# Campus Alberta Innovation Program

Financial and Progress Report Assessment

Annual Financial and Progress Report – Due yearly on September 15th, for expenditures to March 31.

Final Financial and Progress Report – Accounting for all revenues/expenditures from inception to the end of the project. Due within six months of completion/end of project.

## General Information

Chairholder Name Agreement Number

Project Name

1.

Institution Reporting Period

April 1, 20\_\_ to March 31, 20\_\_

Award Start Date Completion/End Date

Total Cost JEI Funding

$

$

 [ ]  Annual Report [ ]  Final Report

## Signatures

We hereby certify that this report is accurate and that the proceeds of the grant are being utilized in accordance with the guidelines of the program. We also certify that itemized records of expenditures on the project are being maintained by the institution and are available for audit purposes.

**VP Research or Designate Financial Officer**

Name Name

Signature Signature

Date Date

## Research Update

Provide a brief update of your research program during the period covered by the report. Describe your key research findings and how they matter. Include information pertinent to:

* Research focus in the context of current issues;
* Strengthening of institutional capacity and priorities, as articulated in the Comprehensive Institutional Plan;
* Integration and collaboration with existing research efforts (in university-based centres, institutes, and with other faculty members);
* Evidence of the research program’s impact on training and innovation in teaching delivery.
* Strengthening of the thematic area: collaboration and integration with related Chairs and thematic areas.
* Dissemination of activities of note
* Benefits of the research: outcomes of the research program with respect to the Key Outcomes identified in relevant [Government of Alberta strategies](https://www.alberta.ca/alberta-technology-and-innovation-strategy.aspx), policy development and implementation, and industry interactions.

Click or tap here to enter text.

## Training of HQP

Provide information about the number of highly qualified personnel (HQP) that you have supervised or co-supervised for the period covered by the report.

|  |  |  |
| --- | --- | --- |
| HQP | Direct Supervision | Co-Supervision |
| Undergraduates |  |  |
| Masters |  |  |
| Doctoral |  |  |
| Post-Doctoral Fellows |  |  |
| Other (specify): |  |  |

Provide any additional information you wish to share about your training.

Click or tap here to enter text.

## Knowledge Sharing

Indicate the extent to which you were called upon to provide expert advice / opinion during the report period.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Stakeholders | Not at all | Minimal  | Moderate | Significant  |
| Government Officials |[ ] [ ] [ ] [ ]
| Private Sector |[ ] [ ] [ ] [ ]
| Other Organizations  |[ ] [ ] [ ] [ ]

Provide any additional information you wish to share about your interactions.

Click or tap here to enter text.

## Collaborations

Indicate the extent to which you collaborated (which is defined as regular contact with another researcher to respond to a shared research question) during the period covered by the report.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Collaborations Within Canada  | Not at all | Minimal  | Moderate | Significant  |
| Within your institution or its affiliates  |[ ] [ ] [ ] [ ]
| With other Canadian universities or their affiliates  |[ ] [ ] [ ] [ ]
| With Government  |[ ] [ ] [ ] [ ]
| With Private sector |[ ] [ ] [ ] [ ]
| With Non-Profit sector |[ ] [ ] [ ] [ ]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Collaborations Outside Canada  | Not at all | Minimal  | Moderate | Significant  |
| With other universities or their affiliates  |[ ] [ ] [ ] [ ]
| With Government  |[ ] [ ] [ ] [ ]
| With Private sector |[ ] [ ] [ ] [ ]
| With Non-Profit sector |[ ] [ ] [ ] [ ]

Provide any additional information you wish to share about your collaborations.

Click or tap here to enter text.

## Institutional Growth

Indicate the extent to which the award has helped the institution grow (e.g., additional faculty, HQP, programs, facilities, MOUs with other institutions) in the program area of the CAIP.

[ ]  Not at all [ ] Minimal [ ]  Moderate [ ]  Significant

Provide any additional information you wish to share to support the rating.

Click or tap here to enter text.

## Budget

|  |  |
| --- | --- |
| Revenues  |  |
| Balance of Grant at close of previous year  |  |
| Current year Grant  |  |
| Interest earned from Grant  |  |
| Authorized/approved transfer or reallocations (explain) |  |
| Total Revenues Available for Current Year A  |  |

|  |  |
| --- | --- |
| Expenditures  |  |
| Salary costs of incumbent  |  |
| Salary and benefits of the incumbent (including any bonus paid  |  |
| Recruitment costs, relocation expenses, costs of teaching replacement  |  |
| Student salaries and benefits  |  |
| Undergraduate  |  |
| Master’s  |  |
| Doctoral  |  |
| Non-student salaries and benefits  |  |
| Postdoctoral fellows  |  |
| Other (clerks, secretaries, research assistants, research associates)  |  |
| Other direct costs  |  |
| Materials, supplies and other expenditures  |  |
| Travel and workshops (including field work)  |  |
| Acquisition of equipment  |  |
| Professional/technical services  |  |
| Other (specify):  |  |
| Total Expenditures Available for Current Year B |  |

|  |  |
| --- | --- |
| Balance |  |
| Balance / Carry-Over (A-B) |  |