

Project Progress Report (PPR) reporting template (2013)

This document displays the screens seen by the researcher at each step of the PPR questionnaire. Arrows indicate where particular responses trigger more detailed sub-questions.

Project progress report

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Project overview

Display/Print

Institution	ABC institution
Project number	XXXXXX
Project leader	Smith, John
Project title	Project X
Fund	LEF-NIF
CFI contribution (\$)	\$X,XXX,XXX
Date of approval	XXXX-XX-XX
Reporting year	2012

Display/Print

Project summary

Validate

Display/Print

Save

Using language that can be understood by non-scientists, tell us about the research you are conducting with this infrastructure and what you are aiming to achieve with this research. Identify the main piece(s) of CFI-funded infrastructure that are part of this award.

In your final year of reporting, you will be asked to provide a final project summary.

2,000 characters

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Achievements

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* Between April 2012 and March 2013, what was the top research achievement enabled by the infrastructure funded through this award?

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Challenges

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* Between April 2012 and March 2013, what have been the most significant factors limiting the quality and impact of research enabled by the infrastructure funded through this award? Select those that apply.

- ☐ Acquiring equipment and becoming operational (e.g., problems with suppliers, delays, technical and scientific challenges, customizing equipment)
- ☐ Space-related issues (e.g., limitations, allocation, suitability, delays in construction and renovation)
- ☐ Updating and upgrading of equipment
- ☐ Funding/support for operation and maintenance of infrastructure (e.g., wear and tear, repair, service contracts)
- ☐ Funding/support for research operating costs (e.g., student and post-doctoral fellow (PDF) salaries, consumables, travel)
- ☐ Administration of CFI funds
- ☐ Recruitment/retention of technical and professional personnel
- ☐ Recruitment/retention of students and PDF
- ☐ Other:
- ☐ There are no significant limiting factors

* Indicates a required field

Validate

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Note:

The 'Attraction of researchers' section only appears to those filling out the report for the first time for a particular project.

Attraction of researchers

One of the CFI's key objectives is to promote the attraction and retention of high-calibre researchers.

[Validate](#)[Save](#)

* How important was the availability of the infrastructure funded through this award in your decision to join the institution?

Very important



* From what sector were you recruited?

Please select...



* From what country were you recruited?

Other country



* The CFI would like to measure the number of Canadian researchers returning to Canada after working abroad. Are you a Canadian citizen or permanent resident returning to Canada?



Yes



No

* Indicates a required field

[Validate](#)[Save](#)**Retention of researchers**

One of the CFI's key objectives is to promote the attraction and retention of high-calibre researchers.

[Validate](#)[Display/Print](#)

* Between April 2012 and March 2013, how important was the availability of the infrastructure funded through this award in your decision to stay at the institution?

Please select...



* Indicates a required field

[Validate](#)[Display/Print](#)

Highly qualified personnel



One of the CFI's key objectives is to expand research and job opportunities by providing high-quality research and training environments for highly qualified personnel (HQP), such as post-doctoral fellows (PDF), PhD, Masters and undergraduate students.

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Students and post-doctoral fellows

* Between April 2012 and March 2013, was the infrastructure funded through this award used as a key resource in research projects being conducted by PDF, PhD, Masters or undergraduate students?

☒ Yes ☐ No

* Indicate below the number of people for whom it was a key resource. Of these, how many used the infrastructure for the first time in the past year?

	No. of PDF	No. of PhD	No. of Masters	No. of undergraduate
Total number using CFI-funded infrastructure in the past year (Enter 0 if none)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of first-time users (Enter 0 if none)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Of those graduate students and PDF who used the infrastructure as a key resource in the past year, how many completed their training during this period?

Enter '0' if none. This number will need to match the total in the table below.

* Of these, how many:

Each individual should appear only once in this table.

