

## SAMPLE GRANT AGREEMENT

**THIS AGREEMENT** is made as of the ■ day of 200■ (the “Effective Date”)

**BETWEEN:** **HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO as represented by the Minister of Research and Innovation** (hereinafter referred to as “Ontario”)

AND

■  
(hereinafter referred to as the “Institution”)

### **RECITALS**

**WHEREAS** Ontario has established the Teachers’ Science and Technology Outreach Program (“TSTOP”) to advance teachers’ scientific knowledge and understanding of research underway in Ontario, and to assist teachers in the dissemination of the acquired knowledge to their students;

**AND WHEREAS** the Institution has agreed to participate in the TSTOP and the Institution is responsible for the creation of these research activities and the selection, training and supervision of teachers participating in these research activities (the “Teachers”) at the Institution’s research facilities (the “Project”);

**AND WHEREAS** Ontario is prepared to provide financial assistance to the Institution in the form of a grant to assist the Institution to deliver the Project, subject to the terms and conditions of this Agreement;

**AND WHEREAS** Ontario and the Institution wish to set out in this Agreement their respective rights and obligations concerning the grant of funds from Ontario;

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of the mutual promises and covenants contained in it, Ontario and the Institution agree as follows:

### **ARTICLE 1 - INTERPRETATION OF THE AGREEMENT**

#### **1.1** Definitions:

The following terms shall have the meanings ascribed to them below unless there is something in the context inconsistent therewith:

- (a) “Agreement” means this agreement and all of the Schedules hereto and all amendments made hereto in accordance with the provisions hereof;
- (b) “Disbursement” means any advance of funds by Ontario on account of the Grant;
- (c) “Effective Date” means the date first set out above;
- (d) “Eligible Project Expenditures” means those costs described in Schedule “D” hereto which are incurred by the Institution from the Effective Date to ■;

- (e) “Grant” means the financial assistance to the Institution up to a maximum total amount of \$■ to be disbursed by and repaid to Ontario in the manner provided in this Agreement;
- (f) “Milestones and Deliverables” means the key Project tasks and timelines described in Schedule “B” hereto;
- (g) “Project” has the meaning first set out above and is more particularly described in Schedule “A” hereto;
- (h) “Term” means the period commencing on ■ and ending on ■ (if all obligations of the Institution pursuant to this Agreement have been satisfied.)
- 1.2** The division of this Agreement into articles, sections, clauses, paragraphs and the insertion of headings are for the convenience of reference only and shall not affect the construction or interpretation of this Agreement.
- 1.3** The words “herein”, “hereof” and “hereunder” and other words of similar import refer to this Agreement as a whole and not to any particular article, section, paragraph or other subdivision of this Agreement.
- 1.4** Any reference to currency is to Canadian currency and any amount advanced, paid or calculated is to be advanced, paid or calculated in Canadian currency.
- 1.5** All references to Schedules refer to Schedules of this Agreement, which are part of and form an integral part of this Agreement. The Schedules of this Agreement are:
- |              |                               |
|--------------|-------------------------------|
| Schedule “A” | Project Description           |
| Schedule “B” | Milestones and Deliverables   |
| Schedule “C” | Project Budget                |
| Schedule “D” | Eligible Project Expenditures |
| Schedule “E” | Final Project Report          |
| Schedule “F” | Project Financial Statement   |

## **ARTICLE 2 - THE PROJECT**

- 2.1** Ontario agrees, subject to the terms, conditions and provisions of this Agreement, to provide financial assistance in the form of a Grant to assist the Institution to carry out the Project.
- 2.2** The Institution shall implement and carry out the Project substantially in accordance with the Project Description, Milestones and Deliverables and Project Budget described in Schedules “A”, “B” and “C”.
- 2.3** The Institution shall expend the Grant only on Eligible Project Expenditures, which are set out and described in Schedule “D”.
- 2.4** The Institution shall complete the Project on or before ■ to ensure sufficient time to prepare and deliver to Ontario the reports referred to in Articles 5 and 6 of this Agreement.

- 2.5 The Institution shall use the Grant solely for the purposes of Eligible Project Expenditures and no material change shall be made to the Project without the prior written consent of Ontario.
- 2.6 The Institution shall ensure that during the Term all subcontracts, including consultant contracts, for work and services and for the purchase of goods related to the Project achieve best value for money spent and are obtained through the Institution's procurement policies.

