**Instructions and Guidelines**

**Partnership Milestone Detail Report**

**(Up to 10 pages)**

The purpose of this report is to provide information on the progress of your partnership and address comments raised by the adjudication committee and expert panel. It provides the key opportunity to inform SSHRC of any changes to date from the proposed plans and activities included in the original application. As well as describing adaptations of the plans and activities for the remainder of the grant period. Contents should include addressing the state of activities and progress to date, including any revisiting of milestones or deadlines. It may also describe adaptations of the plans and activities for the remainder of the grant period, and set out any significant changes to the objectives, goals and the partnership itself. In particular, your report should discuss the progress on the aspects of your partnership set out below.

**1. Partnerships**

Reiterate and expand upon how the partnership and its activities are responding to the objectives of the Insight program and/ or the Connection program, using your original proposal as a baseline. Describe, if appropriate, the evolution and refinement of your partnership’s objectives.

Describe the development and formalization of the management and governance approach to the partnership (e.g. approach to communication and decision making, including the establishment of management, advisory boards or other governing structures).

Have written agreements or protocols been developed pertaining to the management and governance of the formal partnership since the original application? Specify the type(s) of written agreement(s) or protocol(s). Examples include, but are not limited to: Terms of Reference, Guiding Principles, Conflict Resolution Mechanisms, Resource Allocation Principles, and Contracts and so on. Describe or provide an example.

Describe any successes or challenges related to the Partnership (e.g., funding delivery, managing ethics review, team building, management structure, personnel, etc.), and how the members Partnership addresses these challenges.

**2. Participation and Training of Research and / or Support Staff**

Describe progress made to date in establishing the training and/or development of research or support staff. Explain the expected degree of participation of the research staff (students, specialists, partners, others) in the Partnership, including an explanation of the extent of involvement as well as the range or diversity of available opportunities to build knowledge, expertise and research skills. As appropriate, provide examples and explain how these skills will be demonstrated.

Describe any planned or actual advanced training, seminars, knowledge mobilization and integration streams, etc., that will be or are offered as a result of Partnership activities. In particular, please explain the Partnership’s roles and contributions to these opportunities.

**3. Organization of Activities and Contributions**

Has the combination of SSHRC funds and the cash and/or in-kind contributions from Partners been sufficient to meet the objectives for this stage of the project?

Are the original plans for partner contributions likely to be sufficient to allow the project to attain its objectives? If more resources seem likely to be required, describe any plans or actions being undertaken to obtain additional partner contributions.

**4. Knowledge Mobilization, Exchange and Dissemination of Research and Results**

If formalized, please append to this report the Partnership’s formal knowledge mobilization, exchange and dissemination plan**. If not**, describe plans for the development of a formal plan, including anticipated completion date.

**5. Performance Measurement and Evaluation**

Describe the plans, indicators and mechanisms you expect to use to monitor measure and evaluate the success of the Partnership in reaching the stated interim and final objectives, from the beginning through to the end of the project. In particular, address how you will assess the following areas:

* overall effectiveness of the chosen Partnership approach (see examples in funding opportunity description);
* planned activities, including individual projects and their expected deliverables as well as suitability and significance of the activities conducted;
* level of participation of the Partnership team (researchers, partners, students, etc.) in the research project; and,
* Impact and suitability of dissemination activities for the stakeholders.