	No. of PDF	No. of PhD	No. of Masters
pursued further training at a Canadian university, college, or research hospital?	<input type="text"/>	<input type="text"/>	<input type="text"/>
pursued further training at a foreign university, college, or research hospital?	<input type="text"/>	<input type="text"/>	<input type="text"/>
joined a Canadian university, college or research hospital as an employee or contractor?	<input type="text"/>	<input type="text"/>	<input type="text"/>
joined the Canadian private sector?	<input type="text"/>	<input type="text"/>	<input type="text"/>
joined the Canadian public sector?	<input type="text"/>	<input type="text"/>	<input type="text"/>
joined the Canadian non-profit sector?	<input type="text"/>	<input type="text"/>	<input type="text"/>
gone to work abroad?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other: please describe <input type="text"/> 100 characters	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total			

* Indicates a required field

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Display/Print

Technical personnel

Validate Display/Print

* Between April 2012 and March 2013, were any technical and professional (e.g., technician, research associate, engineer) personnel trained for the first time on the use and maintenance of the infrastructure funded through this award? **Do not include students or PDF in your response.**

☐ Yes ☐ No

Indicates a required field

Validate Display/Print

Training

Validate Display/Print

* Between April 2012 and March 2013, what level of impact did the infrastructure funded through this award have on the quality of the training environment?

Please select...

* Indicates a required field

Validate Display/Print

Infrastructure quality



One of the CFI's key objectives is to increase Canada's capacity to carry out world-class scientific research and technology development.

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* Between April 2012 and March 2013, how would you rate the quality of the infrastructure funded through this award? Please select all of the infrastructure categories that apply.

Infrastructure	Is it applicable?	Rating of infrastructure quality
Highly specialized research equipment	<input type="checkbox"/>	Please select...
Non-specialized or standard research equipment	<input type="checkbox"/>	Please select...
Computing hardware or software	<input type="checkbox"/>	Please select...
Building(s)	<input type="checkbox"/>	Please select...
Research space	<input type="checkbox"/>	Please select...
Other: Please specify ... 100 characters	<input type="checkbox"/>	Please select...

* Indicates a required field

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Useful life of infrastructure



Useful life is the period of time over which the infrastructure is expected to provide benefits and be usable for its intended purpose, factoring in normal repairs and maintenance.

[Validate](#)[Display/Print](#)[Save](#)

* How many years remain in the useful life of the infrastructure funded through this award?

In the previous question, you have indicated the following types of infrastructure:

Infrastructure	Number of years of useful life remaining
Highly specialized research equipment	<input type="text"/>
Non-specialized or standard research equipment	<input type="text"/>
Computing hardware or software	<input type="text"/>
Building(s)	<input type="text"/>
Research space	<input type="text"/>

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Utilization of infrastructure

[Validate](#)[Display/Print](#)

* To what extent was the infrastructure utilized between April 2012 and March 2013?

Please select...

* Indicates a required field

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Funding

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* Aside from CFI and CFI partner funding, did the infrastructure funded through this award have a significant impact on the ability to leverage new funding between April 2012 and March 2013?

Select 'yes' or 'no' for each type of funding source (for the past year).

Funding source	Significant impact on ability to leverage new funding
Institution (funds, trust funds and foundations)	<input type="radio"/> Yes <input type="radio"/> No
Federal government (departments or agencies)	<input type="radio"/> Yes <input type="radio"/> No
Provincial government (departments or agencies)	<input type="radio"/> Yes <input type="radio"/> No
Municipal government	<input type="radio"/> Yes <input type="radio"/> No
Foreign government	<input type="radio"/> Yes <input type="radio"/> No
Private sector	<input type="radio"/> Yes <input type="radio"/> No
Non-profit	<input type="radio"/> Yes <input type="radio"/> No
Other: <div>Please specify ... 60 characters</div>	<input type="radio"/> Yes <input type="radio"/> No

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Operation and maintenance of the infrastructure

Validate

Display/Print

Financial resources

* Between April 2012 and March 2013, did you have adequate financial resources for the operation and maintenance of the infrastructure funded through this award?

