Partnership Grants Midterm Report

File number:	Click here to enter text.
Host institution:	Click here to enter text.
Project director:	Click here to enter text.
Project title:	Click here to enter text.

The Midterm Report should provide an overall view of what the partnership has accomplished by the midpoint of the award, and provide sufficient information to allow the Midterm Review Committee to assess the progress of activities undertaken during this time. It is both a description of the activities and accomplishments to date, and a forward-looking document that confirms and updates the plan of activities designed to ensure the achievement of the stated goals and objectives of the partnership. It is expected that key members of the partnership will participate in the preparation of the report's contents and endorse it prior to submission.

Instructions: Provide information about your project for each of the seven evaluation criteria listed below. For each of the green text boxes below, provide the information requested while limiting your responses to 500 words. If you choose to include any charts, tables, graphics, diagrams, images, etc., include these at the end of the document as an appendix. In total, keep the appendices to a maximum of twenty pages. Do not enter text in the blue text boxes. The midterm review committee will assess your progress (i.e., exceeds expectations; meets expectations; may not meet expectations, clarification required; does not meet expectations) and provide feedback in the blue text boxes.

Progress Summary

Provide a plain-language summary of the results of your project to date.

Project Response:

Click here to enter text.

1) Research and/or related activities are proceeding and evolving as planned or, if not, the partnership has overcome challenges and adjusted plans appropriately and effectively to keep the project on track.

With respect to the project's research and/or research-related activities, explain your accomplishments to date and the extent to which your project is meeting the measures of success as outlined in your application and/or Milestone Report. If the expert panel and/or the adjudication committee at the Formal application stage raised concerns or made suggestions for improvement related to research activities, describe how this feedback has been addressed. If you have experienced challenges, describe them and how they have been addressed. If you have significantly adjusted your plans, explain and justify these changes. Finally, briefly outline your plans moving forward and describe how they will allow you to meet the goals and objectives of your project.

Project Response:

Project Response:

Click here to enter text.

Midterm Review Committee Feedback: Choose a descriptor.

Click here to enter text.

2) Knowledge mobilization activities are proceeding and evolving as planned or, if not, the partnership has overcome challenges and adjusted plans appropriately and effectively to keep the project on track.

Provide links to the project's website and/or any social media:

Click here to enter text.

Refer to SSHRC's Guidelines for Effective Knowledge Mobilization for examples of effective knowledge mobilization activities.

Describe the knowledge mobilization activities and events that have been accomplished to date as a direct result of the Partnership Grant and the extent to which your project is meeting the measures of success as outlined in your application and/or Milestone Report. If the expert panel and/or the adjudication committee at the Formal application stage raised concerns or made suggestions for improvement related to knowledge mobilization, describe how this feedback has been addressed. If you have experienced challenges, describe them and how they have been addressed. If you have adjusted your plans, explain and justify these changes. Finally, briefly outline your plans moving forward and describe how they will allow you to meet the goals and objectives of your project. You may wish to include, as an appendix, diagrams, charts or lists of publications that help to clarify your knowledge mobilization plans and that are tied to specific team members and objectives of the project.

Project Response:

Click here to enter text.

Has your project involved any of the following methods of knowledge mobilization? Select all that apply.

☐   Academic dissemination (*essentially, a one-way flow to other scholars in or near your field(s) of research*)

☐   Knowledge transfer (*transferring knowledge to scholars in other fields of research*)

☐   Knowledge translation (*writing or presenting research findings in more readable or useable forms e.g., writing for a wider or more diverse public*)

☐ Knowledge exchange (*exchanging or sharing knowledge with other disciplines or across sectors (two-way flow) e.g., workshop or conference*)

☐ Knowledge brokering (*facilitating the flow of knowledge between others*)

☐ Knowledge synthesis (*pulling together existing research in a useful form for other researchers or organizations*)

☐ Co-production (*building research teams or alliances that generate new knowledge based on an ongoing exchange of knowledge*)

☐ Networking (*organizing ongoing networks of scholars and/or other experts to mobilize knowledge*)

How many research products (including those under submission) have resulted directly from the Partnership Grant? You may append a list of publications tied to specific team members and objectives to help demonstrate the direct link to the project.

