



Progress Report

Major Innovation Fund

This form is to be completed for all projects funded by the Major Innovation Fund (MIF).

General Information

Project Title

Project Lead

Agreement Number

Lead Institution

Total Project Cost (\$)

Project Start and End Date (yyyy/mm/dd to yyyy/mm/dd)

 to

Total GOA Funding Awarded (\$)

Reporting Period (yyyy/mm/dd to yyyy/mm/dd)

 to

Report Number

Annual and Final Financial and Progress Reports shall be submitted to Technology and Innovation (TI) as separate attachments in a single email submission. Please ensure the financial report and the metrics tables are included in the submission in Excel format.

The Final Financial Reports must be submitted to TI and must account for all revenues/expenditures along with the overall project outcomes from inception to the end of the project. The Final Financial Report is due within six months of completion/end of project or as per the Grant Agreement.

NOTE:

- Any significant changes to the approved projects details/anticipated outcomes etc. will need program area approval at least three months prior to the reporting deadline.
- The program area must be notified of any major changes or additions to the co-applicant list immediately (prior to submission of this report). This requires submission of a brief description of the expertise added and justification for inclusion.

Project Update

Provide details on the progress and delivery of the project by briefly describing EACH of the following sections.

Progress (maximum 2 pages, Arial 10-point font minimum)

1. Describe the results achieved in the reporting period.
2. Justify whether the results for the given period have been achieved as expected. If not, explain why and what mitigation strategies have been developed for the issues encountered.
3. Include any budget related updates. If the project has seen changes in leveraged funding, ensure this is highlighted. Any changes in total project costs should also be discussed.

Note: Any approved changes made to the scope of the project/budget and anticipated deliverables/outcomes should be discussed in this section.

Progress Continued

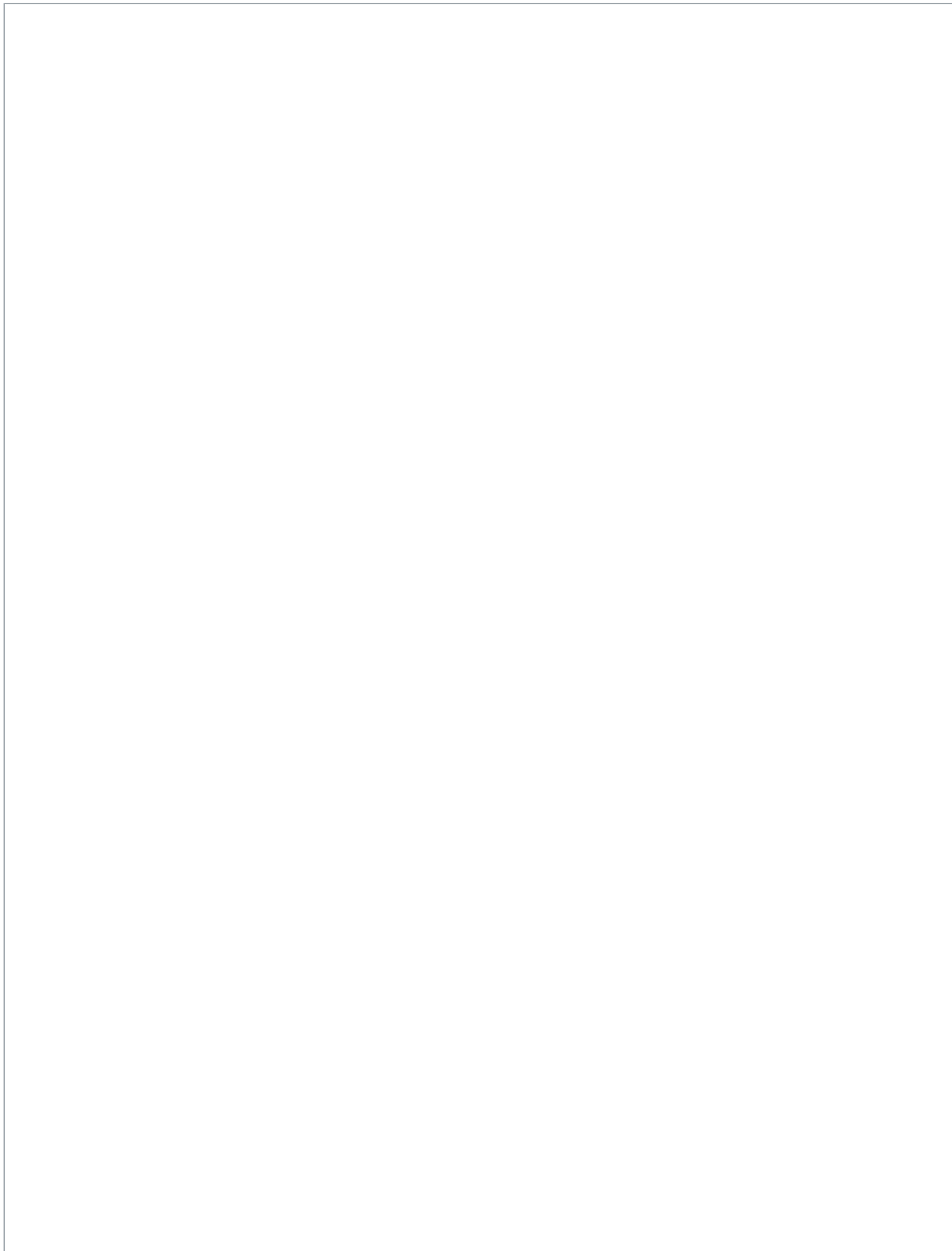


Realized Benefits (maximum 2 pages, Arial 10-point font minimum)

1. Describe how the organization's ability to transfer results has generated benefits for Albertans and how Alberta's profile on the national and international stage has been impacted.
2. What interactions with partners (e.g. industry, community) took place? Describe the value and quality of interactions and how this has benefited the project.

