

# Report Guidelines

## 2024-25

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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 must be submitted on time. 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.



# Final Report

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Please complete the following:

<p><b>Project Title:</b></p> <p>Enter information here</p>
<p><b>Start Date:</b></p> <p>Enter information here</p>
<p><b>End Date:</b></p> <p>Enter information here</p>
<p><b>Duration of Project:</b></p> <p>Enter information here</p>
<p><b>Total Funding Awarded:</b></p> <p>Enter information here</p>
<p><b>Research Grant Stream:</b></p> <p><input type="checkbox"/> One-Year Research Grant</p> <p><input type="checkbox"/> Micro Research Grant</p>
<p><b>Research Theme:</b></p> <p><input type="checkbox"/> Wildfire Management</p> <p><input type="checkbox"/> Implications for Renewable Development for Alberta</p> <p><input type="checkbox"/> Land Use Planning and the Alberta Nature Strategy</p> <p><input type="checkbox"/> Housing and Residential Development</p>
<p><b>Principal Investigator:</b></p> <p>Enter information here</p>



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



Enter information here

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

Please include results.

**One Year Research Grant: 2 - 4 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.

**Micro Research Grant: A final 5-6 Page Summary**



## Statement of Account

Name of Researcher	Date	Year Ending
Department	Project #	
<b>FUNDS AVAILABLE FOR CURRENT YEAR</b>		
Current year grant		\$
<b>Total funds available</b>		<b>\$</b>
<b>EXPENDITURES INCURRED FOR CURRENT YEAR</b>		
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) Material, Supplies and other expenditures		
5) Travel		
<b>Total expenditures incurred for current year</b>		<b>\$</b>
<b>Balance</b>		<b>\$</b>
<b>Unspent Balance</b>		<b>\$</b>

Equipment will not normally be funded. A request must be justified and approved by the Director.

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