☐ Yes ☐ No

* Select "Yes" or "No" for each source of funds you have used in the past year for the operation and maintenance of your CFI-funded infrastructure:

Source	Used in the past year for the operation and maintenance of your CFI-funded infrastructure?
Institutional funds	<input type="radio"/> Yes <input type="radio"/> No
Canada Foundation for Innovation (Infrastructure Operating Fund)	<input type="radio"/> Yes <input type="radio"/> No
Federal government grants or awards (e.g., SSHRC, NSERC, CIHR)	<input type="radio"/> Yes <input type="radio"/> No
Provincial government grants or awards	<input type="radio"/> Yes <input type="radio"/> No
Municipal government grants or awards	<input type="radio"/> Yes <input type="radio"/> No
Foreign government grants or awards	<input type="radio"/> Yes <input type="radio"/> No
Revenues from research contracts	<input type="radio"/> Yes <input type="radio"/> No
Revenues from user or service fees	<input type="radio"/> Yes <input type="radio"/> No
Revenues from consulting	<input type="radio"/> Yes <input type="radio"/> No
Other: <div>Please specify ...</div> <div>100 characters</div>	<input type="radio"/> Yes <input type="radio"/> No

Human resources

* Between April 2012 and March 2013, did you have adequate human resources to support the operation and maintenance of the infrastructure funded through this award?

☐ Yes ☐ No

* Indicates a required field

Validate

Display/Print

Research advancement

Validate

Display/Print

* Not including students, PDF or technical and professional personnel, how many researchers **at your institution** advanced their research between April 2012 and March 2013 by using the infrastructure funded through this award?

Enter '0' if none

* Not including students, PDF or technical and professional personnel, how many researchers **outside your institution** advanced their research between April 2012 and March 2013 by using the infrastructure funded through this award?

Enter '0' if none

* Complete the following table for each researcher **outside** your institution. Each individual should only appear once in this table.

Sector	Number of external researchers	
University/college/research hospital sector	Your local area	<input type="text"/>
	Elsewhere within your province	<input type="text"/>
	Elsewhere in Canada	<input type="text"/>
	Outside Canada:	
	Please select... <input type="text"/>	<input type="text"/>
	Add country	
	Total	0
Other public sector	Your local area	<input type="text"/>
	Elsewhere within your province	<input type="text"/>
	Elsewhere in Canada	<input type="text"/>
	Outside Canada:	
	Please select... <input type="text"/>	<input type="text"/>
	Add country	
	Total	0
Private sector	Your local area	<input type="text"/>
	Elsewhere within your province	<input type="text"/>
	Elsewhere in Canada	<input type="text"/>
	Outside Canada:	
	Please select... <input type="text"/>	<input type="text"/>
	Add country	
	Total	0
Non-profit sector	Your local area	<input type="text"/>
	Elsewhere within your province	<input type="text"/>
	Elsewhere in Canada	<input type="text"/>
	Outside Canada:	
	Please select... <input type="text"/>	<input type="text"/>
	Add country	
	Total	0

* Indicates a required field

Validate

Display/Print

Research outputs

Validate

Display/Print

* Between April 2012 and March 2013, how many research outputs (e.g., publications, conference presentations, books) related to the infrastructure funded through this award were published or delivered?

Enter '0' if none

Of these research outputs, how many were:

peer-reviewed publications	<input type="text"/>
conference, symposium or workshop presentations	<input type="text"/>
books	<input type="text"/>
research or technical reports	<input type="text"/>
reference or training tools/materials	<input type="text"/>
Internet publishing (portal, blog, electronic publishing)	<input type="text"/>
other: <div>Please explain ... 120 characters</div>	<input type="text"/>
Total	0

* Indicates a required field

Validate

Display/Print

Research collaboration



One of the CFI's key objectives is to promote productive networks and collaboration among Canadian universities, colleges, research hospitals, non-profit research institutions and the private sector.

Validate

Display/Print

* Between April 2012 and March 2013, did the CFI-funded infrastructure enable any **external** collaborations that resulted in peer-reviewed co-publications, conference co-presentations, or co-funded or co-applied grants or awards?

☒ Yes ☐ No

* Please complete the following table (it is expected that publications and presentations reported in the following table will also be included in the previous 'Research Outputs' screen).

