## Department of Pediatrics Internal Funding Annual Report Template

An annual report is requested from faculty members who have received internal funds from the Department of Pediatrics. Funding is provided by the Department of Pediatrics Enhancements and Emerging Needs fund, supported by the Alberta Children’s Hospital Foundation (ACHF). The information submitted as part of the report may be shared with ACHF.

The report should be no more than 4 pages. However, publications or other notable items that have resulted from the funding may be attached*. Please report on information related to the current funding cycle only (April-March).* The report must include the following headings/sections:

**Project Title:**

**Project Lead (and Co-Leads):**

**Year of Funding:**

**Progress to Date:** The first sentence must be one of the following statements:

* “This project was completed in 20XX.”
* “This project is in progress and will be completed by MONTH, 20XX.”
* “This project has not been started.”

Provide sufficient additional detail to explain the above statement about progress to date.

**Project changes:**

* Changes in design or direction since the funding was awarded
* Changes to the project team and/or new collaborations
* Enablers and barriers to project advancement (e.g., ethics or other approval delays)
* Support resources accessed for the project (e.g., Department support, Faculty, Institutes, etc.)

**Key achievements:** What would you say are the 3-5 key project achievements you are most proud of from this year? For completed projects, what are the key findings/conclusions/deliverables?

**Impact**: If applicable to the work you did during the current funding cycle, use *concrete examples*to tell us about how your project has made progress towards the following key areas of impact:

* To advance knowledge - New knowledge and/or breakthroughs in child health and wellness
* To build capacity - Cutting edge infrastructure and tools; building teams that have the right people with the right skills; leveraging opportunities to strengthen the research, care and innovation ecosystem.
* Informed decision making - Influence care guidelines, pathways and protocols; inform/advocate for policy change; patient and public engagement.
* Impacted child health and wellness outcomes - Decreased morbidity and mortality; optimized quality of life for children and families; evidence-based continuum of care (acceptability, accessibility, appropriateness, effectiveness, efficiency, safety).
* Impacted broader society and the health care system - Commercialization and social innovation; spread and scale of health care interventions; social well-being; system changes; system cost savings.

**Patient/Family Impact Stories:** One of the best ways to understand the importance of the work conducted is to share stories of children and families who have benefitted or will benefit from the project. If available, provide patient/family stories or testimonials that will help us understand the impact of your project.

**Publications, presentations, other metrics:**

* Journal articles, abstracts or other peer reviewed publications - Include full citation
* Non-peer reviewed publications (e.g., reports, other articles, briefings, etc.) - Title, authors, medium
* Presentations - Title, type of presentation, presenter, location, audience
* Interviews or other media coverage- Type of media coverage, presenter, location, audience
* Citations
* Commercialization activities
* Public engagement activities
* Policy maker engagement activities
* Leveraged funding – other funding secured as a result of the project
* Subsequent projects that have resulted from the original project
* Number of project team members supported by the award – Trainees, staff, other

**Financial update** – complete the following table (adapt as needed ensuring details are provided):

|  |  |
| --- | --- |
| Original award amount  | *e.g., $25,000* |
| Amount remaining April 20XX | *$20,000* |
| Amount spent April 20XX-March 20XX | *$8,000* |
| Amount remaining April 20XX | *$12,000* |
| Projected expenditures April 20XX-March 20XX | *$10,000* |
| Projected amount remaining March 20XX  | *$2,000* |
| Current project end-date | *June 2021* |

**The deadline for the report is the project end date each calendar year.** Please check eFin if you are unsure of this date.Reports should be submitted by email to Nicole Romanow.