Template for Final Reporting of CERIC Project Partnerships

All CERIC funded Project Partnerships are required to provide a project final report as part of the overall set of project deliverables. Project partners are encouraged to read the requirements in this template **prior to** commencing the project. This will allow you to collect and note the necessary details over the project life cycle. The receipt and approval by CERIC of the project final report are a condition of project closure.

The final report's objective is to inform the reader of the implementation of the project; that is, to document what was intended, what was actually carried out and to give a concise explanation of the differences, positive and negative.

Project End Reporting consists of two components:

1. Final report of the project proceedings connecting the project intent, as specified in the proposal, with the project outcome(s); and,
2. Financial reporting.

#1 is a public facing component; #2 is only reviewed by the CERIC Board of Directors along with the approved final report and should be submitted as a separate document. As such, project partners are highly encouraged to ensure that the report is well presented, is error free and pages are appropriately numbered and labelled with headings, etc. Similarly, the financial report should be well laid out, with line items corresponding to the submitted budget in the project proposal. Any and all variances should be detailed.

Cover Page	1 page
- Include Project Title, Project Partners, Organization logos (including CERIC), date of submission. If you are asked to revise your report, please also revise your date of submission when you resubmit. - The CERIC logo can be obtained from: http://ceric.ca/branding/.	

The Project Team	1 page
copy and paste from your proposal	
- Include name of primary contact person, organizational details (institution, department (if applicable), and any partnering organizations or collaborators. - Provide a very short description of each organization (with URLs to website), very short bio for each researcher/collaborator, and a very brief description of their role in the project. And: - Describe changes, modifications, adaptations, if any, and very brief justifications.	

Executive Summary: **2 pages**

copy and paste from your proposal

- State the over-arching need or gap that you identified that warranted such a project.

- Describe how the project meets CERIC's mission, vision and strategic priorities.

- Describe the project in broad strokes – clearly state the problem you have identified needs to be addressed, the project purpose, goals, objectives and rough timelines.

- Talk about your target audience, stakeholders and any partners/collaborators.

And:
- Clearly state the project deliverables *[copy and paste from your proposal or project agreement].*

- Was the project carried out as intended?

- Did the nature of any of the deliverables change over the course of the project? If so, how and why?

- Did the timelines change? If so, how and why?

- What was the anticipated outcome?

- How does this compare to the actual outcome?

- Were there changes to any other components of the project? If so, what was the nature of the change and what was its impact on the project?

The Need for the Project: **1/2 page**

copy and paste from your proposal or brief synopsis

And:
- Describe changes, modifications, adaptations, if any, and very brief justifications.

Purpose, goals or objectives :   **1/2 page**

copy and paste from your proposal

And:

- Did your objectives change over the course of the project?

- If so, detail what objectives changed, how they changed and why they changed (provide sufficient detail to elaborate on specific internal and external factors).

Partnerships and collaborations: **1 page**

copy and paste from your proposal or briefly describe intended partnerships and collaborations

And:
- If the project involved collaborating with another/other organization(s), please comment on the collaboration's effect on the project and how this process influenced you, your organization and your partner organization(s). What role did your collaborator(s) play? How often and in what manner did you meet with your collaborator(s)?

- Similarly, if you engaged key informants, an advisory or steering committee, who were they and what role did they play in shaping and executing the project?

- What non-financial supports did you request and/or receive from CERIC (eg. marketing, etc.)? How did this impact your project?

Activities and/or Research Methods: **1 page**

copy and paste from your proposal

- Describe the project activities to achieve your objectives.

And:

- Detail your activities, timelines etc. and any changes therein over the project lifecycle. Consider a chronology of actual events/activities and milestones to tell the story of how your project unfolded.

- As applicable to your project, for each of your activities or milestone, detail factors that were helpful, factors that were challenging or presented obstacles and areas where changes were required as a result.

- Clearly state where activities differed or deviated from activities proposed in your application.

Timelines: **1/2 page**

copy and paste from your proposal

And:
- Were reporting and other deliverables given on time and what possible adjustments needed to be made to proposed timeline given outside considerations (e.g., ethics approval from outside agencies; unanticipated delays or interruptions).

Deliverables: 1 page

copy and paste intended deliverables from your proposal

- List in bullet form all of the project deliverables.

And:

- If different from what was initially stated, specify and explain. Provide details of each project deliverable in the Appendix.

- Describe any deliverables including specific documents or learning materials developed over the course of the project. Detail the target audience(s) for each deliverable.

- If your project involved data collection, including surveys, focus groups, participant's feedback, quotes that informed product development, etc. provide some details – purpose of the data collection, what type of data was collected? Where was data stored?

- Were there any ethical considerations? Any challenges or setbacks? How did you mitigate these?

- If you had an opportunity to do this project again, are there things that you would do differently?

Marketing and Dissemination: 2 pages

copy and paste from your proposal

And:
- How were deliverables shared? How did you market and/or disseminate outputs/findings/learnings of the project?

- For Research Projects, tell us about the status of your research being published in the CJCD (either already published at time of final report submission or publishing in the journal is in progress).

- What was your plan? What strategies did you use? What were critical factors that impacted the successful implementation of your plan?

- Was the dissemination successful? How could you tell?

Revenue Generation / Cost Recovery: 1 page

copy and paste from your proposal

And:
- If you had developed strategies for to generating revenues within the project, describe these and speak to how you did in relation to how you expected to do (as per your proposal).

Monitoring and Evaluation: **2 pages**

copy and paste from your proposal

And:
- What evaluation tools did you use? How did you evaluate? Describe the inputs to the project, the process and the results, including the impacts.

- Describe the connections between evaluation tools you used for the project and the goals you have identified.

- What specific marketing activities (website tracking; presentations; exhibits; blog posts; Twitter) were used in terms of project evaluation metrics?

- You provided three letters of support from key stakeholders. What impact did your project have on them? Was the impact different from what they anticipated from the project?

Impact Assessment/Outcomes: **2 pages**

copy and paste intended outcomes from your proposal and describe data collections methods and tools.

And:
- What were the actual outcomes of the project?

- What were your measures of success? Be specific. For example, in the case of a website project, talk about the usability and navigability of the site, speak to the content of the site, etc. If tools or guides were being developed, provide examples of tools and plans for the use of the guide.

- Were there any unexpected outcomes or unintended consequences?

Key findings / Insights: **2 pages**

- Share your key findings from the project. Provide any insights and any learning from the project.

- Provide any reflection on project implementation process and learnings from the project.

- Did the project partnership funding lead to any capacity-building within your organization? Within your community stakeholders?

- How might the learnings from the project impact your service, methods and future thinking?

- If the project involved collaborating with another/other organization(s), what lesson(s) did you learn about your collaboration process?

- If your project included revenue generation/cost recovery strategies, what lessons did you learn?

- Did you undertake any anticipated or unanticipated political activities with funds provided for this project partnership?

Next Steps and Recommendations: **2 pages**

- What next steps would you recommend to enhance work done through the project or contact information for those interested in their area of work or, again, future projects to continue to support evaluation?

Appendices:

If relevant and applicable to your project:

- Provide a one page Appendix with theories and definitions relevant to the project.

- Provide sample survey questions used.

- Provide a Table of Contents for your publication.

- Provide testimonials, additional feedback, media coverage, abstracts for journal articles produced from this project.

Financial Reporting   **2 pages**

- Referring back to your submitted and approved budget, provide a reporting of how funds were used.
- Detail any variances and any deviations from the stated line items.