Project progress report template

2016 April

INNOVATION.CA

CANADA FOUNDATION FOR INNOVATION | FONDATION CANADIENNE POUR L'INNOVATION

PROJECT PROGRESS REPORT template

This document displays the screens seen by the researcher at each step of the project progress report (PPR) questionnaire (years 2013 onward). You should consult *the CFI Policy and program guide* for complete information on requirements and guidelines related to the PPR.

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Note:
This page will be prepopulated

Project overview

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Institution	Institution ABC
Project number	12345
Project leader	Smith, Jane
Project title	Project X
Fund	John R. Evans Leaders Fund – Funding for research infrastructure
CFI contribution ($)	$0,000,000
Date of approval	20XX-XX-XX
Reporting year	1

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Project summary

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* Using language that can be understood by non-scientists, provide a general overview of the research you conducted with this infrastructure and what you achieved with this research.

2,000 characters 0%

* Indicates a required field

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Achievements

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* Between April 2015 and March 2016, what was the top research achievement enabled by the infrastructure funded through this award?

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Challenges

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* Between April 2015 and March 2016, what have been the most significant factors limiting the quality and impact of research enabled by the infrastructure funded through this award? Select those that apply.

- [ ] Acquiring equipment and becoming operational (e.g., problems with suppliers, delays, technical and scientific challenges, customizing equipment)
- [ ] Space-related issues (e.g., limitations, allocation, suitability, delays in construction and renovation)
- [ ] Updating and upgrading of equipment
- [ ] Funding/support for operation and maintenance of infrastructure (e.g., wear and tear, repair, service contracts)
- [ ] Funding/support for research operating costs (e.g., student and post-doctoral fellow (PDF) salaries, consumables, travel)
- [ ] Administration of CFI funds
- [ ] Recruitment/retention of technical and professional personnel
- [ ] Recruitment/retention of students and PDF
- [ ] Other:
- [ ] There are no significant limiting factors

* Indicates a required field

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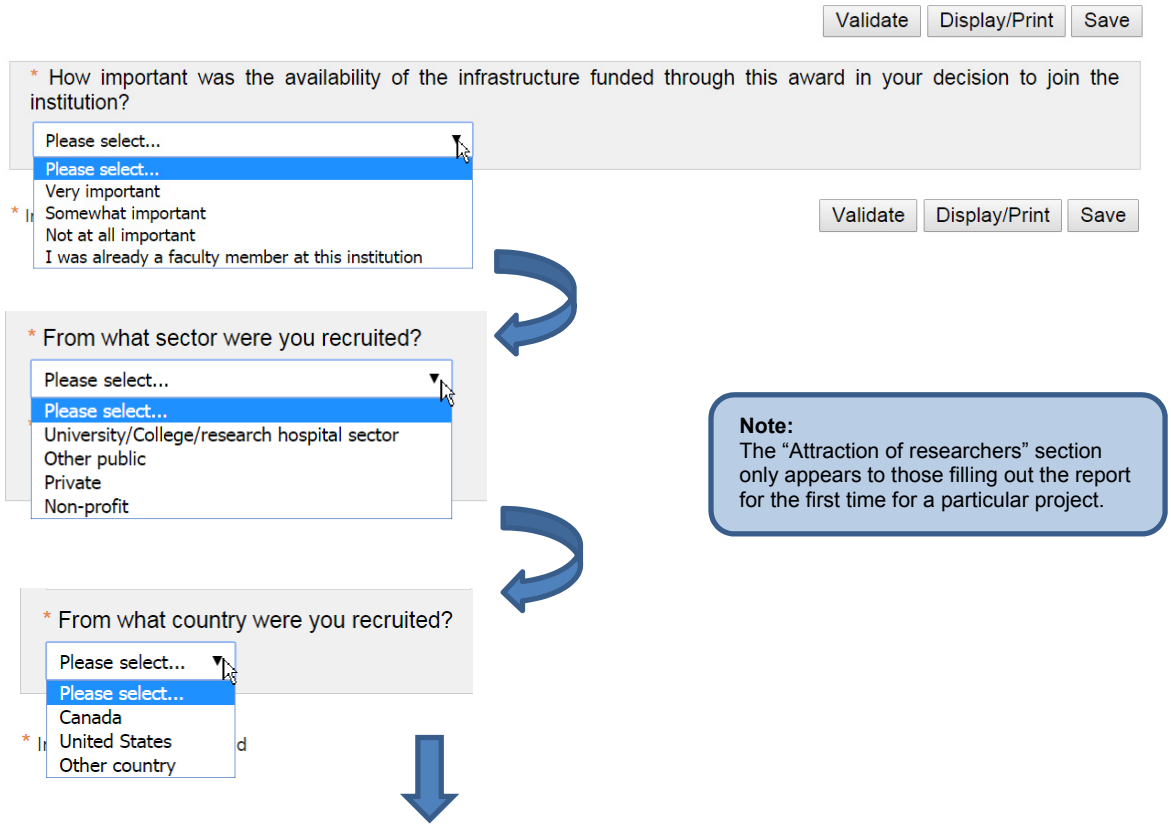
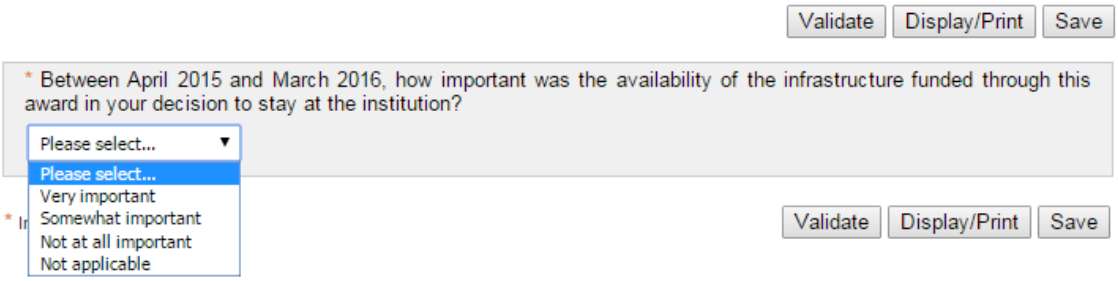
Attraction of researchers

