

Alberta Land Institute
Report Guidelines



UNIVERSITY OF ALBERTA
Alberta Land Institute

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Last revised: May 2014, S. Martin

Alberta Land Institute

Report Guidelines

The researcher is responsible for ensuring all grant reporting and financial requirements are met. This document will assist you to meet those requirements.

- 1) All reports are to be submitted in electronic format.
- 2) All reports, publications and so forth shall acknowledge the support of the funder (ALI's logo and icon are available upon request).
- 3) Final report and Interim report must be submitted on time (**Interim Report is due May 30, 2015 and Final Report is due January 30, 2016**). To assist with these tasks the Institute has prepared report templates (see attached) that can be completed electronically. The cells within the template will expand as they are filled.

Interim Progress Report is due May 30, 2015

Please complete the following:

Project Title:
Research Theme: <input type="checkbox"/> Agriculture <input type="checkbox"/> Municipal Development <input type="checkbox"/> Governance and Regulation <input type="checkbox"/> Water <input type="checkbox"/> Energy <input type="checkbox"/> Recreation <input type="checkbox"/> Transportation and Utilities <input type="checkbox"/> Forestry
Principal Investigator:
Research Team:
A brief statement describing progress against the objectives of the Research Initiative:
A brief statement on the approach/methodology:
Research progress to date, including a succinct outline of key challenges and concerns, if any, with respect to completing the Research Study on time and on budget:
Actual or projected completion date:
A listing of presentations made on topics relevant to the mandate of the Institute:
A listing of publications that are relevant to the mandate of the Institute:
A listing of other forms of communication that are relevant to the mandate of the Institute:
Listing of the number of undergraduate, MA/MSc and PhD Students, and Postdocs working on your research for the current fiscal year:

Statement of Account

An accounting of costs incurred and funds allocated at the time of the Interim Report

Name of Researcher	Date	Year Ending
Department	Project #	
FUNDS AVAILABLE FOR CURRENT YEAR		
Balance of grant at close of previous year	\$	
Current year grant	\$	
Total funds available	\$	
EXPENDITURES INCURRED FOR CURRENT YEAR		
1) Salaries to Student (including benefits)		
Bachelor	\$	
Master's	\$	
Doctorate	\$	
2) Salaries to Non-Students (including benefits)		
Postdoctoral	\$	
Other	\$	
3) Professional and Technical Services/Contracts	\$	
4) Equipment	\$	
5) Material, Supplies and other expenditures	\$	
6) Travel	\$	
Total expenditures incurred for current year	\$	
Balance	\$	
Unspent Balance	\$	

Final Report
Due January 30, 2016

Please complete the following:

Project Title: Enter information here
Start Date: Enter information here
End Date: Enter information here
Duration of Project: Enter information here
Total Funding Awarded: Enter information here
Research Theme: <div style="margin-left: 20px;"><input type="checkbox"/> Agriculture <input type="checkbox"/> Municipal Development <input type="checkbox"/> Governance and Regulation <input type="checkbox"/> Water <input type="checkbox"/> Energy <input type="checkbox"/> Recreation <input type="checkbox"/> Transportation and Utilities <input type="checkbox"/> Forestry</div>
Principal Investigator: Enter information here

<p>Research Team:</p> <p>Enter information here</p>
<p>A Statement on the Approach/Methodology:</p> <p>Enter information here</p>
<p>Results and Assessment:</p> <p>Enter information here</p>
<p>A Listing of Papers arising from this initiative presented at Professional Conferences:</p> <p>Enter information here</p>
<p>Statement on Possible Future Work:</p> <p>Enter information here</p>
<p>A Listing of Publications (please append in electronic format, publications relevant to the mandate of the Institute):</p> <p>Enter information here</p>
<p>A Listing of Other Forms of Dissemination (relevant to the mandate of the Institute):</p> <p>Enter information here</p>
<p>Listing of the Number of undergraduate, MA/MSc and PhD Students, and Postdocs Working on your Research and a Description of the Training Opportunities Offered in the current fiscal year:</p> <p>Enter information here</p>
<p>Listing of other funds supporting this project and Other Projects arising from this research:</p> <p>Enter information here</p>

Updated Abstract (that can be uploaded to the Institute website) (250 words):

Please include results.

3 - 5 Page Summary (that can be uploaded to the Institute's website):

Please include key findings and implications. The summary should describe the research problem, findings, conclusions and methodologies.

Statement of Account

Name of Researcher	Date	Year Ending
Department	Project #	
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Current year grant	\$	
Total funds available	\$	
EXPENDITURES INCURRED FOR CURRENT YEAR		
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Master's	\$	
Doctorate	\$	
2) Salaries to Non-Students (including benefits)		
Postdoctoral	\$	
Other	\$	
3) Professional and Technical Services/Contracts	\$	
4) Equipment	\$	
5) Material, Supplies and other expenditures	\$	
6) Travel	\$	
Total expenditures incurred for current year	\$	
Balance	\$	
Unspent Balance	\$	

* A Financial Statement from the Research Services Office (RSO) will be initiated by the Institute's Administrative Office and will require your signature.