Type of collaboration	Number of collaborations	Collaborators from	Sectors
Peer-reviewed co-publications	<input type="text"/>	<input type="checkbox"/> Your local area <input type="checkbox"/> Elsewhere within your province <input type="checkbox"/> Elsewhere in Canada <input type="checkbox"/> Outside Canada: US <input type="checkbox"/> Outside Canada: other than US	<input type="checkbox"/> University/ college/ research hospital <input type="checkbox"/> Other public <input type="checkbox"/> Private <input type="checkbox"/> Non-profit
Conference co-presentations	<input type="text"/>	<input type="checkbox"/> Your local area <input type="checkbox"/> Elsewhere within your province <input type="checkbox"/> Elsewhere in Canada <input type="checkbox"/> Outside Canada: US <input type="checkbox"/> Outside Canada: other than US	<input type="checkbox"/> University/ college/ research hospital <input type="checkbox"/> Other public <input type="checkbox"/> Private <input type="checkbox"/> Non-profit
Co-funded grants or awards	<input type="text"/>	<input type="checkbox"/> Your local area <input type="checkbox"/> Elsewhere within your province <input type="checkbox"/> Elsewhere in Canada <input type="checkbox"/> Outside Canada: US <input type="checkbox"/> Outside Canada: other than US	<input type="checkbox"/> University/ college/ research hospital <input type="checkbox"/> Other public <input type="checkbox"/> Private <input type="checkbox"/> Non-profit
Co-applied grants or awards	<input type="text"/>	<input type="checkbox"/> Your local area <input type="checkbox"/> Elsewhere within your province <input type="checkbox"/> Elsewhere in Canada <input type="checkbox"/> Outside Canada: US <input type="checkbox"/> Outside Canada: other than US	<input type="checkbox"/> University/ college/ research hospital <input type="checkbox"/> Other public <input type="checkbox"/> Private <input type="checkbox"/> Non-profit
Other <input type="text" value="Please select ..."/> 60 characters	<input type="text"/>	<input type="checkbox"/> Your local area <input type="checkbox"/> Elsewhere within your province <input type="checkbox"/> Elsewhere in Canada <input type="checkbox"/> Outside Canada: US <input type="checkbox"/> Outside Canada: other than US	<input type="checkbox"/> University/ college/ research hospital <input type="checkbox"/> Other public <input type="checkbox"/> Private <input type="checkbox"/> Non-profit


* Indicates a required field

Validate

Display/Print

Research agreements

Validate Display/Print

* Between April 2012 and March 2013, did the CFI-funded infrastructure enable any **formal** collaborative research agreements to be signed or entered into? 

☒ Yes ☐ No

* Please complete the following table

Type of agreement	Number of agreements	Collaborators from	Sectors
Research contracts	<input type="text"/>	<input type="checkbox"/> Your local area <input type="checkbox"/> Elsewhere within your province <input type="checkbox"/> Elsewhere in Canada <input type="checkbox"/> Outside Canada: US <input type="checkbox"/> Outside Canada: other than US	<input type="checkbox"/> University/ college/ research hospital <input type="checkbox"/> Other public <input type="checkbox"/> Private <input type="checkbox"/> Non-profit
Consultancies	<input type="text"/>	<input type="checkbox"/> Your local area <input type="checkbox"/> Elsewhere within your province <input type="checkbox"/> Elsewhere in Canada <input type="checkbox"/> Outside Canada: US <input type="checkbox"/> Outside Canada: other than US	<input type="checkbox"/> University/ college/ research hospital <input type="checkbox"/> Other public <input type="checkbox"/> Private <input type="checkbox"/> Non-profit
Collaborative research	<input type="text"/>	<input type="checkbox"/> Your local area <input type="checkbox"/> Elsewhere within your province <input type="checkbox"/> Elsewhere in Canada <input type="checkbox"/> Outside Canada: US <input type="checkbox"/> Outside Canada: other than US	<input type="checkbox"/> University/ college/ research hospital <input type="checkbox"/> Other public <input type="checkbox"/> Private <input type="checkbox"/> Non-profit
Other: <input type="text" value="Please specify ..."/> 60 characters	<input type="text"/>	<input type="checkbox"/> Your local area <input type="checkbox"/> Elsewhere within your province <input type="checkbox"/> Elsewhere in Canada <input type="checkbox"/> Outside Canada: US <input type="checkbox"/> Outside Canada: other than US	<input type="checkbox"/> University/ college/ research hospital <input type="checkbox"/> Other public <input type="checkbox"/> Private <input type="checkbox"/> Non-profit

Optional: Provide a specific example of one of these collaborations, including participants and the objective(s) of the collaboration.

500 characters

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* Indicates a required field

Validate Display/Print

Technology transfer



The CFI would like to understand how its investments contribute to the creation of knowledge assets like patents and trademarks and their transfer and use.

