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| Date Received |
| For Administrative Use Only |



**STRATEGIC RESEARCH AND DEVELOPMENT PROGRAM**

INTERIM REPORT

**INSTRUCTIONS:**

* **Please note that making changes to the project without alerting the funder(s) could constitute sufficient grounds for termination of funding.**
* This report **must be completed in full**, regardless of other documentation which may be provided.
* A signed electronic copy of this report must be forwarded to Alberta Agriculture and Forestry **on or before the due date**, as per the investment agreement.
* A **detailed statement of revenues received and expenses incurred** during the reporting period must be submitted in addition to this document, as per the investment agreement.
* The **Interim & Final report financial reporting spreadsheet** must be filled in and submitted as an excel document with this interim report.

## For any questions regarding the preparation and submission of this report, please contact the AF project manager assigned to your project OR Brian Karisa at [brian.karisa@gov.ab.ca](mailto:brian.karisa@gov.ab.ca)

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| --- | --- | --- | --- |
| **1. Project number:** | | | |
| **2. Project title:** | | | |
| **3. Abbreviations:**  Define ALL abbreviations used. | | | |
| **4. Project start date:** (yyyy/mm/dd) | | **5. Project completion date:** (yyyy/mm/dd) | |
| **6. This is an interim report for the reporting period** (yyyy/mm/dd) **to** (yyyy/mm/dd)**.** | | | |
| **7. Research team information** | | | |
| **a) Principal investigator:** (Requires personal data sheet (refer to Section 14) only if Principal Investigator has changed since last report.) | | | |
| **Name** | **Institution** | | **Expertise added** |
|  |  | |  |
| **b) Research team members** (List names of all team members. For each new team member, *i.e*., joined since the last report, include a personal data sheet [refer to Section 14]. Additional rows may be added if necessary.) | | | |
| **Name** | **Institution** | | **Expertise added** |
|  |  | |  |
|  |  | |  |

**8. Project details (max. 2 pages)**

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| **Complete ONLY if changed from original proposal.** Clearly indicate the changes made to theproject and how they will affect the successful achievement of approved outcomes. Please note that making changes to the project without prior written consent from the funder(s) could constitute sufficient grounds for termination of funding. Include all changes/modifications that have been made to the original plans and provide a clear explanation for the changes.   1. **Background** 2. **Objectives** 3. **Anticipated outcomes** 4. **Project design, methodology and experimental approach** |

**9. Progress to date (be brief)**

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| **Provide a concise report of the results achieved to date.** It should contain a summary of the data collected and any preliminary conclusions made. The report should clearly state whether the results expected under the action plan for the reporting period have been achieved. If they have not been achieved, explain why. Include all changes/modifications that have been made to the original plans and provide a clear explanation for the changes. |

**10. Research and action plans for upcoming reporting periods (max. 1 page)**

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| **Indicate the expected milestones and activities for the remaining reporting period(s) in the project.** |

**11. Technology transfer activities (max. 1 page)**

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| **Indicate all completed and future activities relating to the technology transfer plan for this project.** List all scientific and agribusiness industry publications and presentations generated by this project; attach copies of any publications as an appendix to this interim report. **NB:** Any publications and/or presentations should acknowledge the contribution of each of the funders of the project. List any commercialisation activities or patents, if applicable. |

**12. Project budget**

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| 1. **Complete the cumulative budget for the project, including past reporting periods (if applicable), the current reporting reporting period, as well as the forecasted budget for the remaining reporting period(s) of the project.** Please fill in the Excel spreadsheet provided and fill in the budget information in the highlighted cells. **NB:** Incomplete budget tables will be returned to the PI for revision.   The first tab of the spreadsheet is the budget table from the full proposal. Populate this with your budgeted values and they will auto-populate to the rest of the document. The values you must fill in are highlighted. The spreadsheet is locked and you can only modify those cells which are raw values and not calculated forecasted of carry-over values.  Please keep this copy and use it in every subsequent reporting period and for the final reporting period in the project.   1. **Provide a justification of project expenditures and discuss any major variance, *i.e.,* ± 10% in any expenditure category, from the budget approved by the funder(s).** |

**13. Funding contributions**

##### Estimated total resources allocated to the project\*\*

|  |  |  |
| --- | --- | --- |
| **Sources** | **Amount** | **Percentage of total project cost** |
| Alberta Agriculture and Forestry |  | % |
| Other government sources: Cash |  | % |
| Other government sources: In-kind |  | % |
| Industry: Cash |  | % |
| Industry: In-kind |  | % |
| **Total project cost** |  | 100% |

\*\*This table is found on the first tab of the spreadsheet and calculated from the original budget of the full proposal. Refer to this table for a quick math check and describe the reason for any differences.

##### External sources of funding for the project. Clearly indicate any changes to confirmed sources of funding as well as any new sources of funding. (Additional rows may be added if necessary).

|  |  |  |
| --- | --- | --- |
| Government sources | | |
| Name (no abbreviations unless stated in Section 3) | Amount cash | Amount in-kind |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Industry sources | | |
| Name (no abbreviations unless stated in Section 3) | Amount cash | Amount in-kind |
|  |  |  |
|  |  |  |

###### 14. Personal data sheet(s) for NEW Principal Investigator and/or team members.

***Complete a personal data sheet for any NEW Principal Investigator* and/or *research team members. Any NEW Principal Investigator and/or team members MUST sign this form, as well as an authorised representative from his/her organisation of employment.*** (Duplicate this sheet as required)

***NB: If there is a NEW Principal Investigator, please advise the funders’ representative of this change in writing in addition to filling out this personal data sheet. This will allow the funder(s) to make the necessary administrative changes to the project file.***

***NB: Existing Principal Investigator and team members DO NOT need to complete a new form.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name:**  Dr./Mr./Ms./Mrs. Last First | | | | |
| **Position / Organisation / Dept.:** | | | | |
| **Address:**  Street /Box # | | | | City Prov. Postal Code |
| **E-mail:** | | | | |
| **Phone:** | | **Fax:** | | |
| **Degrees / Certificates / Diplomas: Institution:** | | | | |
| **Publications and Patents:** | | | | |
| Number of refereed papers:  Relevant patents obtained: | Conference proceedings:  Other relevant publications from the past 5 yr: | | | |
| **Other evidence of productivity (*e.g.,* administrative roles, grants held, awards received, etc.):** | | | | |
| **NEW Team Member** | | | | |
| **Name:** | | | **Title/Organisation:** | |
| **Signature:** | | | **Date:** | |
| **NEW Team Member’s Employer’s Approval** | | | | |
| **Name:** | | | **Title/Organisation:** | |
| **Signature:** | | | **Date:** | |

###### 15. Principal Investigator’s Signature and Authorised Representative’s Approval

***The Principal Investigator and an authorised representative from the Principal Investigator’s organisation of employment MUST sign this form.***

By signing as an authorised representative of the Principal Investigator’s employing organisation, the undersigned hereby acknowledges submission of the information contained in this interim report to the funder(s).

|  |  |
| --- | --- |
| **Principal Investigator** | |
| **Name:** | **Title/Organisation:** |
| **Signature:** | **Date:** |
| **Principal Investigator’s Authorised Representative’s Approval** | |
| **Name:** | **Title/Organisation:** |
| **Signature:** | **Date:** |