COMMUNITY-ENGAGED RESEARCH PROJECT

FINAL REPORT TEMPLATE

**Introduction**

SFU’s Community Engaged Research Initiative (CERi) wants to understand your project results and therefore requires that all recipients of research grants from CERi submit a final report.

A final report helps both you and CERi learn from your experience and understand how this grant helped you facilitate the active participation of the individuals and communities in research activities.

This report is due within 30 days after your project ends.

**Project Details**

Name:

Supervisor’s Name (if applicable):

Name of Partner Organization:
Project Title:
Email:

**Project Dates**

Approximate start date:
Actual Start Date:
Projected End Date:
Actual End Date:

Report Prepared by (if different than above):

**Research Outcomes:**

* What was your research question(s)? (50 words max.)
* Did your research question(s) change or evolve during your project? If so, please describe how (100 words):
* What impact, if any, did the emergence of COVID-19 have on your research and ability to connect with community? (200 words max.)
* What findings resulted from your research?

Provide links to, or copies of materials that you have created as part of your project. Materials can include: publications submitted and accepted, research reports, training documents and sessions, presentation and training materials, curriculum, tools, prototypes, program evaluation, devices and infrastructure. If you have more materials than space allows, please attach materials to your final report.

**Community Benefit**

In your application, you were asked to identify 2-3 ways that this project would meet a community interest/need.

* Describe how your research project met community interest/needs identified in your application. Please provide examples of both quantitative and qualitative results. (200 words max.)
* If appropriate, please provide one or two brief stories or testimonials that exemplify the research outcomes of your project. (200 words max.)
* Have there been other benefits to the community as a result of your research project that were not anticipated? (200 words max.)

**Community-Engaged Research**

* Describe the CER methods applied to this research project, if any. (200 words max.)
* What challenges relating to CER did you encounter during the research process. (200 words max.)

**Learning:**

* Describe any lessons learned from your project. Include factors that supported your success and/or challenges you encountered. (200 words max.)
* What was your most significant learning during this project? (200 words max.)

**Knowledge Sharing:**

CERi would like to share your accomplishments on our website, so that the public is made aware of how your project has contributed to the community.

* Do you consent to CERi using your answers in this report on the CERi website? Y/N
* Has your project attracted any media coverage (news stories, blog posts, radio interviews, etc.) over the life of the project? If yes, please provide the links below:
* Are there other materials that would help us tell a story about your grant (photos, videos, press releases, promotional materials, blog posts, podcasts, web pages)? If yes, please include any pictures or other appropriate material.

**Additional Information**

* Is there anything else you'd like us to know about this research project?
* How can we improve the program?

**Financial Accounting:**

* Was CERi the sole funder of the project? Y/N
* [If no] Please list each source of income for the project.

**Budget Details:**

Please update the budget form with the project’s actual activity results.

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| --- | --- | --- |
| **Item** | **Item Description** | **Amount**  |
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Total Grant Amount:
Grant Amount Spent in Project Period:
Budgeted Cost of Project:
Actual Cost of Project:
Amount over budget (or under budget):