| FINAL REPORT REQUIREMENTS |
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A written Final Report on the research project must be submitted by the Principal Investigator to the Foundation within three months of the project completion date.

**Please note:**

* Reports should not be longer than three pages in total.
* Research grant reports may become public documents. Therefore, do not include confidential or other sensitive information.

**The Final Report should contain the following:**

1. **Basic Information**

| Title of Research |  |
| --- | --- |
| Name of Principal Investigator  |  |
| Names of additional Investigators |  |
| Host Institution  |  |
| Amount of Grant Awarded (inclusive of any applicable GST) |  |
| Commencement date |  | Completion date |  |

1. **Lay Summary**

Provide a lay summary, of 100 - 300 words, suitable for public release.

1. **Achievements, Aims & Objectives**
* Provide a summary of research project activities undertaken with the funds awarded. Include a list of research and/or creative outputs.
* Explain whether the goals and objectives identified in the application have been achieved, and, if applicable, explain any other outcomes achieved by the project.
1. **Publication Bibliography**
* Provide a list of all media outputs, reports and published papers, including those which have been accepted or submitted for publication, arising directly from the research.
* Provide the reference and links to all outputs listed above.
1. **Dissemination and Implementation of Research Results**

Provide brief statements on:

* The manner in which results of your research have been disseminated including a list of presentations of the research at both lay and scientific meetings,
* How the results of the research have been disseminated to the research participants (where applicable),
* Any significant developments arising from the research that represent important advances in knowledge, and
* Any use of the research findings which have impacted on clinical practice or public health policy.
1. **Budget and How the Grant was Spent**
* Attach a final financial statement (Transaction Statement).
* Please comment on any variation between the budget and actual spending.