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| Date Received |
| For Administrative Use Only |

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**STRATEGIC RESEARCH AND DEVELOPMENT PROGRAM**

**FINAL REPORT**

**INSTRUCTIONS:**

* This report **must be a stand-alone report**, *i.e.,* must be complete in and of itself. Scientific articles or other publications cannot be substituted for the report.
* 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, signed statement of expenses incurred** during the entire funding period of the project must be submitted along with this report (refer to section D.1.a for details).

## 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)

## Section A: Project overview

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| --- | --- | --- | --- |
| **1. Project number:** | | | |
| **2. Project title:** | | | |
| **3. Project start date:** (yyyy/mm/dd) | | **4. Project completion date:** (yyyy/mm/dd) | |
| **5. Research team information** | | | |
| **a) Principal investigator:** (Requires personal data sheet [See Section E] 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 [See Section E]. Additional rows may be added if necessary.) | | | |
| **Name** | **Institution** | | **Expertise added** |
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## Section B: Non-technical summary (max 1 page)

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| Provide a summary of the project results which could be used by the funder(s) for communication to industry stakeholders (*e.g.*, producers, processors, retailers, extension personnel, etc.) and/or the general public. This summary should give a brief background as to why the project was carried out, what were the principal outcomes and key messages, how these outcomes and key messages will advance the livestock and meat industry, how they will impact industry stakeholders and/or consumers, and the economic benefits for the industry. |

## Section C: Project details

1. **Project team (max ½ page)**

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| * 1. Describe the contribution of each member of the R&D team to the functioning of the project.   2. Describe any changes to the team which occurred over the course of the project. |

1. **Abbreviations:**

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| Define ALL abbreviations used. |

1. **Background (max 1 page)**

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| Describe the project background and include the related scientific and development work that has been completed to date by your team and/or others. |

1. **Objectives and deliverables (max 1 page)**

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| * 1. State the original objective(s) and expected deliverable(s) of the project.   2. Indicate any modifications to the objective(s) and deliverable(s) that occurred over the course of the project. |

1. **Research design and methodology (max 4 pages)**

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| Describe and summarise the project design, methodology and methods of laboratory and statistical analysis that were actually used to carry out the project. Please provide sufficient detail to determine the experimental and statistical validity of the work and give reference to relevant literature where appropriate. For ease of evaluation, please structure this section according to the objectives cited above. |

1. **Results, discussion and conclusions (max 8 pages)**

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| Present the project results and discuss their implications. Discuss any variance between expected targets and those achieved. Highlight the innovative, unique nature of the new knowledge generated. Describe implications of this knowledge for the advancement of agricultural science. For ease of evaluation, please structure this section according to the objectives cited above. |

***NB: Tables, graphs, manuscripts, etc., may be included as appendices to this report.***

# **Literature cited**

|  |
| --- |
| Provide complete reference information for all literature cited throughout the report. |

1. **Benefits to the industry (max 1 page; respond to sections *a)* and *b)* separately)**

|  |
| --- |
| 1. Describe the impact of the project results on Alberta’s agriculture and food industry (results achieved and potential short-term, medium-term and long-term outcomes). 2. Quantify the potential economic impact of the project results (*e.g.,* cost-benefit analysis, potential size of market, improvement in efficiency, etc.). |

1. **Contribution to training of highly qualified personnel (max ½ page)**

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| Specify the number of highly qualified personnel (*e.g.*, students, post-doctoral fellows, technicians, research associates, etc.) who were trained over the course of the project. |

1. **Knowledge transfer/technology transfer/commercialisation (max 1 page)**

|  |
| --- |
| Describe how the project results were communicated to the scientific community, to industry stakeholders, and to the general public. Please ensure that you include descriptive information, such as the date, location, etc. Organise according to the following categories as applicable:   1. Scientific publications (*e.g.*, scientific journals); attach copies of any publications as an appendix to this final report 2. Scientific presentations (*e.g.*, posters, talks, seminars, workshops, etc.) 3. Industry-oriented publications (*e.g.*, agribusiness trade press, popular press, etc.); attach copies of any publications as an appendix to this final report 4. Industry-oriented presentations (*e.g.*, posters, talks, seminars, workshops, etc.) 5. Media activities (*e.g.*, radio, television, internet, etc.) 6. Any commercialisation activities or patents |