[Empty response box for Realized Benefits]

Realized Benefits Continued



Research Project Management and Governance (maximum 2 pages, Arial 10-point font minimum)

1. Provide details on the program management and/or governance structure, including how the project will be managed and whether a team will be/has been designed to coordinate the project (provide names and brief description of the member roles in a separate, appended 1-page organizational chart). If the governance committee has been established by the first reporting period, details on the structure are no longer required for subsequent reporting; however, any changes and updates should be provided in subsequent reporting periods.
2. Discuss the effectiveness of the management structure in delivering on the project objectives.
3. Discuss any issues encountered with project coordination and how they will be resolved.

Research Project Management and Governance Continued



Action Plans, Impacts and Future Directions (maximum 2 pages, Arial 10-point font minimum)

1. Describe the outcomes and impacts made by the project (depending on the stage of the project, this could be small/major milestones achieved or results that are significant. Share the narrative in simple (layman's) language).
2. Discuss how the results from the project will support future directions and potentially other initiatives/projects within/outside the organization. Provide this in the context of Alberta, nationally and/or internationally.

Action Plans, Impacts and Future Directions Continued



Performance Measurement and Impact

1. Using the data from your application, please update the metrics table based on actuals and provide a detailed analysis associated with the actuals to date versus the targets as per the TI application. **Download the metrics tables here** (<https://www.alberta.ca/assets/documents/ti-mif-metrics-report-template.xlsx>). (Note: Indicator definitions are provided at the end of this template.) Add rows as needed. Include an Excel version of this table in your submission as a separate attachment.



Metrics
Table 2023

2. Discuss the actuals versus the targets for each category (Discover, Develop, Use) below. Additionally, discuss and elaborate the impacts of TI funding on each category (e.g. more collaborative, more interdisciplinary, more external etc.) (maximum 2 pages, Arial 10-point font minimum).

Discover

Develop

Use

Definition of Terms

DEFINITIONS OF METRIC TERMS

Target Category	Indicators	GOA Progress Definition
Discover	Training of Highly Qualified People (HQP, #)	Count of people participating in formal training activities to develop R&I related capacity that is enabled by/ supported through GOA investment, both direct and indirect. Includes undergraduate and graduate students, postdoctoral fellows, research assistants, research associates, technicians, programmers, analysts, etc., who may contribute to the research activities). New HQPs are individuals working on the project and were not reported in the previous reporting period. Continuing HQPs are individuals still working on the project, but were previously reported (not applicable to year 1 of reporting).
	Publication in Academic Journals (Prestigious Journals, #)	The number of publication outputs in peer reviewed journals/ outlets produced as a result of GOA Investment
	Leveraged Funds (\$), by Source (Industry, Venture Capital, Federal Government Etc.)	Additional financial investments secured from sources external to Alberta Innovates and Government of Alberta funding Note: this replaces the “amount of follow on funding” indicator.
	HQP Attracted (#)	Count of HQPs from outside of Alberta for training on the GOA project
	Retention of HQP (#)	Count of HQPs who remain in Alberta post-graduate training on the GOA project.
	Industry Investment in Research and Development (\$)	Amount of funding received from industry partners
Develop	Publication Citations (#)	The number of times a publication has been cited by other publications
	Patent Citations (#)	The number of times that a patent resulting from GOA investment is cited by other published patents.
	Research Results Progressing to the Translational Research/Development Stage (%)	Research Projects or Innovation results progressing to the next stage of development (e.g., translational research, prototypes for commercialization, etc.)
	Events/Collisions/Activities Between the Research Team and End-Users (E.G., Industry; Relevant Agencies, Entrepreneurs, SMEs)	Number of activities/events that allowed interaction/knowledge transfer between the researcher and end users (e.g. conferences, seminars etc.)
Use	Partnerships with Industry (#)	Number of industry partners involved in the projects (this may involve non-financial industry partners but were involved in the design/direction-setting and other project-related activities based on a clear mutual understanding or formal agreement with a shared goal/ terms of arrangement).
	Patents Licensed by Industry, Within Alberta and Outside (#)	Number of patents licenced.
	Prototype Or Other Results Ready for Use as Products, Policies, and Practices (#)	New or improved products or services produced as a result of GOA investment; products and services are broadly defined to include policies, practices, processes that result in change; excludes publications counted above.
	Spin Out Companies (#)	The number of companies created to commercialize innovations as a result of GOA investment. Research and Innovation spin out is a separate legal entity that is formed by a faculty member, staff member or student whereby its main innovation originated within the university or academic institution they were affiliated with. The aim of the entity is to commercialize the innovation and generate profit.