Products	Number Developed	Number Planned
Presentations		
Interviews (broadcast or text)		
Peer-reviewed journal articles (open access)		
Peer-reviewed journal articles (subscription based)		
Edited journal issues		
Books (including edited books)		
Book chapters		
Entries (dictionary and encyclopedia)		
Conference publications		
Articles in popular media		
Reports, briefs, and other forms of grey literature		
Artistic performances		
Other (specify: Click here to enter text.)		

List the number of knowledge mobilization events that occurred directly as a result of the grant.

Event	Number Developed	Number Planned
Conference		
Workshop		
Summer institute		
Media events (such as television/radio presentations)		
Public debates		
Other (specify: Click here to enter text.)		

Midterm Review Committee Feedback:	Choose a descriptor.
Click here to enter text.	

3) Training and mentoring commitments have been executed and projected as planned or, if not, the changes are well justified and appropriate.

Refer to SSHRC's Guidelines for Effective Research Training for examples of effective research training activities.

With respect to the project's training and mentoring activities, explain your accomplishments to date and the extent to which your project is meeting the measures of success as outlined in your application and/or Milestone Report. If the expert panel and/or the adjudication committee at the Formal application stage raised concerns or made suggestions for improvement related to training and mentoring, describe how this feedback has been addressed. Describe progress made to date in the training and/or development of research or support staff. Explain the expected degree of participation of the research staff (students, specialists, individuals from partner organizations and others) to be expected by the end of the project.

If you have experienced challenges, describe them and how they have been addressed. If you have adjusted your plans, explain and justify these changes. Briefly outline your plans moving forward and describe how they will allow you to meet the goals and objectives of your project.

Project Response:
Click here to enter text.

How many students, postdoctoral researchers and/or non-students, respectively, have participated in your project?

Student Level	Number supported by SSHRC grant		Number supported by host and/or partner contributions	
	Canadian	Foreign	Canadian	Foreign
Undergraduate students				
Master's students				
Doctoral students				
Postdoctoral researchers				
College students				
Other (e.g., technician, professional research associate)				
Total Number				

Indicate, if applicable, the kinds of activities in which students and/or postdoctoral researchers, supported by the SSHRC grant, have been engaged as part of this initiative. Select all that apply.

Activities	Undergraduate students	Master's students	Doctoral students	Postdoctoral researchers	College Students
Data collection	☐	☐	☐	☐	☐
Data entry	☐	☐	☐	☐	☐
Data analysis and literature review	☐	☐	☐	☐	☐
Communications (e.g., lecturing or presenting at conferences)	☐	☐	☐	☐	☐
Mentoring	☐	☐	☐	☐	☐
Networking and collaborations	☐	☐	☐	☐	☐
Outreach activities	☐	☐	☐	☐	☐
Participation in publications	☐	☐	☐	☐	☐
Project Design	☐	☐	☐	☐	☐
Report writing/editing	☐	☐	☐	☐	☐
Teaching (including pedagogy and/or educational training).	☐	☐	☐	☐	☐
Internships or other activities in the business, not-for profit or government sectors	☐	☐	☐	☐	☐
Activities that provide international experience	☐	☐	☐	☐	☐
Other (specify: Click here to enter text.)	☐	☐	☐	☐	☐

Midterm Review Committee Feedback: Choose a descriptor.

Click here to enter text.

4) Governance and management structure is functional and appropriate

Start this section by identifying any changes (i.e., additions, withdrawals or removals) in the project team and/or partner organizations from the start of the project and offer a brief justification for these changes.

Briefly describe the management and governance approaches and structures of the partnership, including details about how the partnership is organized (e.g. working groups, clusters, teams, etc.). List the research and/or related activities or sub-projects associated with each grouping within the partnership, as appropriate. If the expert panel and/or the adjudication committee at the Formal application stage raised concerns or made suggestions for improvements related to governance, describe how this feedback has been addressed.

Assess the effectiveness of these structures and approaches employed by the partnership (e.g., approaches to communication, decision-making, conflict resolution, etc.). Highlight the successes that have been facilitated by the project's structure and identify challenges that have been encountered. If the structure has changed over the duration of the project, explain and justify these changes.

