Who should complete this report
This final report is for recipients of a Grant (formerly Small Grant), Investigator-Driven or Topic-Directed Grant, Doctoral Award or Early Career Transition Award. If you hold a Seed Grant, please download the Seed Grant Final Report Form.

How to submit your final report
You must have the most recent version of Adobe Acrobat Reader (free download here) or a full paid version of Adobe Acrobat to complete and submit your application.

Please follow these steps **before you begin completing the report**:
1. Download the final report form and Save it to your computer.
2. Open the application form in Adobe and enable JavaScript if you are prompted to do so.

Failure to do this may result in the loss of all entered information when you close the form.

Once your final report is complete and you have attached all the required documents, you will submit your report electronically by e-mail to grants@policywise.com.

How to attach files to this document
With the report form open in Adobe, select the Comment button from the top right of the screen. In the Annotations section, click the paperclip icon. Move your cursor back over your document - the icon will turn into a pushpin. Click anywhere in the document to open the Add Attachment dialogue box. Choose your file and click Open, then click OK on the File Attachment Properties box that appears. Your file is now attached. Save your document before closing it!

If this method does not work, please try the following:

Select View from the top menu bar, then select Comment > Annotations. Choose the paperclip icon to add a file, and move your cursor over the document - it will become a pushpin icon. Click anywhere in the document to open the Add Attachment dialogue box. Choose your file and click Open, then click OK on the File Attachment Properties box that appears. Your file is now attached. Save your document before closing it!

Contact Information
Research Grants Manager
587-354-4801 or grants@policywise.com

Study Information

Primary Applicant   **File Number**

Email Address

Project Title

Project Summary
Provide a 1-paragraph summary of your project, including basic background information, methods, and results. This summary should not exceed the space provided. It will be used to describe your project on The PolicyWise website and in annual results reports.

Final Report Attachments

Please download this guide from the Canadian Health Services Research Foundation which details the final report requirements for the following documents.

Attach a 1-page lay summary suitable for service providers and policy-makers.

This 1-page summary should be easy to read, and contain a brief background of your study, highlights of the findings, and implications for policy and/or practice. Please use graphics, boarders, and columns where appropriate. You can view some sample lay summaries here.

　　Check here to indicate the lay summary is attached (see page 1 for instructions on how to attach a file)

Attach a 3-page executive summary.

　　Check here to indicate the executive summary is attached.

Attach a scientific report of up to 25 pages. This report should provide detailed information about the background of your work, research methods, findings, and future research opportunities.

　　Check here to indicate the scientific report is attached.

Additional Funding Sources

Please provide details of any additional funding received for this project, or for projects which are a result of the work completed through this grant.

Organization Name   **Funding Amount**

Capacity Building

Please provide details on the number and level of trainees involved in the work supported by this Grant, regardless of whether they were paid from this grant.

Undergraduate Students

Masters Students

Doctoral Students

Postdoctoral Trainees

Other trainees (community members, service providers, etc)

If you included 'other trainees', please provide further details on their roles and capacity building activities:

Research Outputs

PolicyWise is interested to know how you have shared the findings or outcomes of your work and with whom you have shared them. Please complete the following information for any publications and presentations that are a direct result of the work funded by PolicyWise.

Type of Activity	Venue (journal or conference name)	Title	Status

Other Research Contributions

Please list any other research outputs (reports, web sites, media, etc) that are a direct result of the work funded by PolicyWise.

Type of Activity	Audience	Title/Topic/Link

Your Grant Experience

Please provide feedback on your experience with applying for, receiving, and administering research grant funding from PolicyWise.

	Very Satisfied	Satisfied	Neutral	Unsatisfied	Very Unsatisfied
Support provided by PolicyWise staff					
Response time to requests for information					
Using and Submitting Forms (application, final report, extension request)					
Use of PolicyWise website					

Please provide any comments you have about your experience with PolicyWise