[Validate](#)[Display/Print](#)

Intellectual property rights

* Between April 2012 and March 2013, were any intellectual property rights granted to you related to the infrastructure funded through this award?

☒ Yes ☐ No

* Please provide more detail in the following table.

Intellectual property	How many?	Details
Provisional patents	Please select...	
Patents	Please select...	
Trademarks	Please select...	
Industrial designs	Please select...	
Copyrights	Please select...	
Other: Please specify ...	Please select...	

60 characters

Intellectual property rights

* Between April 2012 and March 2013, did you enter into any licensing agreements based on intellectual property related to the infrastructure funded through this award?

☒ Yes ☐ No

Optional: Indicate the IP right that was licensed, and to whom it was licensed

Intellectual property	Licensee	Delete
<input type="text"/>	<input type="text"/>	

[Add a row](#)

* Indicates a required field

[Validate](#)[Display/Print](#)

Spin-off companies



The CFI would like to understand how its investments contribute to the use and commercialization of knowledge assets through spin-off companies.

Validate

Display/Print

* Between April 2012 and March 2013, did the use of the infrastructure funded through this award contribute to the creation of one or more spin-off companies?

☒ Yes ☐ No

* Please provide more detail about your spin-off in the following table.

[Add a spin-off company](#)

* Name 100 characters

* Municipality Please select... ▼

Website URL 100 characters

* Area of application Please select... ▼

* Number of employees 6 characters

Please provide a brief overview
of the company

250 characters

* Indicates a required field

Validate

Display/Print

Benefits for Canadians



One of the CFI's key objectives is to support research that leads to social, economic and environmental benefits for Canada. Beyond academic accomplishments already addressed in previous questions (such as HQP training), describe the impacts and benefits which have been achieved related to the infrastructure funded through this award.

Validate

Display/Print

* From the list below, select all categories that best illustrate the benefits that were achieved between April 2012 and March 2013. For each category selected, you will be prompted to provide additional information.

Did the CFI-enabled research lead to:

Benefit	Is it applicable?	Details
New or revised policy, regulation, code, guideline	<input type="checkbox"/>	N/A
New or revised bill, law, government program or measure	<input type="checkbox"/>	N/A
New or improved process, procedure, protocol, method (e.g., manufacturing process, detection method or technique, treatment protocol, professional practice)	<input type="checkbox"/>	N/A
New or revised concept, model, framework, plan, strategy (e.g., decision-making framework, development plan, forecasting model, risk-mitigation strategy)	<input type="checkbox"/>	N/A
New or improved product	<input type="checkbox"/>	N/A
New or improved service	<input type="checkbox"/>	N/A
Cultural or intellectual enrichment (e.g., documentary, multimedia presentation, performing arts, visual arts, creative writing, etc)	<input type="checkbox"/>	N/A
Public education and awareness initiative	<input type="checkbox"/>	N/A
Other benefits or notable impacts beyond academia	<input type="checkbox"/>	N/A
None to report this year	<input type="checkbox"/>	N/A

Leads to detailed screen for this benefit

* Indicates a required field

Validate

Display/Print

Benefits for Canadians



One of the CFI's key objectives is to support research and technology development that leads to social, economic and environmental benefits for Canada. Beyond academic accomplishments, describe these impacts and benefits that are related to CFI funding.

Save

Cancel

Benefit details

You have identified New or revised policy, regulation, code, guideline as one of the benefits from your research.

* In language that can be understood by non-scientists, please provide more information about New or revised policy, regulation, code, guideline. Your answer should identify how your CFI-enabled research contributed to this outcome; identify who is benefitting and how it benefits them. When possible, include relevant quantitative data, such as cost savings, additional revenues, patients treated, individuals certified, etc.

Here is an example of the type of information we are looking for:

Dr. X advises policy-makers worldwide on establishing processes to govern Arctic waters. In 2009, he contributed to the XXX report which recommended numerous routes for strengthening ship safety and environmental protection and is helping Canada and other Arctic nations chart a course for future shipping through the environmentally fragile region. A new regional search and rescue agreement was recently concluded, and Canada is now working through international bodies to negotiate a Polar Shipping Code.

600 characters

0%

* Required field

* Who is making use of this research result or technology development? Select up to two.

Please select...

Please select...