One of the CFI's key objectives is to promote the attraction and retention of high-calibre researchers.



Retention of researchers

One of the CFI's key objectives is to promote the attraction and retention of high-calibre researchers.



Highly qualified personnel

One of the CFI's key objectives is to expand research and job opportunities by providing high-quality research and training environments for highly qualified personnel (HQP), such as post-doctoral fellows (PDF), PhD, Masters and undergraduate students.

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Students and post-doctoral fellows

* Between April 2015 and March 2016, was the infrastructure funded through this award used as a key resource in research projects being conducted by PDF, PhD, Masters or undergraduate students?

(•) Yes ( ) No

* Indicate below the number of people for whom it was a key resource. Of these, how many used the infrastructure for the first time in the past year?

	No. of PDF	No. of PhD	No. of Masters	No. of undergraduate
Total number using CFI-funded infrastructure in the past year (Enter 0 if none)				
Number of first-time users (Enter 0 if none)				

* Of those graduate students and PDF who used the infrastructure as a key resource in the past year, how many completed their training?

1 Enter '0' if none. This number will need to match the total in the table below.

* Of these, how many:

Each individual should appear only once in the table below.			
	No. of PDF	No. of PhD	No. of Masters
pursued further training at a Canadian university, college, or research hospital?			
pursued further training at a foreign university, college, or research hospital?			
joined a Canadian university, college or research hospital as an employee or contractor?			
joined the Canadian private sector?			
joined the Canadian public sector?			
joined the Canadian non-profit sector?			
gone to work abroad?			
Other: please describe 100 characters			
Total			

* Indicates a required field

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Technical personnel

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* Between April 2015 and March 2016, were any technical and professional (e.g., technician, research associate, engineer) personnel trained for the first time on the use and maintenance of the infrastructure funded through this award? **Do not include students or PDF in your response.**

(•) Yes ( ) No

* How many?

* Indicates a required field

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Training

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* Between April 2015 and March 2016, what level of impact did the infrastructure funded through this award have on the quality of the training environment?

Please select...

- Please select...
- Very high
- High
- Medium
- Low
- Very low

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Infrastructure quality

One of the CFI's key objectives is to increase Canada's capacity to carry out world-class scientific research and technology development.

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* Between April 2015 and March 2016, how would you rate the quality of the infrastructure funded through this award? Please select all of the infrastructure categories that apply.

Infrastructure	Is it applicable?	Rating of infrastructure quality
Highly specialized research equipment	☑	Please select... (Please select... / State of the art / Useful for supporting research and training, but not state of the art / Obsolete)
Non-specialized or standard research equipment	☐	
Computing hardware or software	☐	Please select...
Building(s)	☐	Please select...
Research space	☐	Please select...
Other: Please specify ... (100 characters)	☐	Please select...

