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International Development Research Centre

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INTERNATIONAL COMMUNITY UNIVERSITY RESEARCH ALLIANCES (ICURA)
MID-TERM REPORT

As a condition of their grants, holders of International Community University Research Alliances (ICURA) are expected to provide an initial Milestone Framework (6 months); Milestone Report (12 months), annual financial reports, a Mid-term Report (30 months) and a Final Research Report. In addition to providing information on the overall performance of the ICURA program, these reports will also provide an opportunity for ICURA teams to report on the progress, outputs and outcomes of their activities as per the performance indicators they have identified at the milestone framework stage.

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.

The Mid-term Report asks grant holders to report on the activities delivered in the **first 30 months** of the project.

Specifically, the purpose of the Mid-term Report is to:

➔ update key information provided in the formal application stage, the Milestone Framework and in the Milestone Report, especially responsibilities of team members, clarify the goals of the research program, and describe governance and management structures;

➔ help the mid-term evaluation committee to determine which activities are on, ahead or behind schedule and establish the status of planned activities, outputs and generally, to assess progress achieved during the first half of your ICURA grant in relation to the objectives cited in your Milestone Framework and originally outlined in your application;

➔ understand how the ICURA may have evolved, or overcome challenges and readjusted plans to reach objectives.

Given the importance of the Mid-term Report, SSHRC and IDRC expect that the Principal Investigator/Co-Directors will ensure that core members of the ICURA team review the Mid-term Report *at the draft stage* and that all members of the ICURA team endorse the report's content.

The report is organized into two sections, as follows:

Part A: Quantitative results and short responses
This section includes an overview of the evolution of the ICURA's community and university partnerships, research training, research and knowledge production, and knowledge mobilization.

Part B: Narrative
The narrative section of the report (Part B), should be no more than 25 pages in length, single-spaced 12-point font (excluding appended documents). ICURA teams are strongly encouraged to present the indicators and findings they developed to assess progress and results.

Note: SSHRC and IDRC are well aware of the diversity of models of ICURA and, of the varying ways in which answers to the questions in this report can be provided. As such, if you find that the reports asks for something that you have provided in a previous or subsequent report section, or that is clearly stated in an appended document, you may choose to provide a detailed reference in lieu of a response. It is your responsibility to ensure that SSHRC and IDRC staff, as well as adjudicators, are able to easily locate the referenced information.

When and how to submit: One electronic copy and one paper copy of the Mid-Term Report should be received by SSHRC and IDRC by **January 15, 2012** and sent to the following contact addresses:

By email:
- Crystal Sissons (SSHRC) crystal.sissons@sshrc-crsh.gc.ca
- David O'Brien (IDRC) dobrien@idrc.ca

By mail:
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ICURA MID-TERM REPORT

Identification		
SSHRC Number 885 – IDRC File Number(s) 104518-xxx	Title of ICURA	
Report completed by: (Add rows as necessary).		
Family Name	Given Name	Initials
Primary telephone number Country Area Number Extension	Primary E-mail	
Family Name	Given Name	
Family Name	Given Name	
Primary telephone number Country Area Number Extension	Primary E-mail	
Date Submitted (dd/mm/yyyy):		

PART A (Quantitative results and short responses)

1. Community and University Partnerships

1a. Using the table below, identify any ICURA team members (community and university researchers, community partners, students, knowledge users, etc.) that have joined or no longer participate in the project **since the Milestone report.**

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 and IDRC

1b. Include a description of any changes to the management structure and Advisory Board(s) including the names and responsibilities of additional members;

2a. Please describe to what extent the ICURA research partnership achieved an effective governance structure, facilitating the maximum participation and contribution of team members and partners?

Not at all	Moderately	Significantly
☐	☐	☐

2b. Please describe concrete actions undertaken to facilitate the involvement and contribution of team members and partners to develop the Alliance.

3a. Has the ICURA developed new approaches that are responsive to the communities' research questions/needs?

☐ Yes (go to 3b.)
☐ No

3b. Explain the novelty or utility of approaches and how they were developed.

