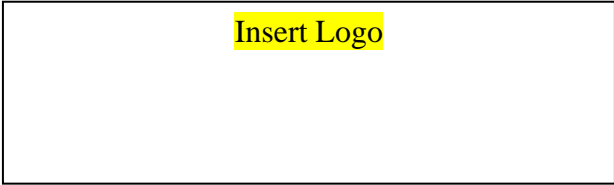


Insert Principle Investigator Name



January 1 to December 31

[Name of
Centre]

[insert
Year]

This report describes the activities of the [Name of Centre][Insert brief description of report].

[Insert Name]
Annual Review
Report

Insert Principle Investigator Name

[Insert Name]

Table of Contents

Executive Summary	1
Section One: Background Information	3
a. [Insert Name] Background Information	3
b. [Insert Name] Staff	3
c. [Insert Name] Management Committee	4
d. Operation of the [Insert Name] Centre	4
Criterion 1: Total Contracts and Total Number of Researchers: Expectations and Achievements	5
Summary of the Number of [Insert Name] Contacts (as provided by RDC-NCC)	5
Criterion 2: [Insert Name] Sample of Project Information	6
Vignette 1: [Insert Authors Name] [Paper Name]	6
Vignette 2: [Insert Authors Name] Paper Name	6
Measure and Weighing of Output by Calendar Year	7
Summary of Substantive Comments on Publications	7
Summary Report on Major Media Coverage of RDC Research	7
Criterion 2a: A Measure of Research with a Significant Health Component	8
Summary of [Insert Name] Health Component Contracts, [Insert Year]	8
Summary of Total Health Related Contracts, [Insert Year]	11
Criterion 3: Training and Employment: Expectations and Achievements	12
Summary Table of [Insert Name] Training and Employment, [Insert Year]	12
Summary of [Insert Name] Training and Employment	12
Criterion 4: [Insert Name] Staff	13
Summary Table of [Insert Name] Staff	14
Criterion 5: Knowledge Mobilization Activities Organized by the [Insert Name]	14
Summary Tables: Nature and Content of Events, [Insert Year]	14
Substantive Comments and Summary of Activities for [Insert Name], [Insert Year]	14
Summary of Types of Statistical and Methodological Topics Covered in [Insert Name] Training Sessions	15
Summary of [Insert Name] Audiences	15
Summary of [Insert Name] Promotion – Newsletters, Website	15
Summary of [Insert Name] Knowledge Mobilization, Dissemination and Communications	15

Insert Principle Investigator Name

Criterion 7: Networks of Collaboration, Partnerships in Research and Interdisciplinary Work	16
a. List of discipline of researchers involved in Insert Name	16
b. Sample of Insert Name research partnership networks in which researchers are involved as researchers	16
c. INSERT NAME Collaboration with NGO's in RDC projects	16
d. INSERT NAME Partnership and leverage funds	17
e. INSERT NAME Interaction with government researchers, federal and provincial contracts with INSERT NAME university researchers	17
Criterion 8: Summary of Major Objectives, Challenges and Achievements of the Insert Name	18
Criterion 9: Annual Projections	18
Section Three: Insert Name Operating Budget: Revenues and Expenses	19
Summary of Revenues	
April 1, 20XX to March 31, 20XX	19
Summary of Expenses	
April 1, 20XX to March 31, 20XX	20

Attachments

Attachment 1: INSERT NAME Principle Investigator Survey Template	25
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Notes:

Criterion 1 –The information provided for this section was completed by the RDC-NCC.

Criterion 6 – The information required for this section will be provided and submitted to RDC-NCC by Statistics Canada. The information was not given to the individual centres for input into their reports.

Insert Principle Investigator Name
Executive Summary

Insert Principle Investigator Name

Section One: Background Information

a. insert name Contact Information

b. insert name Staff

Insert Principle Investigator Name

c. **[insert name] Management Committee**

Advisory Committee Members		
Ex-Officio Members		

d. **Operation of the ARDC Centre**

The centre is open #:00 AM until #:00 PM, Monday through Friday
workstations are available to researchers.

