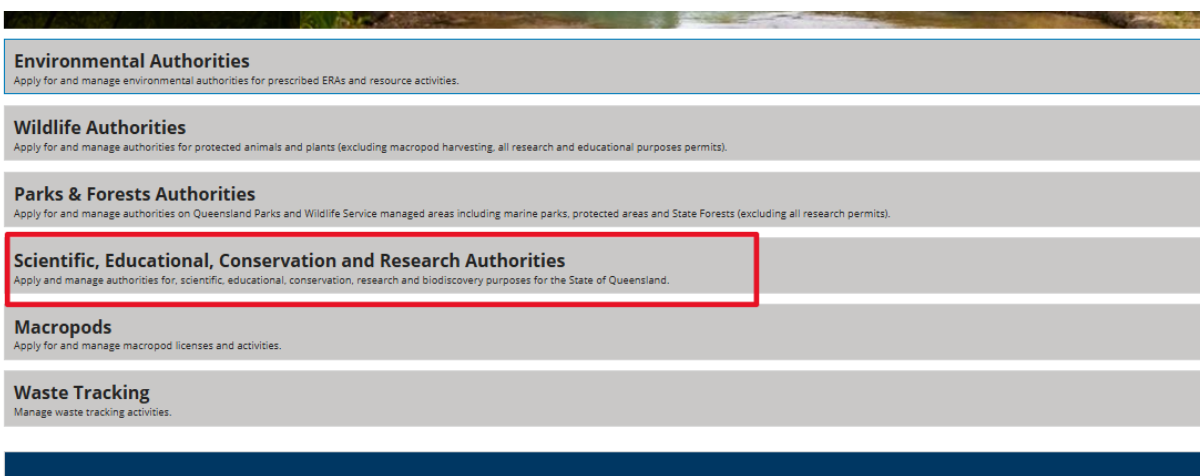
- **Purpose and audience**

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.

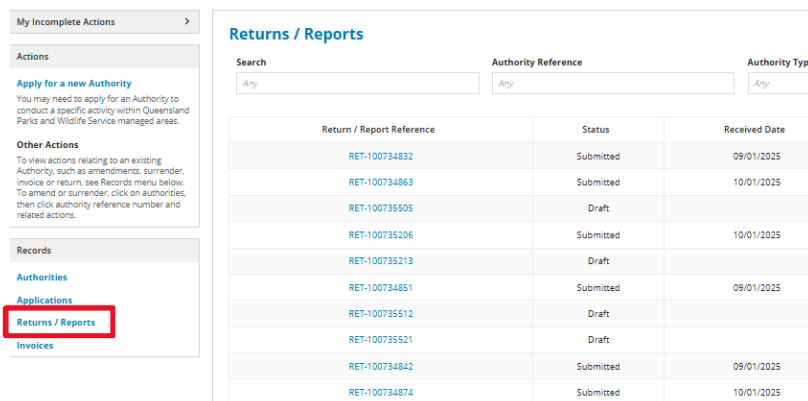
To access the return document required for upload as part of the process, click on the banner, *Scientific, Educational, Conservation and Research Authorities*.



# 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

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.

**Scientific, Educational, Conservation and Research Authorities**

Customer Record: Matt Harris  
Customer Reference Number: 100591936

My Incomplete Actions >

Actions

**Apply for a new Authority**

You may need to apply for an Authority to conduct a specific activity within Queensland Parks and Wildlife Service managed areas.

**Other Actions**

To view actions relating to an existing Authority, such as amendments, surrender, invoice or return, see Records menu below. To amend or surrender, click on authorities, then click authority reference number and related actions.

**Records**

Authorities

Applications

Returns / Reports

Invoices

**Authorities**

Search

Application Reference

Status

Authority Type

Authority Reference	Application Reference	Person In Charge	Authority Type	Status
P-MPR-100735261	A-RESCH-NEW-100728384	Matt Harris	Marine Park Permit Research	Granted
P-PTC-100735263	A-RESCH-NEW-100728384	Matt Harris	Permit To Collect	Granted
P-PTUKI-100735265	A-RESCH-NEW-100728384	Matt Harris	Permit to Take, Use, Keep or Interfere	Granted
P-SPP-100735268	A-RESCH-NEW-100728384	Matt Harris	Research Permit (Scientific)	Granted
P-EPPC-100734888	A-EDUC-NEW-100727402	Matt Harris	Educational Purpose Permit (Classroom)	Granted
P-EPPC-100734890	A-EDUC-NEW-100727403	Matt Harris	Educational Purpose Permit (Classroom)	Granted
P-MPR-100730519	A-RESCH-NEW-100716719	Matt Harris	Marine Park Permit Research	Granted
P-MPR-100730529	A-RESCH-NEW-100730524	Matt Harris	Marine Park Permit Research	Granted
P-PTC-100730521	A-RESCH-NEW-100716719	Matt Harris	Permit To Collect	Granted
P-PTUKI-100729801	A-RESCH-NEW-100729477	Matt Harris	Permit to Take, Use, Keep or Interfere	Granted

- **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.