### **ARTICLE 3 - REPRESENTATIONS AND WARRANTIES AND CONDITIONS**

- 3.1 The Institution represents and warrants to and in favour of Ontario:
- (a) It is a corporate body validly existing in good standing under the laws of the Province of Ontario and is responsible for the Project. The execution, delivery and performance of this Agreement has been duly and validly authorized by the necessary corporate actions of the Institution and when executed and delivered by the Institution constitutes a legal, valid and binding obligation of the Institution enforceable in accordance with the terms hereof.
  - (b) The description of the Project, Milestones and Deliverables and Project Budget are accurately set out in Schedules "A", "B" and "C".
  - (c) The information supplied to Ontario in support of the application by the Institution for the Grant is true and accurate and the Institution recognizes that Ontario has relied upon the truth, authenticity and accuracy of the information in authorizing the Grant.
  - (d) The Institution shall at all times provide the Teachers with the training (including safety training) necessary to participate in the Project.
  - (e) The Institution shall at all times supervise the Teachers and ensure workplace health and safety is maintained at the Institution's research facilities.
  - (f) The Institution will use the proceeds of the Grant exclusively for Eligible Project Expenditures and for no other purposes.
  - (g) The Institution will forthwith notify Ontario of any material change that would adversely or otherwise affect the ability of the Institution to fulfill its obligations under this Agreement or the carrying out of the Project.
- 3.2 The Institution represents, covenants and warrants that unless otherwise advised beforehand by Ontario, it will acknowledge and credit Ontario's financial contribution to the Project in all of its advertising and promotional material of whatever nature or kind provided that:
- (a) The aforementioned material indicates that the opinions, results and conclusions are those of the authors and that no endorsement by Ontario is intended or inferred; and
  - (b) In the case of a media event, the Institution shall work with Ontario to define a role for an Ontario government spokesperson and include an Ontario press release and background material in the press kit.

- 3.3 The Institution shall be in substantial compliance with all applicable laws, regulations and orders and duly observe all requirements of governmental authorities, and all statutes and regulations, which could affect the performance of the Agreement and the Project during the Term.

#### **ARTICLE 4 - THE GRANT**

- 4.1 The total costs and expenses for the Project is anticipated to be up to \$■. Subject to and in accordance with all the terms and conditions of this Agreement and in reliance on the representations and warranties in Article 3 hereof, Ontario agrees to provide the Institution with a Grant up to a maximum total amount of \$ ■ to assist the Institution to carry out the Project
- 4.2 In no event shall Ontario be responsible to pay the Institution any amount in excess of the Grant if the Grant is insufficient to cover the purpose of the Grant or the Institution's Eligible Project Expenses.
- 4.3 The Institution agrees that any portion of the Grant that has not been used to pay for Eligible Project Expenditures shall be repaid to Ontario on demand.

#### **ARTICLE 5 - TERMS AND CONDITIONS OF DISBURSEMENT**

- 5.1 Disbursement of the Grant by Ontario to the Institution on account of the Grant shall be made available subject to and conditional upon the performance and/or attainment of the Milestones and Deliverables as set out in Schedule "B" and also conditional upon compliance with the terms and conditions of disbursement set out in Article 5 and Article 6 hereof:
- (a) the amount of \$ ■ upon the execution of the Agreement by both parties;
  - (b) an amount of up to \$■ upon completion of the Project and receipt by Ontario of the final Project report and Project financial statement, satisfactory to Ontario, required under Section 6.2 of the Agreement.
- 5.2 Ontario reserves the right to cancel any portion of the maximum Grant amount not disbursed by ■.
- 5.3 The obligation of Ontario to make Disbursements on account of the Grant is subject to there being an appropriation approved by the Legislative Assembly of Ontario for the fiscal year in which the Disbursement is to be made.

#### **ARTICLE 6 - REPORTING AND MONITORING**

- 6.1 The Institution shall keep and maintain all records, invoices and other documents relating to the Grant funds in a manner consistent with generally accepted accounting principles and administrative practices, and shall maintain such records and keep them available for review by Ontario and its agents during the Term and for a period of seven (7) years thereafter. The Institution authorizes Ontario and its agents, upon forty-eight (48) hours' notice or such other time as agreed upon by the parties and during normal business hours, to visit the Institution's premises to review the progress of the Project and to inspect and

copy any records, invoices and documents in the possession or under the control of the Institution relating to the Project and the Grant funds. Ontario's right of inspection includes the right to perform a full or partial audit. To assist Ontario in the tasks described in this section, the Institution shall provide any other information to Ontario reasonably requested by Ontario.

