

SECTION 1. BACKGROUND INFORMATION

Last Name	First Name	Initial
Name of Business or Organization:		
Name of Principle Investigator:		
Project Title (250 character maximum)		
Project Task Number (from Contribution Agreement)		
Milestone Number/ Period Covered		
Social Insurance Number		A Social Insurance Number is required for individuals (i.e. sole proprietors and unregistered farms) and a Business Number is required for all registered and incorporated businesses, farms and organizations.
Business Number		

SECTION 2. PROJECT INFORMATION

a. Project Overview: Provide a brief high level summary of research (500 character maximum).

b. Background/Objectives: Briefly explain the research plan and methodology; list project objectives (1,000 character maximum).

c. Project Activities Completed to Date: Summarize research activities undertaken, milestones achieved and any HQPs (graduate students and postdocs) recruited to work on research (1,500 character maximum).

d. Issues: Describe any challenges or concerns faced during the project. How were they overcome or how do you plan to overcome? Describe any potential changes to the objectives, work plan and the budget. Provide updated milestones if necessary (1,500 character maximum).

SECTION 3. KNOWLEDGE TRANSFER - See Contribution Agreement and Annex A for additional information. Include items completed in this reporting period.

Item	Result Achieved	Citation/Explanation/Description (100 character maximum)
# of Master and PhD students working on the funded project		
# of training/knowledge transfer events held		
# of participants attending each training/knowledge transfer event		
# of individuals attending information event who intend to adopt new innovation		
# of new knowledge transfer products developed (i.e. brochure, factsheet, flyers, guides, articles in trade magazines, technical bulletins, and social media items)		
# of papers published in peer reviewed journals		
# of new technologies which have been:		
Developed		
Assessed under research conditions		
Demonstrated on-farm or in-plant		
Attained intellectual property protection		
Utilized by the industry		
If any additional performance outcomes have been achieved, please indicate below (500 character maximum).		

SECTION 4. FINANCIAL INFORMATION

In a separate document, please attach all necessary financial information, which may include a detailed general ledger, invoices and proof of purchase. Financial information must pertain to the funded project and be easily understood by the Program Officer. Please refer to the Contribution Agreement for information on budget line items and eligible expense categories.

Annex A – Knowledge Transfer and Performance Details

Information Items	
Performance Measures	Description
# of Master and PhD students working on the funded project	Indicate the name of the student and the task that they have undertake as part of the project. If the student has completed their degree, include the name of the student, degree completed and date of completion.
# of training/knowledge transfer events	<p>These are events such as a scientific meeting, symposium, conference, industry meeting, or field day where a project participant has been invited to present a talk or presentation.</p> <p>For example: name of presenter, title of presentation, name of the event, location, and year/month/day.</p>
# of participants attending each training/knowledge transfer event	This includes the number of individuals that have attended a funded event.
# of individuals attending training/knowledge event who intend to adopt new innovation	This includes the number of participants who have self-identified that they intend to incorporate or adopt the technology, product, practice, process or system disseminated at the training/knowledge event.
# of new knowledge transfer products developed	<p>This includes:</p> <p><u>Information items</u> - These types of items include non-peer-reviewed scientific publications (posters, abstracts), and publications such as trade journal publications, popularizing articles in magazines, press articles, industrial reports (confidential or not), technical bulletins, posters, brochures, guides, flyers, newsletters, other technical transfer publications (media items are not included here – see next).</p> <p>For example: author(s), article title, title of magazine/trade publication etc., page number(s), type of information item such as poster or abstract or guide etc., and year/month/day.</p> <p><u>Media Reports</u> - Examples include articles or interviews about project results in media such as newspaper, TV, radio, and internet (announcements about project funding are excluded). (These are items prepared by a third party, usually with input by the project).</p> <p>For example: author(s), article title, name of interviewee(s), source of reports (TV or radio interview etc.), and year/month/day.</p>
# of peer reviewed publications	<p>These are items such as research papers published in scientific journals, books, book chapters, review articles, conference proceedings, research notes, or other that receive peer-review.</p> <p>For example: author(s), year of publication, article title, title of journal, volume (issue), and page number(s).</p> <p>If the item is a book or a book chapter, add name of publisher.</p> <p>If the item is an article for conference proceedings, add title of published proceedings, location, and year/month/day.</p> <p>Please note that papers which are not yet published (e.g. manuscripts in preparation, under review or accepted) are not be reported.</p>
# of new technologies which have been developed, assessed under research conditions, demonstrated on-farm or in-plant, attained	<p>A new technology would include, but is not limited to:</p> <ul style="list-style-type: none"> • a newly created technology that differs significantly from existing technologies; • an existing technology that is modified to meet different requirements; • an existing technology that is tested in different situations.

intellectual property protection, utilized by the industry	<p><u>Projects Assessed</u> - when new technologies are evaluated or tested under research conditions.</p> <p><u>Demonstrated</u> - when new technologies are presented to the sector by experiments, prototypes, examples or pilot on-farm or in-plant.</p> <p><u>Attain Intellectual Property Protection</u> - Examples for IP protection would include, but are not limited to: plant breeder rights, patents filed, registered trademarks and copyrights, and registered or released varieties.</p> <p><u>Utilized</u> - when new technologies are adopted or implemented for use within the sector. Examples include a signed license agreement, a signed letter of intent, a new product that is available on the market, and a new practice, which is adopted by farmers.</p>
Other Performance Outcomes	Include any additional performance outcome or significant project related achievements which are not identified above.

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Report has been received and is under review			
Program Officer Assigned:		Date Report Received:	
AccessManitoba Client ID:		AccessManitoba Task ID:	
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