

ACIDF Final reporting requirements (from Schedule A of Investment Agreement) –

Receipt of a Final Performance Report, and a separate detailed Activity financial report, signed by one the Applicant's officers and/or Directors upon completion of the Activity

F. Reporting Requirements:

1) Final Report

A final report is required for each terminated or completed research project. The final report must be submitted a minimum of six weeks prior to the project end date indicated in Schedule A (part B) above. If the final report cannot be submitted six weeks prior to the end date, an end date extension must be requested from the Funders. The request letter must state the reason(s) for the delay. The final report for the Activity must encompass the following:

a) an abstract of not more than 500 words, written in plain language and outlining the major findings, conclusions and benefits of the Activity.

b) shall be in presentation format and supplied in both electronic and printed form. The printed copies shall be bound and presented in a method appropriate to the project and agreed to by the Funders in advance. The Applicant will supply a minimum of two (2) finished copies for each Funding Agency.

c) shall detail the following:

- Scientific/technical text which outlines the project's background and expected results; describes the research design, and analytical methods and materials; presents the short term, intermediate and long term results and benefits; draws conclusions and describes the implications for Alberta's agriculture and food industry and/or the advancement of the agricultural sciences.
- targets achieved compared to those contemplated.
- all the "Resources" used in the Activity, including a listing of all expenditures of the Investment certified by the Applicant's accountant or other senior executive officer, and a list of non-Investment fund sources, including non-cash in-kind contributions, and their use in the Activity. The financial report will be separate from the project technical report.
- a full reporting of all scientific and agribusiness industry publications, conferences and symposia, and an outline of the proposed research program anticipated to be undertaken in the subsequent year.
- the acknowledgment of the contribution of each of the Funders in publications and communication activities.
- a brief, non-technical final report may also be requested for designated projects. This report should outline specific applications of the research results for producers and/or extension personnel.