**6.2** The Institution shall provide to Ontario:

- (a) the reports referred to in Article 5;
- (b) on or before ■, two (2) copies of the final Project report, in the form of Schedule "E" attached, detailing the significant accomplishments and performance measures of the Project, along with the achievement of Milestones and Deliverables as set out in Schedule "B", satisfactory to Ontario, certified by an officer of the Institution. The final Project report shall be accompanied by:
  - (i) a financial statement for the Project, in the form of Schedule "F" attached, satisfactory to Ontario that shall be a final accounting of the Project that details Eligible Project Expenditures incurred and paid and that is attested as being true and accurate and issued in the form of an officer's certificate together with, if requested by Ontario, an auditor's certificate and/or invoices and other appropriate records supporting the said expenditures and proof of payment thereof; and
- (c) Such other information, reports or records as Ontario may reasonably request.

**ARTICLE 7 - EVENTS OF DEFAULT AND REMEDIES**

**7.1** Events of Default.

Each of the following events constitutes an Event of Default under this Agreement:

- (a) The Institution fails to observe or perform a term, condition, obligation, or covenant in the Agreement and such failure continues for a period of 30 (thirty) days after receipt by the Institution of written notice by Ontario of such failure;
- (b) The Institution abandons the Project in whole or in part, or ceases to actively cause the Project to be completed in a timely manner;
- (c) The Institution knowingly makes or has made a material misrepresentation in this Agreement or of a material fact relevant to this Agreement, or in its application to Ontario for the Grant;
- (d) If any portion of the Grant is used for any purpose other than those permitted by this Agreement;
- (e) The Institution becomes insolvent, bankrupt, or a receiver or manager, court appointed or otherwise, is appointed for its assets;

- (f) An order is made or a resolution is passed or proceedings commenced for the winding up, liquidation, or dissolution of the Institution or the Institution is otherwise dissolved or ceases to carry on its operations.

## 7.2 Remedies

Immediately upon the occurrence of any of the Events of Default set out in Section 7.1:

- (a) Ontario may, at its option, terminate this Agreement;
- (b) All obligations of Ontario to make any further Disbursements on account of the Grant or pay the Institution for any costs or expenditures on account of the Project cease immediately and Ontario may demand immediate repayment from the Institution of all Grant monies disbursed by Ontario that have not been spent or committed by the Institution to defray Eligible Project Expenditures made prior to the Event of Default and pursuant to this Agreement and they shall be immediately due and payable by the Institution to Ontario and this amount shall become a debt of the Institution owing to Ontario, provided that Ontario may make Disbursements for Eligible Project Expenditures where Ontario, in its sole discretion, is satisfied that such Eligible Project Expenditures were incurred and paid by the Institution in accordance with the terms and conditions of this Agreement prior to the occurrence of the Event of Default; and
- (c) Ontario may avail itself of any of its legal remedies, which it may deem appropriate.

## 7.3 Costs of Collection.

All reasonable costs and expenses of collection of all amounts owing hereunder shall be for the account of the Institution and shall be added to the principal amount of the Grant.

- (a) Interest After Default. The Institution expressly acknowledges that the interest at the then current rate charged by the Province of Ontario on accounts receivable shall apply, from the date of the notice to the Institution, to any and all amounts in the event that the Agreement is terminated pursuant to Article 7.2 hereof until payment in full, during the course of any and all proceedings to collect such amounts, and such interest rate shall apply to and be exigible as additional damages in any award of damages made by a court of competent jurisdiction pursuant to any such action, all without the necessity of any further act or agreement or notification to the Institution.

## 7.4 Institution's Obligations on Termination.

The Institution shall in addition to its other obligations under this Agreement and at law:

- (a) Provide Ontario with a report detailing the (i) current state of the Project at the date of termination and (ii) any other information requested by Ontario pertaining to the performance of the Agreement;
- (b) Execute such documentation as may be reasonably required by Ontario to give effect to the termination of the Agreement; and

- (c) Comply with any other instructions reasonably provided by Ontario including but not limited to instructions for facilitating the transfer of the Institution's obligations to another party.

## **ARTICLE 8 - GENERAL**

### **8.1 Conflict of Interest**

The Institution shall ensure that the Project is carried out in all its aspects without a conflict of interest by any person associated with the Project in whatever capacity. For these purposes, a conflict of interest includes a situation in which a person associated with the Project or any member of his or her family is able to benefit financially from his or her involvement in the Project. Nothing in this section shall prevent the Institution if it so chooses from reimbursing its volunteers for their reasonable out of pocket expenses incurred in connection with the Project. The Institution shall disclose to Ontario without delay any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest.

