**ROSA Final Report**

Reports and all applicable attachments **MUST** be emailed to [ROSA.Release@ufv.ca](mailto:ROSA.Release@ufv.ca)

Deadline for submission is **September 15**

# **FAQs**

* Upon completion of the Research Option Release or Scholarly Activity Release you must complete and submit this report by September 15. The report will be submitted to the Research Office through [ROSA.Release@ufv.ca](mailto:ROSA.Release@ufv.ca).
* Your report and attachments will be taken into consideration in the adjudication of future ROSA applications.
* This report is not meant to be onerous, but it should be a brief summary of your research activities undertaken to fulfill the objectives in the application.
* The Research Office will send a copy of this report to your dean for final comments.
* Failure to document completion of the project, including a description of its outputs, may result in:
  + Denial of eligibility for all internal funding until the project is complete

– OR –

* + A requirement to reimburse the full cost of the grant or release funding

# **ROSA Final Report Form**

1. **In what semester was the release taken?**

Fall 2023

Winter 2024

Summer 2024

1. **Summary**

Provide a concise summary (max. 300 words) of your release or grant activities and outputs. Include at least 5 keywords related to your activity as the summary will be entered into an internal online database.

Click or tap here to enter text.

1. **Objectives**

Describe the objectives and main activities of the project as described in the original approved proposal.

Click or tap here to enter text.

1. **Changes to the Activity**

Describe any minor changes in the objectives and activities that occurred after the project was approved and provide the rationale for these changes.

\*For any major changes, please refer to our [website](https://ufv.ca/research/faculty/rosa-support/) for the “Request for Changes” section.

Click or tap here to enter text.

1. **Activities**

Describe the research or scholarly activities that were conducted and the timeframe in which they took place.

Click or tap here to enter text.

1. **Funding**

Was this research or scholarly activity funded outside of internal funding from the Research Office? (If yes, by whom and for what amount?)

Yes

No

Click or tap here to enter text.

1. **Involvements of Others in the Activity**

Were other researchers or scholars involved in the project? (If yes, please provide their names and role in the project).

Were students involved in the project? (If yes, please provide their name and role in the project).

Click or tap here to enter text.

1. **Outputs**

Please provide a detailed description of your outputs:

1. Describe the main outputs of the project (e.g. reports, publications, presentations, exhibits, workshops, etc.) Remember to specify whether publications and exhibits are peer reviewed or not.
2. Please attach a copy of the material outputs of your work including literature reviews, analysis of your work, reports, publications, or pending publications. Please identify the journals where submissions were made or the venues where presentations were held. If there is any reason why the material that you submit should be kept confidential, please indicate it clearly on the material itself and in your report.
3. If the publication or other outputs are not yet available, please specify the date you expect them to be available.

Click or tap here to enter text.