

## Mandatory Reporting Requirements

**Final narrative and financial report are due to the AHA Centre within three months of the project completion date**

Please note: 10% of the total grant awarded will be held until the final report is submitted.

### Financial Reporting:

Good bookkeeping is expected for all research development grant recipients. Funds are for use only for activities directly related to the proposal approved by the AHA Centre. An end of grant financial report should clearly indicate all expenditures with documentation to support all expenses.

- Report using the form provided; this form includes the approved budget and an additional column to list actual expenses.
- All expenses must be backed up with receipts, which must be submitted to CAAN, as the administration body of the AHA Centre, by the organization.
- All excess funds remaining at the end of project must be returned to the AHA Centre.
  - In the event that specific activities to enhance the project are being considered by the organization for the surplus funds, a written request and explanation must be submitted to the AHA Centre prior to the grant completion date.
  - Written authorization from the AHA Centre must be received prior to excess funds being spent.
- Per diem and mileage costs must not exceed the amounts set in the Canadian Aboriginal AIDS Network (CAAN) Travel Policy.

### Narrative Reporting:

A final narrative report is required to describe the work undertaken with proposal development funds. This will be kept on file as part of the AHA Centre's accountability and for AHA Centre evaluation reports.

- The first page of the report will include: Name of Project; Name of Organization; Name and contact information of person completing report; Dates the project took place; Date report submitted.
- This report will be at least three (3) and no more than five (5) pages in length, not including appendices.

The following questions will be addressed in the narrative report:

1. **What did the project do?** Tell us about the activities that were completed with Research Proposal Development Program funds. Activities are the work undertaken to achieve the team's desired results as proposed in the application. (up to one page)
2. **What happened as a result of project activities?** Describe the outcomes of

the activities. Outcomes are the results that have been achieved and can be intended or unintended. Tell us about both intended and unintended results that have been achieved. (up to one page)

3. ***How did this project build the capacity of the organization and the people involved in the project?*** As a result of this project, what kind of positive changes are identifiable? In what ways did this project increase the organization's ability to do research? (up to half a page)
4. ***What was learned from the project?*** Tell us about lessons learned from the project's activities. Think about what worked well, what didn't work well, what you would do differently. (up to one page)
5. ***What impact will the project have in the future?*** Tell us how the outcome/s of the research development project will be used. (up to one page)