### **8.2 Audit**

All contracts, papers, correspondence, copy, books, payrolls, records, accounts, invoices, statements, accounting records and other information and material of the Institution and any of its subcontractors relating to this Agreement and relating to the expenses incurred and cash and in-kind contributions provided or obtained by the Institution pursuant to the Project and this Agreement and relating to Disbursement pursuant to this Agreement shall be open to audit examination by Ontario and/or its designees which may include the Auditor General at all reasonable times during the Term of this Agreement and for a period of seven (7) years thereafter.

### **8.3 Applicable Law**

This Agreement is to be governed by and interpreted in all respects in accordance with the laws of the Province of Ontario and of Canada applicable therein.

### **8.4 Entire Agreement**

This Agreement contains the entire agreement between the Institution and Ontario and supersedes all prior agreements, obligations, statements, representations, understandings, warranties, communications and negotiations, whether oral or written, with respect to the subject matter of this Agreement.

### **8.5 Amendments**

This Agreement may be amended, altered or modified only by written documents signed by both Ontario and the Institution.

### **8.6 Waiver**

No provision of this Agreement shall be deemed to be waived, and no breach excused, unless such waiver or consent excusing the breach is in writing and signed by the party to be charged with such waiver or consent. A waiver of any provision of this Agreement, or of any breach of any provision of this Agreement, is not to be deemed or construed to be

a waiver of any other provision of this Agreement, or of any other breach, whether of the same or of any other provision, nor shall any delay or omission on the part of any party to this Agreement to exercise or avail itself of any right it has or may have under this Agreement, operate as a waiver of any such breach or right, nor will any waiver or failure to enforce any of the provisions of this Agreement in any way affect the validity of the Agreement or any part of it.

#### **8.7** Materiality and Merger

All representations, warranties and covenants of the Institution made in this Agreement, or in any other document, certificate, expenditure statement, or writing delivered by or on behalf of the Institution pursuant to the provisions of this Agreement, or otherwise with respect to this Agreement and the transactions contemplated in this Agreement, are material, are deemed to have been relied upon by Ontario and survive the execution of this Agreement.

#### **8.8** Time

Time is of the essence of this Agreement.

#### **8.9** Assignment

This Agreement and all documents delivered pursuant to it enure to the benefit of Ontario and the Institution, their respective assigns and successors at law. This Agreement may not be assigned by the Institution without the written consent of Ontario.

#### **8.10** Further Assurances

The Institution agrees at any time and from time to time after the execution and delivery of this Agreement to execute and deliver such further acts and things as Ontario may reasonably request in order to fully effect the purpose of this Agreement and the transactions contemplated herein.

#### **8.11** Limitations of Liability

In no event will Ontario be responsible for any direct, or indirect, or consequential damages sustained by the Institution, howsoever caused.

#### **8.12** Notices

Any notice, request, demand, consent, approval, correspondence, report or other communication required pursuant to or permitted under this Agreement must be in writing and must be given by personal delivery, or transmitted by telex, fax, telegram, facsimile, or other electronic message which provides a hard copy, or be sent by first class mail, postage or charges prepaid, and addressed to the party to whom it is intended at its address as set out below:

To Ontario:  
 Ministry of Research and Innovation  
 Outreach, Promotion & Business Development Branch  
 18<sup>th</sup> Floor, 56 Wellesley Street West  
 Toronto, Ontario M7A 2E7

*Attention:* Manager of Outreach, Marketing & Promotion

To the Institution:

■

*Attention:*

Any such notice shall be deemed to be received, if personally delivered or sent by telex, telegram, facsimile, or other electronic message on the day it is sent and if such notice is sent by first class mail it shall be deemed to have been received on the date that is five days after the date of mailing.

**8.13** Indemnity and Insurance

The Institution agrees that Ontario shall not be liable for any injury or damage (including death) to the person or property of any officer, or employee or agent of the Institution, or for any claim, demand, action or cause of action by any third party arising out of or in any way related to the Project or the operation of the Institution, or in any way related to this Agreement, and the Institution agrees to indemnify and save Ontario harmless there from. The Institution agrees to maintain in force during the Term all necessary insurance that would be considered appropriate for a prudent Institution of this type undertaking a Project similar to this Project including comprehensive general liability insurance subject to limits of not less than \$3,000,000 inclusive per occurrence.

**8.14** Non-Agent

The Institution and Ontario agree and declare that nothing in this Agreement shall be construed as creating a partnership, joint venture, or agency relationship between the Institution and Ontario.

