

Strategic Networking & Development (SND) Grant Progress Report

Recipients of a SND Grant are required to submit a progress report after the event or activity and attach any supporting documents. This report must be submitted to Alberta Innovates no later than the due date indicated in the Grant Agreement.

Instructions

1. Complete the **Event/Activity Details** on page 2 of this report.
2. Write a free-form **description of the event or activity** on page 3 of this report.
3. Complete the **Budget Information/Financial Breakdown** on page 4 of this report to describe how the grant funds were used.
4. Submit a **participants list** that includes:
 - the full name of persons who attended (required);
 - the name of organizations/companies or academic institutions (required);
 - the full address and telephone number of organizations (optional); and,
 - the work e-mail address of the participant (optional).
5. Attach a copy of any promotional materials, publications, agendas, etc. that were created and provide the links to any relevant websites.

Please send the completed Summary Report and attachments to:

E-mail:

adam.brown@albertainnovates.ca



Strategic Networking and Development (SND) Grant Progress Report

Proposal Details		
Title of the proposal (as per the SND Grant Application):		
		Amount of funding awarded:
Recipient Identification		
First name:	Family name:	E-mail:
Organization:		

To be completed by the recipient:

Event/Activity Details	
Date(s) of event/activity:	
Location of event/activity:	I
Number of participants:	Academic: # Industry: # Students: # Government: # Other: #
Unspent grant funds (if any, from amount on last page):	
Impact Statement (Optional)	
<i>If you wish, please provide a short quote on the impact of this SND grant (may be used for promotional purposes such as in Alberta Innovates' Annual Report).</i>	

Description of the event or activity

Impact and benefits of the event for Alberta and the Alberta research community

Recognition of Alberta Innovates sponsorship during the event

Relevant Web site links

Budget Information/Financial breakdown

Using the table below, please indicate, to the best of your knowledge, your actual expenditures.

For postsecondary institutions, a signed Statement of Revenue and Expenditures must also be provided to Alberta innovates. This is to be submitted by the institution's Research Accounting department, but must be signed off on by the Recipient.

Budget Item	Estimate in Application	Actual Expenditures
Travel and accommodations		
a) Travel	\$	\$
b) Accommodation	\$	\$
c) Meals	\$	\$
d) Other (specify):	\$	\$
Facilities and Services		
a) Meeting rooms	\$	\$
b) Equipment rental	\$	\$
c) Catering	\$	\$
d) Other (specify):	\$	\$
Salaries		
a) Administrative support	\$	\$
b) Other (specify):	\$	\$
Materials and Supplies		
a) Printing of documents	\$	\$
b) Other (specify):	\$	\$
Other (specify)		
a)	\$	\$
b)	\$	\$
c)	\$	\$
d)	\$	\$
Totals:	\$	\$