* Indicates a required field

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Useful life of infrastructure

Useful life is the period of time over which the infrastructure is expected to provide benefits and be usable for its intended purpose, factoring in normal repairs and maintenance.

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* How many years remain in the useful life of the infrastructure funded through this award?

In the previous question, you have indicated the following types of infrastructure:

Infrastructure	Number of years of useful life remaining
Highly specialized research equipment	
Non-specialized or standard research equipment	
Computing hardware or software	
Building(s)	
Research space	
Other:	

* Indicates a required field

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Utilization of infrastructure

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* To what extent was the infrastructure utilized between April 2015 and March 2016?

Please select...

Please select...
Underutilized
Fully utilized
Oversubscribed

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Funding

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* Aside from CFI and CFI partner funding, did the infrastructure funded through this award have a significant impact on the ability to leverage new funding between April 2015 and March 2016?

Select 'yes' or 'no' for each type of funding source (for the past year).

Funding source	Significant impact on ability to leverage new funding
Institution (funds, trust funds and foundations)	Yes No
Federal government (departments or agencies)	Yes No
Provincial government (departments or agencies)	Yes No
Municipal government	Yes No
Foreign government	Yes No
Private sector	Yes No
Non-profit	Yes No
Other: Please specify ... (60 characters)	Yes No

* Indicates a required field

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Operation and maintenance of the infrastructure

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Financial resources

* Between April 2015 and March 2016, did you have adequate financial resources for the operation and maintenance of the infrastructure funded through this award?

○ Yes ◉ No

* Please explain

250 characters

* Select "Yes" or "No" for each source of funds you have used in the past year for the operation and maintenance of your CFI-funded infrastructure:

Source	Used in the past year for the operation and maintenance of your CFI-funded infrastructure?
Institutional funds	○ Yes ○ No
Canada Foundation for Innovation (Infrastructure Operating Fund)	○ Yes ○ No
Federal government grants or awards (e.g., SSHRC, NSERC, CIHR)	○ Yes ○ No
Provincial government grants or awards	○ Yes ○ No
Municipal government grants or awards	○ Yes ○ No
Foreign government grants or awards	○ Yes ○ No
Revenues from research contracts	○ Yes ○ No
Revenues from user or service fees	○ Yes ○ No
Revenues from consulting	○ Yes ○ No
Other: Please specify ... 100 characters	○ Yes ○ No

Human resources

* Between April 2015 and March 2016, did you have adequate human resources to support the operation and maintenance of the infrastructure funded through this award?

○ Yes ◉ No

* Please explain

250 characters

* Indicates a required field

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Research advancement

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* Not including students, PDF or technical and professional personnel, how many researchers **at your institution** advanced their research between April 2015 and March 2016 by using the infrastructure funded through this award?

Enter '0' if none

* Not including students, PDF or technical and professional personnel, how many researchers **outside your institution** advanced their research between April 2015 and March 2016 by using the infrastructure funded through this award?

Enter '0' if none

* Complete the following table for each researcher **outside** your institution. Each individual should only appear once in this table.

Sector	Number of external researchers	
University/college/research hospital sector	Your local area	1
	Elsewhere within your province	2
	Elsewhere in Canada	2
	Outside Canada: Please select... Add country	
	Total	5
Other public sector	Your local area	
	Elsewhere within your province	
	Elsewhere in Canada	
	Outside Canada: Please select... Add country	
	Total	0
Private sector	Your local area	
	Elsewhere within your province	
	Elsewhere in Canada	
	Outside Canada: Please select... Add country	
	Total	0
Non-profit sector	Your local area	
	Elsewhere within your province	
	Elsewhere in Canada	
	Outside Canada: Please select... Add country	
	Total	0

* Indicates a required field

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Research outputs

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* Between April 2015 and March 2016, how many research outputs (e.g., publications, conference presentations, books) related to the infrastructure funded through this award were published or delivered?

Enter '0' if none

Of these research outputs, how many were:

Types of research outputs	
peer-reviewed publications	1
conference, symposium or workshop presentations	1
books	1
research or technical reports	1
reference or training tools/materials	1
Internet publishing (portal, blog, electronic publishing)	1
other: blablabla (120 characters)	1
Total	7

* Indicates a required field

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Research collaboration

One of the CFI's key objectives is to promote productive networks and collaboration among Canadian universities, colleges, research hospitals, non-profit research institutions and the private sector.