**8.15** Freedom of Information and Protection of Privacy Act

The Institution acknowledges that Ontario is bound by the *Freedom of Information and Protection of Privacy Act* and that the information provided to Ontario may be subject to disclosure under that *Act*.

**TO WITNESS THEIR AGREEMENT, THE PARTIES HAVE DULY SIGNED THIS AGREEMENT AS OF THE DATE FIRST WRITTEN ABOVE.**

<p><b>HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF ONTARIO as represented by the Minister of Research and Innovation</b></p>	
<p><b>Per:</b></p> <p>_____</p> <p>John Marshall, Director Outreach, Promotion &amp; Business Development Branch</p>	<p><b>Per:</b></p> <p>_____</p> <p>(Authorized Signing Officer) I have authority to bind the Institution</p>

## SCHEDULE “A” – PROJECT DESCRIPTION

### 1. Nature of the Project

TSTOP provides Ontario science Teachers with opportunities to participate in leading edge research in publicly funded research institutions so that they can help their students make informed academic and career choices.

### 2. Project Description

Ontario and the Institution recognize the need to provide the Teachers with opportunities to advance their scientific knowledge and understanding of research in Ontario so that they can help their students make informed academic and career choices.

The objective of TSTOP is two-fold: advance the Teachers’ scientific knowledge and understanding of research underway at the Institution and disseminate this knowledge to their students.

The Teachers’ scientific knowledge will be advanced by having them contribute to leading research in laboratories at the institution. The Teachers will develop a working knowledge of Ontario’s achievements in research while working alongside leading researchers and graduate students.

The Teachers, in collaboration with the Institution will disseminate this knowledge to their students. This will include classroom activities based on the Teacher’s summer research experience, a school trip to the Institution’s laboratory or ongoing school visits by the Institution’s researchers and graduate students to take place between ■ and ■.

The Institution is responsible for the Project, in which Teachers participate in the following research activities conducted at the Institution’s research facilities. The Institution is responsible for selecting and supervising the participating Teachers.

#	Research Activity	Institution’s Lead Researcher	Selected Teacher
1			
2			

### SCHEDULE “B” – MILESTONES AND DELIVERABLES

Complete the following for each Teacher selected and placed in a research placement by the Institution:

*Deliverable #1 - Teacher Research Experience*

*To advance the Teachers’ scientific knowledge and understanding of research that is underway at the Institution.*

<b>Institution department</b>	
<b>Title of research activity</b>	
<b>Theme</b>	
<b>Description</b>	
<b>Summary</b>	
<b>Dates</b>	
<b>Locations</b>	
<b>The role of the Teacher &amp; benefits gained from participation</b>	
<b>Short description of the research team supporting the Teacher</b>	

***Deliverable #2 - Student Outreach Experience***

The Teachers in collaboration with the Institution will disseminate this knowledge to their students.

<b>Milestone A</b>	
Title	
Theme	
Outreach Technique	
Description	
Date(s)	
Location(s)	
Expected Results	

<b>Milestone B</b>	
Title	
Theme	
Outreach Technique	
Description	
Date(s)	
Location(s)	
Expected Results	

**Performance Measures for Research Activity #1:**

		<b>Target</b>	<b>Comments</b>
<b><i>Teacher Research Experience Milestone</i></b>			
1.	Number of individual researchers involved in the Teacher's research experience		
2.	Number of individual graduate students involved in the Teacher's research experience		

<b><i>Student Outreach Milestones</i></b>			
1.	Number of individual researchers connecting with students		
2.	Number of individual graduate students connecting with students		
3.	Number of students engaged		
4.	Number of student outreach activities being undertaken		

In addition to the foregoing, the Institution shall provide Ontario with the reports and information required under Section 6.2 of the Agreement.

**SCHEDULE "C" - PROJECT BUDGET**  
See attached excel sheet

## **SCHEDULE “D” – ELIGIBLE PROJECT EXPENDITURES**

Costs must be managed with a view to economy and efficiency. There are 3 categories of Eligible Project Expenditures, namely:

1. Administration and communications expenditures
2. Teacher research experience expenditures
3. Student outreach experience expenditures

**Category 1** - Examples of eligible administration and communications expenditures include:

- Salaries of Project management staff directly involved in coordinating and managing the Project activities and the Grant.
- Costs to revise the Institution’s web site to promote Project activities.
- Travel costs of Project management staff to attend necessary business meetings directly related to the management of the Project.
- Production and distribution of promotional materials by the Institution.
- Costs for workshops required to train the Teacher in laboratory safety procedures at the Institution.