4a. Which of the following obstacles have you encountered with your ICURA project? (check all that apply)

☐ Student recruitment
☐ Availability of/access to data
☐ Receiving pledged cash and in-kind support
☐ Ethics approval
☐ Insufficient institutional support
☐ Obtaining licences, permits, visas
☐ Partnership negotiation
☐ Physical / material resources (e.g., office space)
☐ Finding qualified personnel
☐ Research Time Stipend (SSHRC)
☐ Insufficient SSHRC funding
☐ Financial management and transfers among partners
☐ International travel
☐ Working in different languages / cultures
☐ Team collaboration
☐ Other(s) - Please specify: _____

4b. How have you dealt with or overcome these obstacles?

5. At this time, what is the likelihood that the community and university institutions involved in the ICURA will continue conducting research projects together once the ICURA is complete?

Unlikely	Possibly	Likely	Definitely	Unknown
☐	☐	☐	☐	☐

2. Research Training and Development

1. Students and Postdoctoral Researchers: Indicate the total number of students and postdoctoral researchers (both paid and unpaid) that have participated or, are currently participating in the ICURA. Elaborate on the nature and quality of these training experiences in section III of Part B. (Please note that total figures will be required in your Final Research Report).

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

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

Using the template below, append a list of: major research papers, thesis or postdoctoral research projects that have been or will be produced following the students or researchers' involvement in the ICURA research activities (include list of completion dates and/or anticipated completion dates as well as the project titles).

Student Name	Paper/Thesis/Project title	Program and University	Paper/Thesis/ Project supervisor(s)	Expected completion date

2. What type of research skills have students acquired through the ICURA? (Check all that apply and where possible, indicate number of students):

Research Skills	Most Students (#)	Some Students (#)	Limited Students (#)	None
Data collection				
Data entry				
Data analysis				
Computer skills (use of specialized software)				
Proposal writing / preparation				
Research planning				
Report writing				
Presentation at Conferences, Symposiums				
Publication experience				
Opportunity for thesis work				
Networking				
Other(s): Please Specify _____ _				

3. Non-Students: Indicate the number of non-student staff (excluding postdoctoral researchers) that have been hired by the ICURA to date. (Please note that total figures will be required in your Final Research Report).

Role	#
Technician	
Consultant	
Administrative Support Staff	
Others: Please specify: _____	

4a. Indicate the total number of courses (university or other) in which ICURA research mechanisms, processes or results have been presented (to date): _____.

b. If you have collected data, report on the reach of these courses in terms of type of organizations involved, # of attendees, topics and location.

5. Indicate the total number and append a list of new courses, programs or streams of study that are being offered by institutions affiliated with the ICURA as a result of the ICURA's activities and accomplishments (to date): _____

3. RESEARCH AND KNOWLEDGE PRODUCTION

1. Using the template below, provide a brief overview of the way in which the research team is organized (e.g., units, clusters, themes, teams, departments), as well as a description of achieved and projected research projects.

Project unit/cluster /etc.	Project title	Project lead, affiliation	Specific project-level research objectives	Deliverables achieved	Delivery date	Expenditures ($)

Project unit/cluster /etc.	Project title	Project lead, affiliation	Specific project-level research objectives	Expected deliverables	Projected delivery date	Projected expenditures ($)

2. Research Publications: Indicate the total number of peer-reviewed publications and non peer-reviewed research outputs that have been completed by the ICURA to date.

Type	# Submitted		# Accepted for publication		# Published	
	# Peer-reviewed	# Non Peer-reviewed	# Peer-reviewed	# Non Peer-reviewed	# Peer-reviewed	# Non Peer-reviewed
Book						
Book Chapter						
Article in Research Journal						

Append a complete bibliography* of publications sorted by peer reviewed and non peer-reviewed research outputs and clearly indicate the type of publication (e.g., book, book chapter, article, news article, video/audio materials on or produced by teams) and their status (i.e., submitted; accepted for publication; published).

(Please note that detailed information on each publication is required in your Final Research Report, which you can begin to fill in immediately (SSHRC recipients, only) by going to https://webapps.nserc.ca/sshrc/logon_e.htm

3. List the measures taken to promote free access to research results as follows:
    -For research funded by SSHRC refer to the 'Open access' policy
    http://www.sshrc-crsh.gc.ca/about-au_sujet/policies-politiques/open_access-libre_acces/index-eng.aspx
    -For research funded by IDRC, discuss compliance with Article A6 of the Memorandum of Grant Conditions on making research outputs publically accessible.

4. Knowledge Mobilization

1. Indicate the total number of staff (student and non-student) that was hired for knowledge mobilization purposes to date (e.g., research coordinator, staff for dissemination activities, webmaster, etc.)?