Project Response:

Click here to enter text.

Midterm Review Committee Feedback: Choose a descriptor.

Click here to enter text.

5) Partner organizations are engaged in the project.

Assess the extent to which the partnership structures have facilitated partner engagement and describe how partner organizations are contributing to project activities. If the expert panel and/or the adjudication committee at the Formal application stage raised concerns or made suggestions for improvements related to partner engagement, describe how this feedback has been addressed. If partner engagement could be improved, provide a strategy or plan to further engage partners moving forward. You may wish to include, as an appendix, diagrams or charts that help to clarify your governance and management structures.

Project Response:

Click here to enter text.

Midterm Review Committee Feedback: Choose a descriptor.

Click here to enter text.

6) The host institution and partner organizations are largely meeting their commitments, and the project is on track to secure the 35% cash and in-kind contribution requirement.

This criterion will primarily be assessed based on the partner contribution workbook that is submitted to SSHRC each year. As this workbook is quite detailed, only describe partner and host contributions in high-level, general terms.

Identify the extent to which the commitments made in the Formal application have been met by the host institution, partner organizations and supporting organizations. Highlight any anticipated shortfalls or additional support and their impacts on project plans. If contributions are not on track to meet SSHRC's 35% minimum requirement, describe any plans or actions being undertaken to obtain additional contributions. If the expert

panel and/or the adjudication committee at the Formal application stage raised concerns or made suggestions for improvement related to contributions, describe how this feedback has been addressed.

Project Response:

Click here to enter text.

Midterm Review Committee Feedback: Choose a descriptor.

Click here to enter text.

7) Budget allocations are projected as initially planned or, if not, the changes are well justified and appropriate.

Provide details on budget allocations in the first half of the project and explain any significant changes from the proposed budget in the original application. Also provide a detailed budget justification for the remaining period of the project, highlighting any significant changes from the initial application and/or Milestone Report. Amounts should correspond with the tables below. If the expert panel and/or the adjudication committee at the Formal application stage raised concerns or made suggestions for improvements related to the budget, describe how this feedback has been addressed.

Project Response:

Click here to enter text.

7a) Actual Expenses in the first half of the project.

Complete the budget table below for the first half of your project. The categories are based on the original application and this section should show how SSHRC funds were used in the first half of the grant. Any significant deviations may be justified in the text box above (e.g. changes in allocation of funds dedicated to students).

Budget categories		Actual Expenses		
		Year 1	Year 2	Year 3*
Students salaries and benefits/stipends	Undergraduate			
	Masters			
	Doctorate			
Non-student salaries and benefits/stipends	Postdoctoral			
	Other			
Travel and subsistence costs	Participants – Canadian travel			
	Participants – Foreign travel			
	Students – Canadian travel			
	Students – Foreign travel			
Other expenses	Professional/Technical services			
	Supplies			
Non-disposable equipment	Computer hardware			
	Other			

Budget categories	Actual Expenses		
	Year 1	Year 2	Year 3*
Other expenses (specify)			
Total			

* For 5 year projects, please include both the actual and projected expenses for year 3.

7b) projected expenses for the remainder of the project.

Complete the budget table below for the remaining years of your project (i.e. for 5 year projects complete years 4-5, for 6 year projects complete years 4-6, and for 7 year projects complete years 5-7). The categories are based on the original application and should account for the use of SSHRC funds for the remaining years of the project.

Budget categories		Projected Expenses			
		Year 4	Year 5	Year 6	Year 7
Students salaries and benefits/stipends	Undergraduate				
	Masters				
	Doctorate				
Non-student salaries and benefits/stipends	Postdoctoral				
	Other				
Travel and subsistence costs	Participants – Canadian travel				
	Participants – Foreign travel				
	Students – Canadian travel				
	Students – Foreign travel				
Other expenses	Professional/Technical services				
	Supplies				
Non-disposable equipment	Computer hardware				
	Other				
Other expenses (specify)					
Total					

Midterm Review Committee Feedback:	Choose a descriptor.

Click here to enter text.