## Department of Pediatrics Internal Funding Report Template

A 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 2 pages. However, publications or other notable items that have resulted from the funding may be attached*.* Please report on information related to your project for the current project year. The report must include the following headings/sections:

**Project Title:**

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

**Year funding was received:**

**Progress:** 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.)

**Project milestones:** What are some of the milestones you have achieved to date?

**Project enablers and barriers:** What are some of the things that have facilitated progress, and what are some of the challenges you have faced so far? What can the Department do to help support this 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 spent during the current year  | *$20,000* |
| Amount remaining  | *$5,000* |
| Projected expenditures in next 12-months | *$5,000* |
| Anticipated amount remaining at project end date  | *$0* |
| Current project end-date | *June 2100* |

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