2. Use the table below to indicate the number of knowledge dissemination mechanisms/tools/vehicles the team has already developed (D) or plans to develop (P). Also indicate whether the events are aimed at primarily academic or primarily non-academic audiences, or both.

Contribution Type	# Aimed at academic audiences		# Aimed at non-academic audiences		# Aimed at both academic and non-academic audiences	
	D	P	D	P	D	P
Advisory services						
Article in popular media						
Article in Professional or trade journal						
Conference paper						
Conference proceedings						
Consultancy						
Creative work						
Database/dataset/archive						
Development of policies and programs						
Educational aid						
Medias (e.g., interview, etc.)						
Newsletter/press release/pamphlet						
Public lecture or address						
Radio broadcast						
Reports						
Social Media (Facebook, Twitter etc.)						
Television broadcast						
Textbook						
Thesis						
Web site						
Other(s) - Please specify: _____						

3. Use the table below to indicate the number of knowledge-dissemination events that have already been held (H) or that you plan to hold (P). Also indicate whether the events are aimed at primarily academic audiences or primarily non-academic audiences, or both.

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						
Meetings						
Webinars or web based meetings						
Other(s) - Please specify: _____ _____						

4. Knowledge Mobilization Audiences: Who are the main audiences of the ICURA's knowledge mobilization efforts? Please check all that apply, then priority rank the top three identified audiences (#1, #2 and #3).

Audience	Rank
☐ Academic and Other Experts	
☐ Administrators	
☐ Community Groups	
☐ Community Leaders	
☐ Decision-Makers	
☐ Federal Government	
☐ General Public	
☐ International Intergovernmental Body	
☐ International Organization	
☐ International Research Communities	
☐ Learned Societies (discipline-based)	
☐ Libraries, Museums, Archives	
☐ Municipal Government	
☐ Non-Profit Organizations	
☐ Policy-Makers	
☐ Private Sector	
☐ Professionals/Practitioners	
☐ Provincial Government	
☐ Students: Undergraduate – Graduate	
☐ Unions	
☐ Universities	
☐ Foreign Government	
☐ Informed Public	
☐ Media	

5. Given the top three ranked audiences above, please rate each audience's level of influence on the social, cultural and / or economic development of the communities with which the ICURA is involved and provide some examples of how knowledge mobilization activities are influencing the policies or practices of these audiences.

Audiences	Low Degree of Influence	Moderate Degree of Influence	High Degree of Influence	Unknown
#1	☐	☐	☐	☐
#2	☐	☐	☐	☐
#3	☐	☐	☐	☐

6. Provide any additional information collected using the indicators and methods proposed in your Milestone Report to assess the influence of knowledge mobilization activities that has not yet been discussed in this report.

Additional Information and Funding

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)?

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PART B

NARRATIVE MID-TERM REPORT

ICURA teams are strongly encouraged to discuss the progress of the ICURA to date by using the monitoring and evaluation plan outlined in the Milestone Report.

Format:

- The maximum length is twenty-five (25) pages, single-spaced, 12 point font. The specified page limit must be strictly observed. Note that the use of appendices is encouraged and will not count within the 25 pages (maximum 30 pages for appendices). It is important to provide specific references in the text to appended documents so that an external reader can identify where substantiating evidence can be found.

- The use of tables and charts is strongly encouraged.

- The twenty-five page report must be divided into seven specific sections:

  I. One page summary of the ICURA project
  II. Community and University Partnerships
  III. Research Training and Development
  IV. Research and Knowledge Production
  V. Knowledge Mobilization
  VI. ICURA Performance and Evaluation
  VII. Budget Update and Justification

- If available, provide a link to the ICURA's website where detailed or supportive information can be obtained

Content:

Section I. One page summary of the ICURA project

- Provide a clear statement of the main research objectives of the ICURA project;

- A brief overview of the range of partners that are involved in the international community-university research alliance, and how any changes have affected the progress of the ICURA.

Section II. Community and University Partnerships

- Provide a brief overview of the scientific and societal relevance of the ICURA's objectives, and identify any changes from those identified in the formal application;

- Discuss the emerging outcomes and anticipated impacts of ICURA involvement on researchers, community organizations and partners;

- Explain the means and effectiveness of the ICURA's governance structure in managing key aspects of partnership collaboration (e.g., implementing written agreements or protocols; ensuring partner involvement; defining research questions; allocating resources, addressing challenges, etc.);

- Explain the effectiveness of the means undertaken to ensure the full integration of all team members and partners across countries, as well as the full integration of research activities. The effectiveness of mechanisms for cross-fertilisation and exchanges should also be discussed;

- Explain any delays encountered and their impact on anticipated results and project completion date (please identify any significant changes made to the project schedule, providing reasons for these changes).