* How would you best describe the nature of the impact or benefit? Select up to two.

Please select...

Please select...

Save

Cancel

Detailed screen for this benefit, if selected from previous screen

New job creation

Validate

Display/Print

* Between April 2012 and March 2013, were any new jobs created because of the infrastructure funded through this award?

Yes

* Indicate the number of new jobs created.

New job creation	How many?
Staff hired for use, operation, and maintenance of CFI infrastructure (e.g., technician, coordinator, etc.)	<input type="text"/> Enter '0' if none
Approximate number of new jobs created outside the institution as a result of the research related to the infrastructure (e.g., jobs at spin-off companies, jobs with private-sector partners, etc.)	<input type="text" value="2"/> Enter '0' if none
Total	2

* Indicate the number of new jobs created outside the institution, by sector.

Sector	Number of new jobs created
University/college/research hospital	<input type="text"/>
Other public	<input type="text"/>
Private	<input type="text"/>
Non-profit	<input type="text"/>
Total	

* Indicates a required field

Validate

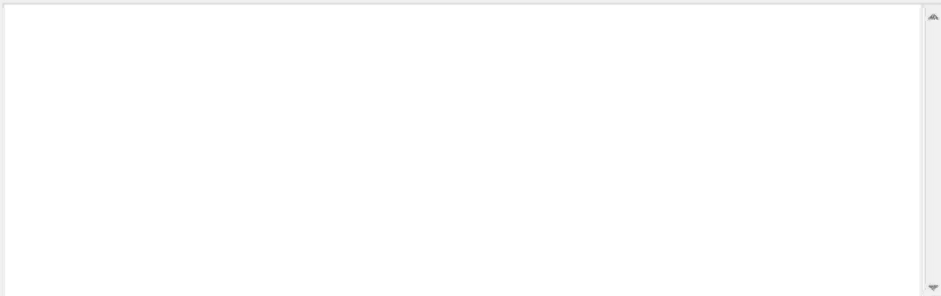
Display/Print

Contact information

Optional: For communication and promotion purposes, who should we contact for more information - both from the researcher's perspective and from the user's perspective? Please provide contact information.

500 characters

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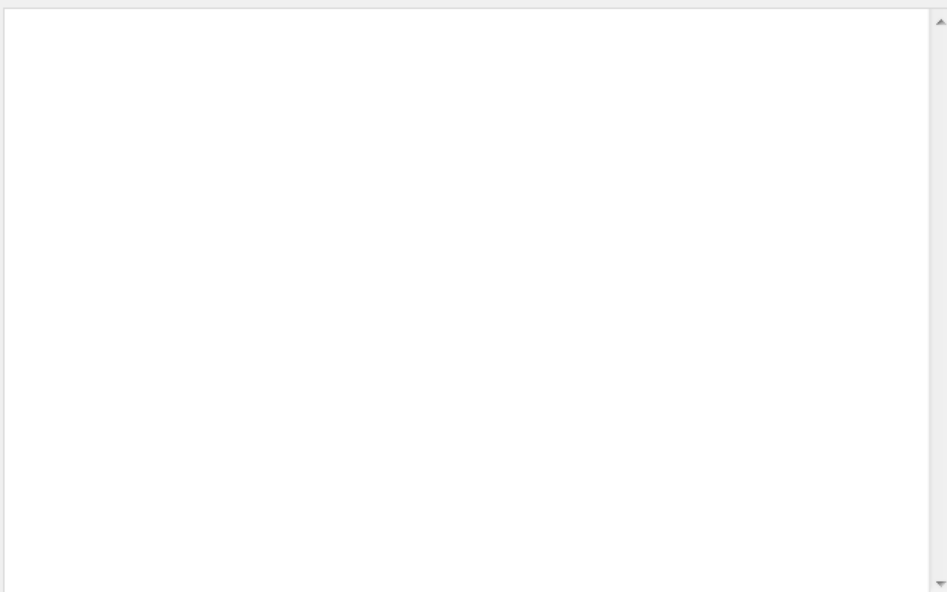
A large, empty text area with a vertical scrollbar on the right side, intended for providing contact information.

Comments

Optional: Please use the text box below to add any additional comments.

1,000 characters

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A large, empty text area with a vertical scrollbar on the right side, intended for adding additional comments.

END