**Fill out the table below with the total number of each performance measure:**

|  |  |
| --- | --- |
| Number of scientific publications / presentations |  |
| Number of industry communications |  |
| Number of patents / licenses |  |

***N.B.: Any publications and/or presentations should acknowledge the contribution of each of the funders of the project.***

# **Section D: Project resources**

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| 1. Statement of revenues and expenditures:  **In a separate document certified by the organisation’s accountant or other senior executive officer, provide a detailed listing of all cash revenues to the project and expenditures of project cash funds.** Revenues should be identified by funder, if applicable. Expenditures should be classified into the following categories: personnel; travel; capital assets; supplies; communication, dissemination and linkage (CDL); and overhead (if applicable). **Provide a justification of project expenditures and discuss any major variance (*i.e.*, ± 10%) from the budget approved by the funder(s).** |

1. **Resources:**

Provide a list of all external cash and in-kind resources which were contributed to the project.

|  |  |  |
| --- | --- | --- |
| **Total resources contributed to the project** | | |
| **Source** | **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% |

|  |  |  |
| --- | --- | --- |
| **External resources (additional rows may be added if necessary)** | | |
| **Government sources** | | |
| Name (no abbreviations unless defined previously) | Amount cash | Amount in-kind |
|  |  |  |
|  |  |  |
| **Industry sources** | | |
| Name (no abbreviations unless defined previously) | Amount cash | Amount in-kind |
|  |  |  |
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# **Section E: Research Team Signatures and Employers’ Approval**

**1. 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:** | |

1. **The principal investigator and an authorised representative from his/her organisation of employment MUST sign this form.**

**Research team members and an authorised representative from their organisation(s) of employment MUST also sign this form.**

**Signatures may be scanned and submitted electronically. Original signatures should be retained by the PI and MAY be requested by the funder(s) in the future**

By signing as representatives of the principal investigator’s employing organisation and/or the research team member’s(s’) employing organisation(s), the undersigned hereby acknowledge submission of the information contained in this final report to the funder(s).

**Principal Investigator**

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

**Research Team Members (add more lines as needed)**

|  |  |
| --- | --- |
| **1. Team Member** | |
| **Name:** | **Title/Organisation:** |
| **Signature:** | **Date:** |
| **Team Member’s Employer’s Approval** | |
| **Name:** | **Title/Organisation:** |
| **Signature:** | **Date:** |

|  |  |
| --- | --- |
| **2. Team Member** | |
| **Name:** | **Title/Organisation:** |
| **Signature:** | **Date:** |
| **Team Member’s Employer’s Approval** | |
| **Name:** | **Title/Organisation:** |
| **Signature:** | **Date:** |

# **Section F: Suggested reviewers for the final report**

# Provide the names and contact information of four potential reviewers for this final report. The suggested reviewers **should not be current collaborators**. The funder(s) reserves the right to choose other reviewers. Under *Section 34* of the *Freedom of Information and Protection Act FOIP)* reviewers must be aware that their information is being collected and used for the purpose of the external review.

# **Reviewer #1**

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Institution: |  |
| Address: |  |
| Phone Number: |  |
| Fax Number: |  |
| Email Address: |  |

# **Reviewer #2**

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Institution: |  |
| Address: |  |
| Phone Number: |  |
| Fax Number: |  |
| Email Address: |  |

# **Reviewer #3**

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Institution: |  |
| Address: |  |
| Phone Number: |  |
| Fax Number: |  |
| Email Address: |  |

# **Reviewer #4**

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Institution: |  |
| Address: |  |
| Phone Number: |  |
| Fax Number: |  |
| Email Address: |  |