Authority Reference: P-PTUKI-100735265

Summary
Related Actions

**General Information**

Activities and Location Details

Documents

**Related Returns / Reports**

**General Information**

**Authority Details**

Application Reference	A-RESCH-NEW-100728384	Status	Granted
Authority Reference	P-PTUKI-100735265	Start Date	01/01/2023
Authority Type	Permit to Take, Use, Keep or Interfere	Expiry Date	31/12/2028
Authority Holder	Matt Harris		

## • Related Returns / Reports

This page shows the status of each return and report.

Return / Report Reference	Status	Start Date	End Date
RET-100735518	Draft	01/01/2023	31/12/2028
RET-100735511	Due	01/01/2024	31/12/2024
RET-100735510	Overdue	01/01/2023	31/12/2023
RET-100735512	Draft	01/01/2025	31/12/2025

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 Reference: RET-100735510

**How to complete this form**

- This return and report form is submitted online using an internet connection. You can save a partially completed form and submit at a later date.
- Research and educational authorities have an annual return cycle, which must be submitted within 20 business days of the anniversary date. If you hold several authorities for the same project, you only need to complete the one combined return.
- At the end of the project, a report is required within 6 months. This report is to provide a synopsis of the research undertaken.
- The return and report form must be downloaded and completed and then uploaded within the documents tab. **The forms can be downloaded here: [EPP \(Classroom\) Return](#), [Research / Education Return](#), [Research / Education Report](#)**

## • 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.

**Returns / Report Details**

**General Information**

Holder: Matt Harris  
 Related Authority: PPTUKI-100735510  
 Authority Type: Returns to Table, Link, Keep or Interfere

Return / Report Reference: RET-100735510  
 Status: Overdue  
 Start Date: 1 Jan 2023  
 End Date: 31 Dec 2023

Have you undertaken any research, education or conservation activities during the last 12 months? \*

Nil

**Please Note:**

- A nil return / report must be submitted when no research, education or conservation activities have been conducted during the return / report period.

**Returns / Reports for Multiple Authorities**

Are you submitting this return / report for more than one authority? \*

No

Select returns / reports from the table below to submit together with your original return / reports. It is mandatory to select at least one row – or answer No to the above question

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.

Returns / Report Reference: RET-100735510

Getting Started

**Returns / Report Details**

Documents

Review

Declaration

### Returns / Report Details

**General Information**

Returns / Report Reference: RET-100735510	Holder: Matt Herks
Status: Overdue	Related Authority: <a href="#">P-SPR-100735245</a>
Start Date: 1 Jan 2023	Authority Type: Permit to Take, Use, Keep or Interfere
End Date: 31 Dec 2023	

Have you undertaken any research, education or conservation activities during the last 12 months? \*

Yes

No

**Returns / Reports for Multiple Authorities**

Are you submitting this return / report for more than one authority? \*

Yes

No

Select returns / reports from the table below to submit together with your original return / report. It is mandatory to select at least one row - or answer No to the above question

<input type="checkbox"/>	Returns / Report Reference	Status	Received Date	Start Date	End Date	Authority Reference	Authority Type
<input checked="" type="checkbox"/>	RET-100735495	Active		01/01/2023	31/12/2023	P-APR-100735241	Marine Park Permit Research
<input checked="" type="checkbox"/>	RET-100735519	Active		01/01/2023	31/12/2023	P-SPR-100735249	Research Permit (Scientific)
<input checked="" type="checkbox"/>	RET-100735503	Active		01/01/2023	31/12/2023	P-PTC-100735243	Permit To Collect

- **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.

Returns / Report Reference: RET-100735510

Getting Started

Returns / Report Details

**Documents**

Review

Declaration

### Documents

Please note:

- maximum upload file size for a single file is 50 MB
- maximum of 13 documents can be uploaded across all the sections.

