

## Clinical Research Fund Grants Final Report Guidelines

All recipients of the CRF Grant are required to report what has been accomplished with the funding provided to them. The primary purpose of the report is to assist the committee in evaluating its programs and to demonstrate the health and vigour of research within UCalgary sponsored aid of these internal resources.

The report should be submitted in narrative form, 500 – 1000 words and include the following:

### 1. NARRATIVE SUMMARY

- State the original objectives and describe the extent to which these were achieved. Comment on how this research contributed to the advancement of knowledge in the field and discipline.

### 2. OUTCOMES

- Please report on all activities arising from the research funded by this grant. For example, books, scholarly articles or working papers (indicate whether journals were refereed or non-refereed), scholarly conference presentations, exhibitions of work, concerts, public lectures, workshop presentations, awards/recognition, community activities, etc.

### 3. EXPENDITURES

- Relate the disposition of the grant funds to the funding approved by the Committee. Indicate final expenditures for each of the categories using the statement of expenditures form.
- **Research Training:** Please comment if your research contributed to the training of a future researcher. Indicate the number of people employed under this grant and indicate whether the individual was a student or non-student. If a student, please indicate whether undergraduate or graduate.
  - If a graduate student, indicate whether Master level or Ph.D. If a non-student, indicate whether a post-doctoral fellow or other (e.g.: support staff)
- **Acquisitions:** If funds were used to purchase equipment or library acquisitions, please specify what was purchased. Indicate approximate amounts for these expenditures.
  - Books purchased with CRF funds should be offered to the library when they are no longer needed for the research project.
- **Travel:** Indicate the destinations and approximate amounts of the travel expenditures from the research grant used for research-related field trips.

### 4. EXTERNAL SPONSORSHIPS

- Please comment on how this grant has led its recipient to apply for external research sponsorship. Indicate the external grant application number, the title of the submission, the funding agency or foundation, and the submission date.
- Note: An individual need not have been successful in obtaining the funding.

### 5. OBLIGATIONS AS A CRF GRANT RECIPIENT

- Compliance with the reporting and the expenditures requirements outlined above.
- Acceptance of a Pre-Submission or SEED CRF grant constitutes a commitment to apply for a related Tri-Council grant within two years of receipt.
- Expected to participate in the review of future applications to the CRF fund.