



INTERNATIONAL COMMUNITY-UNIVERSITY RESEARCH ALLIANCES (ICURA)

MILESTONE REPORT

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	January 15, 2012
Final Report	September 30, 2014

The Milestone Framework provided ICURA teams an opportunity to develop a framework for self-assessment. For the three Reports, ICURA teams are to utilize their proposed indicators and methods to report on their progress and results. Note: the requirements for financial reports are outlined in the funding agreements by SSHRC and IDRC, respectively.

A completed Milestone Report should assist ICURA teams to measure and assess progress toward their objectives. It will also assist members of the Mid-term Review Committee (Feb/Mar 2012) to assess the progress achieved during the first 18 months of the ICURA grant.

The purpose and format of the Milestone Report are as follows:

- update key project information;
- confirm responsibilities of team members, clarify the goals of the research program, and describe governance and management structures;
- report on progress of activities that are on, ahead or behind schedule, using indicators identified in the Milestone Framework;

Given the importance of this Milestone Report, 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 Report should be no more than fifteen (15) pages in length (excluding tables and appended documents).

Report submission deadline and format: One electronic copy and one paper copy of the Milestone Report should be received by SSHRC and IDRC by Jan 15, 2011 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)
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IDRC

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ICURA Milestone Report

Section A			
1. Identification			
SSHRC Number 885 -	Title of ICURA		
IDRC File Number(s) 104518-xxx			
<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):			

* add additional rows as needed to identify individuals involved in writing the report

Section B

1. Community and University Partnerships

1.1 Utilizing the indicators and the methods developed in your Milestone Framework to assess Community and University Partnerships, report on the following topics:

- ➔ the effectiveness of your management/governance structure; and
- ➔ the participation of team members in ICURA activities, including the depth of involvement and the range of opportunities to help build their knowledge, expertise and research skills. Provide examples as appropriate.

1.2 Using the table below, identify any ICURA team members (community and university researchers, community partners, students, knowledge users, etc.) that have joined or left the project since the time of application.

Name (last, first, title)	Affiliation (name of organization, province/state, country)	Role in ICURA (partner, collaborator, student, other - specify)	Other information about this person you would like to communicate to SSHRC

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

- Yes (go to 1.4a) No (go to 1.4b)

1.4a 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): _____

1.4 Reflecting on the management challenges and mitigation strategies identified in the Milestone Framework, what has been the teams experience dealing with such issues as ethics review, resources sharing, funds and personnel administration, publication policies, etc..? Provide examples as appropriate.

2. Research Training and Development

2.1 Utilizing the indicators and the methods developed in your Milestone Framework to assess Research Training and Development, report on the following topics: a) the type of skills and knowledge developed; and b) the degree to which students, community partners and other researchers have acquired the identified skills and knowledge? Provide examples as appropriate.

2.2 Utilize the indicators and the methods developed in your Milestone Framework to 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 number of students, community partners and other research staff that have participated in the ICURA.

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			
Name the host organization of team member(s) (indicate the affiliated organization of the team member)	Paid or Unpaid?	Role of team member (research coordinator, project manager, technician, etc.)	#

2.4 Use the table below to indicate (✓) what specific applied skills research staff have acquired through their participation in the ICURA

Skills	Students				Community Partners	Research Staff
	Under-grad	Masters	Doctoral	Postdoctoral		
Research Design						
Participate in designing project						
Write grant proposals						
Design methodology						
Data Collection & Analyses						
Collect data or information						
Analyse research results or content						
Manage databases						
Presenting Results						
Present research at conferences						
Publish articles/books						
Produce performance/exhibit						
Administrative Tasks						
Develop/monitor budgets						
Provide admin support						
Application of Specific Skills						
Design websites / programming						
Specific skills (language, software)						

Translate/edit/proofread						
Interactions						
Organise conferences, workshops						
Mentor/supervise other students						
Liaise with community stakeholders						
Participate in mtgs. co-researchers						
Participate in mtgs. partners						
Work in interdisciplinary environment						
Other(s): Please specify: _____						

2.5 Building on the table above, describe the new opportunities presented for research training and development, noting differences across the project sites since the grant was awarded.

2.6 Briefly identify university courses, degree programs, professional training courses/workshops etc., that have been developed or under development. How has the ICURA contributed to these new offerings and describe the role of alliance partners?

3. Research and Knowledge Production

3.1 Utilizing the indicators and the methods developed in your Milestone Framework to assess Research and Knowledge Production, report on the following topics:

- 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 updated table of the ICURA's main research components. Below the table, identify any changes to the previously submitted table and discuss progress to/departure from 'expected results'

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 Utilizing the indicators and the methods developed in your Milestone Framework to assess Knowledge Mobilization, report on the following topics:

- partner participation in creating knowledge mobilization strategies including the development of new tools (for example publications);
- the implementation of your knowledge dissemination / communication plan;
- the influence of audiences' input on knowledge dissemination activities and its

- impact; and,
 → the impact of knowledge dissemination activities on users; i.e., intended audiences, internationally and in Canada?

4.2 If a formal knowledge mobilization plan was developed, discuss its implementation, and highlight emerging results not discussed in 4.1.

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

4.3 Use the table below to indicate the **number** of knowledge dissemination mechanisms/tools/vehicles the ICURA has already developed (D) or plans to develop (P). Discuss notable differences across research sites and reasons for such differences.

Dissemination mechanisms/tools/vehicles	# Developed (D)	# Planned (P)
Research tools (e.g. database, dataset, archive, directory, bibliography, concordance, physical collections, catalogue, etc.)		
Online (website, blogs, forums, etc.)		
Presentations (non-academic)		
Conference presentations (academic)		
Journal Articles (academic)		
Books (academic)		
Public lectures or address		
TV/Radio interviews		
Media products		
TV Broadcast (e.g. documentary, series, etc.)		
Audio-visual material (e.g. video, film, sound recording, etc.)		
Newspaper/Magazine article(s)		
Textbook/Educational Aid		
New course(s)		
New program(s) of study		
Performance (e.g. theatre, dance, etc.)		
Advisory services (e.g. participation in task forces, advisory committees, etc.)		
Consultancy (e.g. research contracts)		
Other(s): Please specify: _____		

4.4 Use the table below to indicate the **number** of knowledge dissemination events the ICURA has already held (H) or plans to hold (P). Also indicate whether the events are aimed at primarily academic, primarily non-academic audiences, or both. Discuss notable events, differences across research sites and reasons for such differences.

Event Type	# Aimed at Academic Audiences		# Aimed at Non-academic Audiences		# Aimed at both Academic and Non-academic Audiences	
	H	P	H	P	H	P
Workshop						
Conference						
Congress						
Symposium						
Meeting						
Other(s): Please specify: _____						

4.5 Briefly describe whether intended audiences for dissemination of the research results have been reached. What mechanisms were used to involve these audiences in the development/implementation of dissemination plans.

5. Additional Information and Funding

5.1 Indicate the source, the role of the organization or person in the ICURA, the nature and amount of support of any additional support (in kind or cash) received since the formal application, in the table below. Please also indicate whether the support is confirmed (C) or anticipated (A).

Source (Organization or Person Name)	Role in ICURA (partner, collaborator, other - specify)	Nature (Financial, intellectual, in-kind, other - specify)	Amount (for financial contributions only)	Is support confirmed (C) or anticipated (A)?

5.2 Discuss how financial management processes have functioned in relation to achieving the alliance’s objectives?

5.3 Provide any additional information collected using the indicators and methods proposed in your Milestone Framework that has not yet been discussed in this report.

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