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* Between April 2015 and March 2016, did the CFI-funded infrastructure enable any **external** collaborations that resulted in peer-reviewed co-publications, conference co-presentations, or co-funded or co-applied grants or awards?

(•) Yes ( ) No

* Please complete the following table (it is expected that publications and presentations reported in the following table will also be included in the previous 'Research Outputs' screen).

Type of collaboration	Number of collaborations	Collaborators from	Sectors
Peer-reviewed co-publications		☐ Your local area ☐ Elsewhere within your province ☐ Elsewhere in Canada ☐ Outside Canada: US ☐ Outside Canada: other than US	☐ Other public ☐ Private ☐ Non-profit ☐ University/ college/ research hospital
Conference co-presentations		☐ Your local area ☐ Elsewhere within your province ☐ Elsewhere in Canada ☐ Outside Canada: US ☐ Outside Canada: other than US	☐ Other public ☐ Private ☐ Non-profit ☐ University/ college/ research hospital
Co-funded grants or awards		☐ Your local area ☐ Elsewhere within your province ☐ Elsewhere in Canada ☐ Outside Canada: US ☐ Outside Canada: other than US	☐ Other public ☐ Private ☐ Non-profit ☐ University/ college/ research hospital
Co-applied grants or awards		☐ Your local area ☐ Elsewhere within your province ☐ Elsewhere in Canada ☐ Outside Canada: US ☐ Outside Canada: other than US	☐ Other public ☐ Private ☐ Non-profit ☐ University/ college/ research hospital
Other Please select ... 60 characters		☐ Your local area ☐ Elsewhere within your province ☐ Elsewhere in Canada ☐ Outside Canada: US ☐ Outside Canada: other than US	☐ Other public ☐ Private ☐ Non-profit ☐ University/ college/ research hospital

* Indicates a required field

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Research agreements

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* Between April 2015 and March 2016, did the CFI-funded infrastructure enable any **formal** collaborative research agreements to be signed or entered into?

(•) Yes ( ) No

* Please complete the following table

Type of agreement	Number of agreements	Collaborators from	Sectors
Research contracts		☐ Your local area ☐ Elsewhere within your province ☐ Elsewhere in Canada ☐ Outside Canada: US ☐ Outside Canada: other than US	☐ University/ college/ research hospital ☐ Other public ☐ Private ☐ Non-profit
Consultancies		☐ Your local area ☐ Elsewhere within your province ☐ Elsewhere in Canada ☐ Outside Canada: US ☐ Outside Canada: other than US	☐ University/ college/ research hospital ☐ Other public ☐ Private ☐ Non-profit
Collaborative research		☐ Your local area ☐ Elsewhere within your province ☐ Elsewhere in Canada ☐ Outside Canada: US ☐ Outside Canada: other than US	☐ University/ college/ research hospital ☐ Other public ☐ Private ☐ Non-profit
Other: Please specify ... 60 characters		☐ Your local area ☐ Elsewhere within your province ☐ Elsewhere in Canada ☐ Outside Canada: US ☐ Outside Canada: other than US	☐ University/ college/ research hospital ☐ Other public ☐ Private ☐ Non-profit

Optional: Provide a specific example of one of these collaborations, including participants and the objective(s) of the collaboration.

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* Indicates a required field

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Technology transfer

The CFI would like to understand how its investments contribute to the creation of knowledge assets like patents and trademarks and their transfer and use.

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Intellectual property rights

* Between April 2015 and March 2016, were any intellectual property rights granted to you related to the infrastructure funded through this award?

(•) Yes ( ) No

* Please provide more detail in the following table.

Intellectual property	How many?	Details
Provisional patents	Please select...	
Patents	Please select...	
Trademarks	Please select...	
Industrial designs	Please select...	
Copyrights	Please select...	
Other: Please specify ... (60 characters)	Please select...	

Intellectual property rights

* Between April 2015 and March 2016, did you enter into any licensing agreements based on intellectual property related to the infrastructure funded through this award?

(•) Yes ( ) No

Optional: Indicate the IP right that was licensed, and to whom it was licensed

Intellectual property	Licensee	Delete

Add a row

* Indicates a required field

Validate | Display/Print | Save

Spin-off companies

The CFI would like to understand how its investments contribute to the use and commercialization of knowledge assets through spin-off companies.

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* Between April 2015 and March 2016, did the use of the infrastructure funded through this award contribute to the creation of one or more spin-off companies?

(•) Yes ( ) No

* Please provide more detail about your spin-off in the following table.

