



## Progress/Final Report Template

**Report due:**  
**Project title:**  
**Grant number:**  
**Total grant/contract amount:**  
**Reporting period:**  
**Project purpose:**

PROJECT PURPOSE (please include a description for a lay reader)

### Information regarding this report

- Complete the template below, including the Conflicts of Interest section and the Appendices.
- Clearly explain all project activities; if you have leveraged funds to support this project, describe the nature and extent of the leverage in each applicable section below.
- Submit the completed report along with all attachments to [grants@rickhanseninstitute.org](mailto:grants@rickhanseninstitute.org).
- Incomplete reports will delay the review and consequently release of next installment (where applicable). Failure to submit required reports may affect your ability to receive future funding.
- Thank you for completing this report. RHI appreciates every effort you make to submit your report on time. The data provided forms a critical source of information that is used in our funder reports.

### Conflicts of Interest

A conflict of interest may arise when activities or situations place an individual in a real, potential or perceived conflict between the duties or responsibilities related to research, and personal, institutional or other interests. These interests include, but are not limited to, business, commercial or financial interests pertaining to the individual, their family members, friends, or their former, current or prospective professional associates.

If you are doing research and your RHI funds are administered by a Tri-Council eligible institution:  
I am appropriately managing any real, potential or perceived conflict of interest, in accordance with the institution's policy on conflict of interest in research:  Yes,  No.

If you are not doing a research project or your RHI funds are not administered by a Tri-Council eligible institution, please identify all real, potential or perceived conflicts of interest:

1. Please provide an update on your project’s milestones, deliverables and performance targets as per the Appendix in your Grant Agreement, including descriptions or evidence for progress/completion.

Table of Milestones, Deliverables, Targets and Timelines			
Milestones and Deliverables	Performance Targets	Timelines	Progress Report Update

1a. Explain any actual and/or anticipated variances from your original work plan.

2. Describe your project’s contributions toward the following

2a. RHI outcomes

Outcome	Achieved? (Y/N)	Description / Evidence
SCI research accelerated toward the CURE		
Increased cooperation, coordination and collaboration among different stakeholder groups		
Satisfaction among users of the products/services of this project		
Behaviour change among people with SCI		
Behaviour change among other stakeholders (researchers, clinicians)		
Best practices successfully implemented in the SCI community in Canada		
Improved and standardized delivery of care across or outside of Canada		
Promising innovations in SCI technologies (drugs and devices) brought to market in Canada and internationally		
Other		

## 2b. Research and Clinical Study Outputs

Research metrics	Achieved? (Y/N)	Description / Evidence
Has the research demonstrated the efficacy of the product/intervention? If so, describe the new knowledge created.		
Has this study resulted in a subsequent stage of research? (e.g., from phase II to phase III clinical trial)		
Has this study helped to accelerate new research? (e.g., a study that results in an improved outcome measure may help later studies that use that outcome measure)		
Other		

## 3. Knowledge Translation (KT)

KT/BPI activity	Citation	Uptake	# of people reached and relevance to your project
Peer-review publications <i>-list full citation and status (e.g., submitted, published)</i>		e.g., # of times your publication has been downloaded and/or cited	
Grey literature <i>-list full citation and status</i>		e.g., # of times your publication has been downloaded and/or cited	
Presentations <i>-list full citation, status (submitted, accepted), include # of people attending and their affiliation, stakeholder group, relevance to your presentation etc.</i>			
Invited Talks, Workshops, Other Networking meetings <i>-list full citation, indicate if the talk/workshop etc. was invited, include # of people invited/attended and their stakeholder group and relevance to your project etc.</i>		E.g., # of requests for additional presentations/talks	
Project website/page <i>E.g., # of hits (duration), # of users, region, etc. (you can download and append a 'google analytics' page to this report).</i>			
Social Media <i>E.g., website, # of hits (duration), tweets/re-tweets, posts/re-posts etc.</i>			
Clinical Practice Guideline(s) or Evidence-Based Review(s) <i>-list name, status, and reach</i>			
Media <i>E.g., News coverage</i>			
Other			

**4. Awards, Recognition and/or other Notables worth Sharing**

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**5. Evaluation:** Have you or do you plan to conduct an evaluation as part of your project? If Yes, please outline the major findings. Have you or do you plan to integrate the evaluative learnings into future project planning? If Yes, please describe.

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**6. Have there been any unanticipated results, either positive or negative? What have you learned because of this grant/contract?**

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**7. Will you make any changes based on these results?**

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**8. Do you have anything else you would like to share about your project?**

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**9. Statements we can share.** We welcome statements that can be shared with our funders and the general public. If you have any, please provide them below. By providing these statements you are agreeing to RHI’s future use of these statements. Check off the last column if you agree to be named; otherwise, your statement will be used anonymously.

Statement	I agree to have my name included with my statement.

**10. Comments on this reporting template and/or the administration of your award.** Your feedback will be used to help us improve our processes. Thank you.

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*By signing here, I confirm that I have reviewed and approved this report for submission to the Rick Hansen Institute.*

**Principal Investigator Name**

**Principal Investigator Signature**

**Date**

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*Please contact us if you have any questions about this template or how the information that you provide will be used.*

*You can submit your completed reports to [grants@rickhanseninstitute.org](mailto:grants@rickhanseninstitute.org).*

*Thank you!*

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**Appendix 1: Total Project Budget**

List ALL Funders - Attach proof of leverage, for example invoices, award letters, letters of support etc.

Source	Date of Award	Amount (C\$)	In-Kind		
			Y or N	Secured or Not Secured	Comment
RHI		\$			
Other 1		\$			
Other 2		\$			
Other 3		\$			
etc		\$			
		\$			
		\$			
<b>Total</b>		\$			

**Appendix 2: Team Members**

List all people directly involved in the project including investigators, support staff, trainees, and partners. If the project involves a meeting/workshop, you can enter the names here or attach the invitation and attendance list as an appendix

												Total time spent on this project... (e.g., 1.0=full-time, 0.4=2 days/week)		
First Name	Last Name	Job Title	Project Role (note, this is not always the same as the person's job title)	Affiliation	Location	Start date (Month Year)	End date (Month Year)	Trainee (Y/N)	Female (Y/N)	Indigenous (Y/N)	<30 years old (Y/N)	Paid by RHI award	Paid by org. other than RHI (incl. org. name)	Not paid by any org.

*Appendix 3 – Example Table of Milestones/Deliverables, Performance Targets and Timelines with Progress Report Update Column Added*

Milestones and Deliverables	Performance Targets	Timelines	Progress Report Update
Progress Report 1			
<b>Milestone 1 – activities to be completed</b>	Performance targets related to these activities e.g., abstracts, conference presentations, researchers, leveraging	Date activities to be completed by	Status, changes and/or remaining research activities and expected outcomes (incl. additional evidence as attachments)
<b>Milestone 2 – activities to be completed</b>	Performance targets related to these activities	Date activities to be completed by	Status, changes and/or remaining research activities and expected outcomes (incl. additional evidence as attachments)
Progress Report 2			
<b>Milestone 3 – activities to be completed</b>	Performance targets related to these activities	Date activities to be completed by	Status, changes and/or remaining research activities and expected outcomes (incl. additional evidence as attachments)



***FOR RHI Administrative Use Only:***

**Unit Manager Signature**

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**Date**

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**Other Signature**

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**Date**

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