Section III. Research Training and Development

- Explain the degree of research staff (including student) participation in, and diversity of, opportunities to build their knowledge, expertise and research skills;

- Elaborate on the experience, knowledge and skills acquired by students and community-based representatives participating in the ICURA (to date) from Part A, Section 2. Explain how the involvement of participants in the research activities of the ICURA has improved their collaborative and applied research skills;

- Discuss the outcomes of plans to train students and monitor their research activities; and,

- Explain how the involvement of non-academic partners in the research activities has influenced their collaborative research skills or application of research to inform the policies or practices of partner organizations.

Section IV. Research and Knowledge Production

- Provide a clear description of what has been completed to date in terms of research activities and what remains to be completed throughout the tenure of the ICURA grant, including details such as: a) a brief description of the main research activities; b) a brief description of research methodologies; c) a resources and sources identified to achieve the projected outcomes

- Identify the top five (5) key achievements of the ICURA to date, as related to the ICURA program objectives (when applicable); and,

- Outline unforeseen difficulties encountered and how they were resolved.

Section V. Knowledge Mobilization

- Outline the implementation of dissemination plans and their effectiveness to date in reaching your objectives (e.g., strategies; targeted audiences);

- Briefly describe an example(s) of how your knowledge mobilization efforts have advanced/are advancing the goals of the ICURA project.

- Describe the use of knowledge dissemination mechanisms/tools/vehicles the team has used to facilitate: 1) community-university relations; and, 2) articulation of community interests in the design of research, training and dissemination activities; and,

- If available, provide the link to the ICURA's website with a brief discussion of its content.

Section VI. ICURA Performance and Evaluation

- Describe the implementation of your monitoring and evaluation plan, identifying any changes to performance indicators; how performance information was measured, monitored and reported on; and any evaluation activities that were conducted;

- Outline how performance and evaluation information was used by the ICURA and its management structure (i.e., decision-making, improvements/changes to ICURA, etc.).

Section VII. Budget Update and Justification

- Provide a review and update of the project's budget (including the delivery of promised institutional support, cash and in-kind), informing of any anticipated shortfall or additional support and their impact on research plans. This section should include details about actual expenditures to date and forecasts; and,

- Provide a detailed budget justification for the remaining period of the project.

PART C

ADDITIONAL INFORMATION: APPENDICES

- ICURA teams may append **three documents** if they are pertinent to the demonstration of progress during the first half of the ICURA grant. These appendices may include publications and a maximum of two multimedia submissions, including: CD, DVD, software program etc. Forward five copies of these documents to distribute to members on a mid-term review committee. SSHRC will distribute these documents to the committee members for viewing prior to the committee's meeting in Ottawa. However, due to technical challenges, SSHRC cannot guarantee that the samples will be viewed. Please note that you must inform SSHRC by e-mail if you would like the material to be returned.

- Please include a list of the documents you are sending with a brief explanation of their relevance to the project (maximum of 75 words per appended document).

PART D

EVALUATION CRITERIA

Evaluation Criteria: The ICURA Midterm Review committee will assess the progress of each ICURA project based on the following chart (see below). The criteria are outlined as follows:

Exceeds Expectation:
The projected objectives for this stage of the ICURA have been exceeded and new and innovative outcomes and knowledge mobilization have been and are in the progress of occurring.

Excellent:
All of the projected objectives for this stage of the ICURA have been met at a high level of achievement, and there are excellent indications that projected goals will be met.

Good:
All of the projected objectives for this stage of the ICURA have been met, and there are strong indications that projected goals will be met.

Fair:
Projected objectives for this stage of the ICURA are in the process of being met, and projected goals are feasible.

Needs Improvement:
Projected objectives for this stage of the ICURA have not been met and/or there are concerns about the feasibility of the projected goals of the project.

	Needs Improvement	Fair	Good	Excellent	Exceeds Expectations
Community and University Partnership					
Research Training Development					
Research and Knowledge Production					
Knowledge Mobilization					
ICURA Performance and Evaluation					
Budget Update and Justification					