**Scientific Research Return of Operations**

A return of operations or report must be completed and uploaded in this section. The form can be located here: [Research / Education Return](#)

A copy of your return will be forwarded to the Wildlife team to be uploaded into the database.

File	Document Name	Document Type
Supporting Documents (2023) (13.919 KB)	Return for 2023 period	Application Supporting Documentation

**Additional Supporting Information**

File	Document Name	Document Type

- **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.

Returns / Report Reference: RET-100735510

Getting Started

Returns / Report Details

Documents

**Review**

Declaration

### Returns / Report Details

**General Information**

Returns / Report Reference: RET-100735510	Holder: Matt Harris
Status: Overdue	Related Authority: <a href="#">P-PTC-100735265</a>
Start Date: 1 Jan 2023	Authority Type: Permit to Take, Use, Keep or Interfere
End Date: 31 Dec 2023	

Have you undertaken any research, education or conservation activities during the last 12 months? \*

Yes

No

**Returns / Reports for Multiple Authorities**

Are you submitting this return / report for more than one authority? \*

Yes

No

Return / Report Reference	Status	Received Date	Start Date	End Date	Authority Reference	Authority Type
RET-100735495	Active		01/01/2023	31/12/2023	P-MPR-100735261	Marine Park Permit Research
RET-100735519	Active		01/01/2023	31/12/2023	P-SPP-100735268	Research Permit (Scientific)
RET-100735503	Active		01/01/2023	31/12/2023	P-PTC-100735263	Permit To Collect

**Documents** Edit

**Saved Document**

Document Name	Document Type	Section Name	Uploaded By	Created Date
Return for 2023 period	Application Supporting Documentation	Scientific Research Return of Operations	matthias@minator.com	14/01/2025

◀ BACK
CANCEL
▶ SAVE & CLOSE
▶ NEXT

- **Declaration**

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

Returns / Report Reference: RET-100735510

Getting Started

Returns / Report Details

Documents

Review

**Declaration**

**Authority holder's certification and privacy statement:**

- If you have not used the trust or attempted to be misleading in this application, you may be liable for prosecution under the relevant Acts or Regulations.
- By submitting this form I do solemnly and sincerely declare that the information provided is true and correct to the best of my knowledge and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1967.
- I understand that information supplied on or with this application form may be disclosed publicly in accordance with the Right to Information Act 2009 and the Evidence Act 1977. Information may be disclosed to third parties for research and auditing purposes.
- The Department of Environment and Science is collecting the information on this form for reporting and park management purposes.
- This information is required under either the authorising legislation or a condition of your authority.
- This information will only be accessed by authorised employees within the Permit holder's declaration department. Your information will not be disclosed to any other parties unless authorised or required by law.
- Please contact the Privacy team at [privacy@des.qld.gov.au](mailto:privacy@des.qld.gov.au) for any further queries.

**Accept**

◀ BACK
CANCEL
▶ SAVE & CLOSE
▶ SUBMIT

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

**Return Submission**

Your return of operation RET-100735510 has been successfully submitted.

FINISH

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.

**Scientific, Educational, Conservation and Research Authorities**

Customer Record: Matt Harris  
Customer Reference Number: 100591936

My Incomplete Actions >

**Actions**

**Apply for a new Authority**  
You may need to apply for an Authority to conduct a specific activity within Queensland Parks and Wildlife Service managed areas.

**Other Actions**  
To view actions relating to an existing Authority, such as amendments, surrender, invoice or return, see Records menu below. To amend or surrender, click on authorities, then click authority reference number and related actions.

**Records**

**Authorities**

**Applications**

**Returns / Reports**

**Invoices**

### Returns / Reports

Search:

Authority Reference:

Authority Type:

Status:

Return / Report Reference	Status	Received Date	Start Date	End Date
REP-100735518	Draft		01/01/2023	31/12/2028
REP-100735502	Draft		01/01/2023	31/12/2028
REP-100735526	Draft		01/01/2023	31/12/2028
REP-100735509	Draft		01/01/2023	31/12/2028
RET-100735495	Submitted	14/01/2025	01/01/2023	31/12/2023
RET-100735519	Submitted	14/01/2025	01/01/2023	31/12/2023
RET-100735503	Submitted	14/01/2025	01/01/2023	31/12/2023
RET-100735510	Submitted	14/01/2025	01/01/2023	31/12/2023
REP-100734872	Draft		01/01/2024	31/12/2029
REP-100734857	Draft		01/01/2024	31/12/2028

## 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 activities, 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](#)