**Alberta Land Institute**

**Report Guidelines**

Last revised: Sep 2013, S. Martin

**Alberta Land Institute**

**Report Guidelines**

The researcher is responsible for ensuring all grant reporting and financial requirements are met. This document will assist you to meet those requirements.

1. All reports are to be submitted in electronic format.
2. All reports, publications and so forth shall acknowledge the support of the funder (ALI’s logo and icon are available upon request).
3. Final report and Interim report must be submitted on time **(Interim Report is due September 30, 2016 and Final Report is due June 1, 2017)**. To assist with these tasks the Institute has prepared report templates (see attached) that can be completed electronically. The cells within the template will expand as they are filled.

**Interim Progress Report is due September 30, 2016**

Please complete the following:

|  |
| --- |
| **Project Title:** |
| **Research Theme:**[ ]  Agriculture [ ]  Municipal Development[ ]  Governance and Regulation[ ]  Water[ ]  Energy[ ]  Recreation[ ]  Transportation and Utilities[ ]  Forestry |
| **Principal Investigator:** |
| **Research Team:** |
| **A brief statement describing progress against the objectives of the Research Initiative:** |
| **A brief statement on the approach/methodology:** |
| **Research progress to date, including a succinct outline of key challenges and concerns, if any, with respect to completing the Research Study on time and on budget:** |
| **Actual or projected completion date:** |
| **A listing of presentations made on topics relevant to the mandate of the Institute:** |
| **A listing of publications that are relevant to the mandate of the Institute:** |
| **A listing of other forms of communication that are relevant to the mandate of the Institute:** |
| **Listing of the number of MA and PhD students working on your research for the current fiscal year:** |

**Statement of Account**

An accounting of costs incurred and funds allocated at the time of the Interim Report

|  |  |  |
| --- | --- | --- |
| Name of Researcher | Date | Year Ending |
| Department | Project # |
| **FUNDS AVAILABLE FOR CURRENT YEAR** |
| Balance of grant at close of previous year | $ |
| Current year grant | $ |
| **Total funds available** | $ |
| **EXPENDITURES INCURRED FOR CURRENT YEAR** |
| 1) Salaries to Student (including benefits) |  |
|  Bachelor | $ |
|  Master’s | $ |
|  Doctorate | $ |
| 2) Salaries to Non-Students (including benefits) |  |
|  Postdoctoral | $ |
|  Other | $ |
| 3) Professional and Technical Services/Contracts | $ |
| 4) Equipment | $ |
| 5) Material, Supplies and other expenditures | $ |
| 6) Travel | $ |
| **Total expenditures incurred for current year**  | $ |
| **Balance**  | $ |
| **Unspent Balance** | $ |

**Final Report**

**Due June 1, 2017**

Please complete the following:

|  |
| --- |
| **Project Title:** Enter information here |
| **Start Date:**Enter information here |
| **End Date:**Enter information here |
| **Duration of Project:**Enter information here |
| **Total Funding Awarded:**Enter information here |
| **Research Theme:**[ ]  Agriculture [ ]  Municipal Development[ ]  Governance and Regulation[ ]  Water[ ]  Energy[ ]  Recreation[ ]  Transportation and Utilities[ ]  Forestry |
| **Principal Investigator:** Enter information here |
| **Research Team:**Enter information here |
| **A Statement on the Approach/Methodology:**Enter information here |
| **Results and Assessment:**Enter information here |
| **A Listing of Papers arising from this initiative presented at Professional Conferences:**Enter information here |
| **Statement on Possible Future Work:**Enter information here |
| **A Listing of Publications** (please append in electronic format, publications relevant to the mandate of the Institute):Enter information here |
| **A Listing of Other Forms of Dissemination** (relevant to the mandate of the Institute):Enter information here |
| **Listing of the Number of MA and PhD Students Working on your Research and a Description of the Training Opportunities Offered in the current fiscal year:**Enter information here |
| **Listing of other funds supporting this project and Other Projects arising from this research:**Enter information here**Updated Abstract** (that can be uploaded to the Institute website) (250 words):Please include results. |
| **3 - 5 Page Summary** (that can be uploaded to the Institute’s website):Please include key findings and implications. The summary should describe the research problem, findings, conclusions and methodologies. |

**Statement of Account**

|  |  |  |
| --- | --- | --- |
| Name of Researcher | Date | Year Ending |
| Department | Project # |
| **FUNDS AVAILABLE FOR CURRENT YEAR** |
| Balance of grant at close of previous year | $ |
| Current year grant | $ |
| **Total funds available** | $ |
| **EXPENDITURES INCURRED FOR CURRENT YEAR** |
| 1) Salaries to Student (including benefits) |
|  Bachelor | $ |
|  Master’s | $ |
|  Doctorate | $ |
| 2) Salaries to Non-Students (including benefits) |
|  Postdoctoral | $ |
|  Other | $ |
| 3) Professional and Technical Services/Contracts | $ |
| 4) Equipment | $ |
| 5) Material, Supplies and other expenditures | $ |
| 6) Travel | $ |
| **Total expenditures incurred for current year**  | $ |
| **Balance**  | $ |
| **Unspent Balance** | $ |

\* A Financial Statement from the Research Services Office (RSO) will be initiated by the Institute’s Administrative Office and will require your signature.