Insert Principle Investigator Name

Criterion 1: Total Contracts and Total Number of Researchers: Expectations and Achievements

Definitions

Dormant: a researcher has asked for time-out from the contract.
 Incomplete: there is not activity in the contract and the researcher has not informed the RDC Director of this.
 Article in Review: a product has been delivered to the RDC program and the paper is being reviewed.
 Primary: refers to the RDC where the original contract was signed and is defined by the location of the principal investigator.
 Secondary: is defined as other locations where the research activity is taking place.

[insert name]						
Summary of the Number of Contracts Started, Completed and Withdrawn						
	Contracts Started Primary	Contracts Started Secondary	Contracts Completed Primary	Contracts Completed Secondary	Contracts Withdrawn Primary	Contracts Withdrawn Secondary
[Year]						

[insert name]			
Summary of the Total Number of Researchers For Contracts Started in each Primary and Secondary RDC			
[year] Primary	[year] Secondary	# of International Researchers as of December 31, [year]	Since Inception of the Program as of December 31, [year]

Insert Principle Investigator Name

Criterion 2: **[name]** Sample of Project Output Information

Vignette 1

Vignette 2

Insert Principle Investigator Name

Measure and Weighting of Output for the Calendar Year, [Insert Year]

[insert name]		
		Total
Rating	Units	
.5	Completed Projects	
2.0	Books	
1.0	Edited Book	
1.0	Book Chapters	
1.5	Refereed Articles	
2.0	PhD Theses	
1.0	Ma & Hon. Theses	
.5	RDC Data in Conference Presentations or Seminars	
2.0	RDC Conference Organization	
.5	Working Paper Series Publications.	
0.5 to 1.0	Organize Conference Sessions, Workshops, Symposia	
2.0	Full Year Graduate Course (6 credits)	
1.0	Semester Graduate Course (3 credits)	
1.0	Report Submitted to Policy Group, either Government or Non-Profit Group	
17.0	Total	

Summary of Substantive Comments on Publications

Summary Report on Major Media Coverage of [Insert name] Research

Insert Principle Investigator Name

Criterion 2a: A Measure of Research with a Significant Health Component

[insert name] Summary of Health Component Contracts (Primary Contracts Only) [for the year]								
P	S	Contract #	Researcher	SS	HSC	HLDC	Title	Data Sets

Insert Principle Investigator Name

[insert name]
Summary of Health Component Contracts
(Primary Contracts Only)
[for the year]

P	S	Contract #	Researcher	SS	HSC	HLDC	Title	Data Sets
			Totals:					

Insert Principle Investigator Name

Total Summary of Health Related Contracts for the [year]		
Category	Count	% of Total (n=258)
Social Science		
Significant Health Component		
Less dominant Health Component		
Total Health Component		
No Health Component		
Total Number of Projects		100

Insert Principle Investigator Name

Criterion 3: Training and Employment: Expectations and Achievements

[insert name] Summary of Training and Employment For the Year				
	Thesis in Progress	Thesis Complete	Other Project	Other Responsibilities
Undergraduate				
Masters				
Doctoral				
Postdoctoral				
Non-student employees				

Summary of [insert name] Training and Employment

Insert Principle Investigator Name

Criterion 4: [insert name] Staff

[insert name] Summary Table of Staff For the year		
Roles and Responsibilities	Students	Non-Students
	[year]	[year]
RDC Analyst		
Technician		
Professional Research Associate		
Consultant		
Administrative Support Staff		
Statistical Assistants (part-time, Branch staff, extra hour employees)		
Knowledge Transfer Activities		
Other(s): Please Specify, Academic Director		
Summary		

Insert Principle Investigator Name

Criterion 5: Knowledge Mobilization Activities Organized by the **[insert name]**

For the [year]

A. Nature and Content of Events
1.

Substantive Comments and Summary of Activities for the **[year]**

Insert Principle Investigator Name

Summary of Types of Statistical and Methodological Topics Covered in **[insert name]** Training Sessions

