

INTERNATIONAL COMMUNITY-UNIVERSITY RESEARCH ALLIANCES (ICURA)

MILESTONE FRAMEWORK

As a condition of their grants, ICURA teams are expected to report on their progress.

The reporting schedule is as follows:

Reporting Requirement	Tentative dates
Milestone Framework	January 15, 2010
Milestone Report	January 15, 2011
Mid-Term Report	December 15, 2012
Final Report	September 30, 2014

These reports will provide an opportunity for ICURA teams to develop a framework for self-assessment, and to utilize this framework for reporting on the progress and results of their activities. Note: the requirements for financial reports are outlined in the funding agreements by SSHRC and IDRC, respectively.

A completed Milestone Framework should assist ICURA teams to measure and assess progress toward their objectives.

Specifically, the purpose of the Milestone Framework is to:

- update key information provided in the formal application stage;
- confirm responsibilities of team members, clarify the goals of the research program, and describe governance and management structures;
- establish the milestones to track which activities are on, ahead or behind schedule, and establish indicators to report on results.

Given the importance of this Milestone Framework, both SSHRC and IDRC expect the principal investigators/co-directors to involve core members of the alliance in its development. Moreover, alliance members should endorse its content and commitments. The completed Milestone Framework should be no more than fifteen (15) pages in length (excluding appended documents).

Report submission deadline and format: One electronic copy and one paper copy of the milestone framework should be received by SSHRC and IDRC by Jan 15, 2010 and sent to the following contact addresses:

By email:

- Amy Larin (SSHRC) amy.larin@sshrc-crsh.gc.ca
- David O'Brien (IDRC) dobrien@idrc.ca

By mail:

ICURA program (Attn: Amy Larin, Program Officer)
Strategic Programs and Joint Initiatives

SSHRC
350 Albert Street
P.O. Box 1610
Ottawa ON K1P 6G4

IDRC
attn: David O'Brien, IPS
PO Box 8500,
Ottawa, ON,
Canada
K1G 3H9
Mail room: 9th Floor

ICURA Milestone Framework

Section A			
1. Identification			
SSHRC Number 833 -	Title of ICURA		
IDRC File Number(s)			
<i>Report completed by:</i>			
Family Name		Given Name	Initials
Primary telephone number Country Area Number Extension	Primary E-mail		
Family Name		Given Name	Initials
Primary telephone number Country Area Number Extension	Primary E-mail		
Family Name		Given Name	Initials
Primary telephone number Country Area Number Extension	Primary E-mail		
Date Submitted (dd/mm/yyyy):			
2. Formal Application Follow-up			
2.1 Discuss any issues raised by the adjudication committee at the time of the grant decision, and how these issues have been addressed.			

Section B

1. Community and University Partnerships

1.1 PERFORMANCE MEASUREMENT AND EVALUATION - Community-university partnerships: How will you measure and assess the effectiveness of your management/governance structure? How do you plan to monitor the participation of team members in ICURA activities, including an indication of the depth of involvement and the range of opportunities to help build their knowledge, expertise and research skills? Provide examples as appropriate.

1.2 Append to your report a description of the ICURA's planned or actual management/governance structure and Advisory Board(s) (include mandates). Include the names, affiliations and responsibilities of members. Be sure to describe such elements as: how integration of ICURA participants will be promoted (e.g., in framing the research agenda); how partnerships between community and university researchers, and across jurisdictions, will be promoted and strengthened; and mechanisms that will allow for partnerships to evolve and expand?

1.3 Has the ICURA established written agreements or protocols outlining partnership functioning?

Yes (go to 1.3a) No (go to 1.3b)

1.3 a What type(s) of written agreement(s) or protocol(s)? (Check all that apply):

- Terms of Reference
- Letters of Agreement
- Guiding Principles
- Conflict Resolution Mechanisms
- Resource Allocation Principles
- Contracts (Please specify type/nature of contract): _____
- Other(s) (Please specify): _____

1.3 b If no written agreement or protocols have been established, explain how partnerships will be managed.

1.4 What management challenges and mitigation strategies are envisioned for dealing with such issues as ethics review, resources sharing, funds and personnel administration, publication policies, etc..?

2. Research Training and Development

2.1 PERFORMANCE MEASUREMENT AND EVALUATION - Research Training and Development: Skills and Knowledge: What type of skills and knowledge will be developed? How will you measure and assess the degree to which students, community partners and other researchers have acquired the identified skills and knowledge?

2.2 How do you plan to measure and assess the degree to which team members participate in the alliance, and the impact of their participation within and across country locations?

2.3 Indicate the **anticipated** number of students, community partners and other research staff expected to participate in the ICURA. (Please note that actual figures will be required in your Mid-term and Final Research reports).

STUDENTS		
Paid	# at Canadian universities	# at (name country) universities**
Undergraduate		
Masters		
Doctoral		
Postdoctoral		
Unpaid		
Undergraduate		
Masters		
Doctoral		
Postdoctoral		

** add additional columns if more than one LMIC country is involved

COMMUNITY PARTNERS AND OTHER RESEARCHERS			
Host organization of team member (gov't, community organization, advocacy organizations, etc...)	Paid or Unpaid?	Role of team member (research coordinator, project manager, technician, etc.)	#

2.4 Briefly identify planned university courses, degree programs, professional training courses/workshops etc., to be developed. How will the ICURA contribute to these new offerings? Describe the role of each partner in these events.

3. Research and Knowledge Production

3.1 PERFORMANCE MEASUREMENT AND EVALUATION -Research and Knowledge Production:
How do you plan to measure and assess:

- the execution of your planned research program?
- individual projects and their expected results?
- the use and quality of the research conducted (from an academic and community perspective)

3.2 PROGRAM OF RESEARCH: Append to your report an outline of the ICURA's main research components, using the table below.

Project component & location	Project title	Project Lead(s), Affiliation	Specific project-level research objectives	Expected results	Time Frame (start - finish)	Projected expenditure (\$)

			→	→		
			→	→		
			→	→		

4. Knowledge Mobilization

4.1 PERFORMANCE MEASUREMENT AND EVALUATION -Knowledge mobilization: How do you plan to engage partners in creating knowledge mobilization strategies including the development of new tools; i.e., publications?

4.2 How do you plan to measure and assess the:

- implementation of your knowledge dissemination / communication plan?
- influence of audiences' input on knowledge dissemination activities and its impact?
- impact of knowledge dissemination activities on users; i.e., intended audiences, internationally and in Canada?

4.3 Has the ICURA developed a formal knowledge mobilization plan?

- Yes (please append document to your report) and indicate who was involved in formulating it.
- No (go to 4.2a)

4.2 a) If not, describe plans for the development of a formal knowledge mobilization plan, including who will be involved and anticipated completion date.

4.4 Describe the mechanisms for external audiences to influence ICURA knowledge dissemination plans.

5. Additional Information and Funding

5.1 Provide any additional information on your ICURAs performance measurement and evaluation plan, **not yet discussed in this framework**. For example, you may use this space to discuss plans for a formal evaluation of your ICURA. Append any relevant documents that further describe your performance measurement and evaluation plans.

5.2. Do you have intentions to mobilize resources in addition to those listed in your application? Please describe.

Please note that SSHRC or IDRC may request copies of documents referenced for your file.