

FINAL REPORT REQUIREMENTS

A written Final Report on the research project must be submitted by the Principal Investigator to the Foundation within three months of the project completion date.

Please note:

- Reports should not be longer than three pages in total.
- Research grant reports may become public documents. Therefore, do not include confidential or other sensitive information.

The Final Report should contain the following:

A. Basic Information

Title of Research			
Name of Principal Investigator			
Names of additional Investigators			
Host Institution			
Amount of Grant Awarded (inclusive of any applicable GST)			
Commencement date		Completion date	

B. Lay Summary

Provide a lay summary, of 100 - 300 words, suitable for public release.

C. Achievements, Aims & Objectives

- Provide a summary of research project activities undertaken with the funds awarded. Include a list of research and/or creative outputs.
- Explain whether the goals and objectives identified in the application have been achieved, and, if applicable, explain any other outcomes achieved by the project.

D. Publication Bibliography

- Provide a list of all media outputs, reports and published papers, including those which have been accepted or submitted for publication, arising directly from the research.
- Provide the reference and links to all outputs listed above.

E. Dissemination and Implementation of Research Results

Provide brief statements on:

- The manner in which results of your research have been disseminated including a list of presentations of the research at both lay and scientific meetings,
- How the results of the research have been disseminated to the research participants (where applicable),

- Any significant developments arising from the research that represent important advances in knowledge, and
- Any use of the research findings which have impacted on clinical practice or public health policy.

F. Budget and How the Grant was Spent

- Attach a final financial statement (Transaction Statement).
- Please comment on any variation between the budget and actual spending.