Add a spin-off company

* Name		100 characters
* Municipality	Please select...	
Website URL		100 characters
* Area of application	Please select...	
* Number of employees		
Please provide a brief overview of the company		250 characters

Please select...
Engineering
Environment
Health
Science
Social Sciences and Humanities

* Indicates a required field

Validate | Display/Print | Save

Benefits for Canadians

One of the CFI's key objectives is to support research that leads to social, economic and environmental benefits for Canada. Beyond academic accomplishments already addressed in previous questions (such as HQP training), describe the impacts and benefits which have been achieved related to the infrastructure funded through this award.

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* From the list below, select all categories that best illustrate the benefits that were achieved between April 2015 and March 2016. For each category selected, you will be prompted to provide additional information.

Did the CFI-enabled research lead to:

Leads to detailed screen for this benefit

New or revised policy, regulation, code, guideline	☐	N/A
New or revised bill, law, government program or measure	☐	N/A
New or improved process, procedure, protocol, method (e.g., manufacturing process, detection method or technique, treatment protocol, professional practice)	☐	N/A
New or revised concept, model, framework, plan, strategy (e.g., decision-making framework, development plan, forecasting model, risk-mitigation strategy)	☐	N/A
New or improved product	☐	N/A
New or improved service	☐	N/A
Cultural or intellectual enrichment (e.g., documentary, multimedia presentation, performing arts, visual arts, creative writing, etc)	☐	N/A
Public education and awareness initiative	☐	N/A
Other benefits or notable impacts beyond academia	☐	N/A
None to report this year	☐	N/A

* Indicates a required field

Validate | Display/Print | Save

Benefits for Canadians

One of the CFI's key objectives is to support research that leads to social, economic and environmental benefits for Canada. Beyond academic accomplishments already addressed in previous questions (such as HQP training), describe the impacts and benefits which have been achieved related to the infrastructure funded through this award.

Cancel

Detailed screen for this benefit, if selected from previous screen

Benefit details

You have identified New or revised policy, regulation, code, guideline as one of the benefits from your research.

* In language that can be understood by non-scientists, please provide more information about New or revised policy, regulation, code, guideline. Your answer should identify how your CFI-enabled research contributed to this outcome, identify who is benefitting and how it benefits them. When possible, include relevant quantitative data, such as cost savings, additional revenues, patients treated, individuals certified, etc.

Here is an example of the type of information we are looking for:

Dr. X advises policy-makers worldwide on establishing processes to govern Arctic waters. In 2009, he contributed to the XXX report which recommended numerous routes for strengthening ship safety and environmental protection and is helping Canada and other Arctic nations chart a course for future shipping through the environmentally fragile region. A new regional search and rescue agreement was recently concluded, and Canada is now working through international bodies to negotiate a Polar Shipping Code.

600 characters 0%

* Who is making use of this research result or technology development? Select up to two.

Please select...

- Please select...
- Private-sector enterprise/industry
- Federal government
- Provincial/territorial government
- Municipal government
- Public and semi-public organization/institution (e.g., school, hospital, Crown corporation, national museum/library/archive, etc.)
- Professional or industrial association
- Charitable or non-profit organization
- Community group
- Practitioners (e.g., healthcare professionals, lawyers, teachers, etc.)
- General public
- Other

* How would you best describe the nature of the impact or benefit? Select up to two.

Please select...

- Please select...
- Cultural
- Economic
- Environmental
- Organizational/human capital
- Political, legal or ethical
- Public health
- Social
- Education/training

* Indi

Cancel

New job creation

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* Between April 2015 and March 2016, were any new jobs created because of the infrastructure funded through this award?

Yes

* Indicate the number of new jobs created.

New job creation	How many?
Staff hired for use, operation, and maintenance of CFI infrastructure (e.g., technician, coordinator, etc.)	1 Enter '0' if none
Approximate number of new jobs created outside the institution as a result of the research related to the infrastructure (e.g., jobs at spin-off companies, jobs with private-sector partners, etc.)	1 Enter '0' if none
Total	2

* Indicate the number of new jobs created outside the institution, by sector.

Sector	Number of new jobs created
University/college/research hospital	
Other public	
Private	
Non-profit	
Total	

* Indicates a required field

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Contact information

Validate | Display/Print

Optional: For communication and promotion purposes, who should we contact for more information - both from the researcher's perspective and from the user's perspective? Please provide contact information.

500 characters 0%

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Comments

Validate | Display/Print

Optional: Please use the text box below to add any additional comments.

1,000 characters 0%

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