Summary of Audiences

Summary of **[insert name]** Promotion – Newsletters, Website

Summary of **[insert name]** Knowledge Mobilization, Dissemination and Communication

Insert Principle Investigator Name

Criterion 7: Networks of Collaboration, Partnerships in Research and Interdisciplinary Work

- a. **List of discipline of researchers involved in [insert name]**
[Insert Discipline] (# of # researchers)
- b. **Sample of [name] research partnership networks in which researchers are involved as researchers**
- c. **[name] Collaboration with NGO's in RDC projects**

Insert Principle Investigator Name

- d. [name] Partnership and Leverage Funds
- e. [name] Interaction with Government Researchers, Federal and Provincial Contracts with [name] University Researchers

Criterion 8: Summary of Major Objectives, Challenges and Achievements of the [name]

Criterion 9: Annual Projections

Insert Principle Investigator Name

Section Three: RDC Operating Budget: Revenue and Expenses Report for Fiscal Year [insert year]

Summary of Revenue

[insert Name] Summary of Revenues April 1, [year] to March 31, [year]	
Period	[year]
University	\$
SSHRCC	
CIHR (Grant 2001-2005)	
CIHR	
Other-RDC-NCC	
HRSDC	
Fee for Service	
Total Revenue	\$

Insert Principle Investigator Name

Summary of Expenses

[Insert Name] Summary of Expenses April 1, 20XX to March 31, 20XX			
	COSTS		
	Direct	In Direct	Total
Statistics Canada Services		-	
Director Buy-Out of Time and Responsibilities			
Secretarial and Administrative Staff			
Translation Services			
Student Support for Longer Opening Hours			
Statistical and Methodological Services			
Supplies, Telephone, Security			
Computer Software, Supplies and Licenses			
Computer Assistance			
Computer Depreciation and Replacement			
Local Governance, Conference, Receptions			
Workshops, Courses, Training			
Travel (not Directors or training)			
Fellowship, Incentives Grants			
Dissemination (Website, Promotion of RDC)			
Branch RDC's Annual Costs	-	-	-
Actual Square footage of Centre (not dollars)	XX Square Feet		
Total			

Summary Table of Percentage Contributions April 1, 20XX to March 31, 20XX		
Institution		Percentage of Contribution
Name of University		
	Cash Contributions – Operating	0%
	In-kind Contributions	0%
Total Name of University		0%
SSHRC/CIHR – Grant (2005)		0%

Insert Principle Investigator Name

Attachment 1

Principle Investigator Survey Form

Insert Principle Investigator Name

Principle Investigator Survey

Project Listing

Below is a list of your projects, both past and present that are listed in the ARDC database. Please refer the attached excel spreadsheet to confirm details are correct. If the details on the attached spreadsheet are correct, please check the box in the table below for each project.

Project #1

Project Number	Title	PI	Researchers	Details Accurate
				<input type="checkbox"/>
Note any changes that should be made to the project listing:				
Determination of Health Component Please select the appropriate box(s) that best describes your project: Significant Health Component <input type="checkbox"/> Less Dominant Health Component <input type="checkbox"/> No Health Component <input type="checkbox"/> Describe any media coverage that you have received for this project: List details				

Training and Employment

Please identify any students, post-doctoral researchers and other who participated on any of your projects even though they may not have accessed the ARDC during the term of your project.

Student Name	Level	Thesis Stage	Other Project	Other Responsibilities
	Select one	Select One	Describe, if applicable	Describe, if applicable

Networks of Collaboration, Partnership in Research and Interdisciplinary Work

- List any research partnership networks in which you are involved as a RDC researcher (e.g. New Investigators Network, Life Course Research Cluster, Metropolis Project, Networks of Centres of Excellence, etc.)

- List below any collaboration with NGO's in RDC projects:

Insert Principle Investigator Name

3. List below any partnership and leverage of funds that you have received as a RDC researcher:

4. List below any interaction with government researchers, federal and provincial in which you are involved as a RDC researcher:

Continue on to next page – Research Output