**Note:** Total eligible expenditures under Category 1 shall not exceed \$4,000 of the total Grant amount, unless prior written approval is obtained from Ontario.

**Category 2** - Examples of eligible Teacher research experience expenditures include:

- Daily commuting costs incurred by the Teacher traveling to and from the Institution’s research facilities such as mileage, parking, or public transit.
- Teachers living beyond 100 km of the Institution’s research facilities are eligible for reimbursement of their costs for one round trip to and from the Institution’s research facility, accommodation and meals following Government of Ontario *Travel, Meal and Hospitality Expenses Directive*.
- Costs for materials and equipment required by the Teacher participating in the research activities at the Institution’s research facilities.

**Category 3** - Examples of eligible student outreach experience expenditures include:

- Travel costs to bring the Institution’s research team members to the Teacher’s school.
- Travel costs to bring the Teacher’s students to the Institution’s research and technology facilities and laboratories.
- Accommodation costs for students and chaperones.
- Cost for producing working models, experiments and supplies that aid the Institution’s research team and the Teacher in demonstrating the Project research experience to the Teacher’s students.
- Costs for materials and equipment used by the Teacher’s students during the Project student outreach experience (excluding off-the-shelf kits, computers or software).

**Ineligible Project Expenditures:**

Ineligible Project expenditures include but are not limited to the following:

- Costs not directly associated with meeting the Milestones and Deliverables set out in Schedule “B” of the Agreement.
- Salaries, (except for Project management costs covered under Project administration and communications in Category 1 above)
- Stipends or honoraria for the Teachers, university/college faculty, staff and postsecondary students and educators.
- Fees for private sector contractors, consultants, and educators.
- Out of province travel costs.
- Admission or registration fees.
- Facility rental fees, capital expenses, leases, warranties, utilities.
- Costs related to ineligible Project activities, e.g. computers, publications, new websites.

**SCHEDULE “E” – FINAL PROJECT REPORT**

Complete the following for each Teacher selected and placed in a research placement by the Institution:

**Project Title:** \_\_\_\_\_

**Institution:** \_\_\_\_\_

**File Number:** \_\_\_\_\_

**Research Activity #1:**

**Summary of Teacher Research Experience Deliverable:**

<b>Institution department</b>	
<b>Title of Research Activity</b>	
<b>Summary</b>	
<b>Key activities undertaken by the Teacher</b>	
<b>Impact of research placement on the Teacher</b>	
<b>Impact of the Teacher on the Institution’s research team</b>	

**Summary of Student Research Experience Deliverable:**

<b>Milestone A</b>	<b><i>(Repeat table for each distinct Student Outreach Experience)</i></b>
Title	
Description	
Date(s)	
Location(s)	

Results Achieved	
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**Performance Measures for Research Activity #1:**

		Target	Actual Achieved	Comments
<b><i>Teacher Research Experience Milestone</i></b>				
1.	Number of individual researchers involved in the Teacher's research experience			
2.	Number of individual graduate students involved in the Teacher's research experience			
<b><i>Student Outreach Milestones</i></b>				
1.	Number of individual researchers connecting with students			
2.	Number of individual graduate students connecting with students			
3.	Number of students engaged			
4.	Number of student outreach activities being undertaken			

Please attach the following to this final Project report:

- The financial statement in the form of Schedule "F" and officer's certificate required pursuant to Section 6.2 of the Agreement; and
- A detailed summary describing:
  - Communications/marketing material developed/released during the Term of the Agreement including the website address for the Project and samples of the communications/marketing materials produced.
  - Variations in Milestones and Deliverables, accompanied by an explanation of the variation and Project budget implications.
  - Any Project success stories and/or testimonials.
  - Additional other relevant information.

**NB:** The Institution must provide any further information, records or reports requested by Ontario regarding any information or records provided by the Institution in this report.

I, (name and position) hereby certify that to the best of my knowledge, information and belief, and after making all appropriate inquiries and examinations, the information in this report is accurate.

I have been authorized by the Institution to complete and certify this report and attachments.

I have authority to bind the Institution.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**SCHEDULE "F" – PROJECT FINANCIAL STATEMENT**

See attached excel sheet

**SCHEDULE "C" PROJECT BUDGET**

<b>Research Placement #1 File Number:</b>	
<b>Title:</b>	
<b>Research Placement #2 File Number:</b>	
<b>Title:</b>	
<b>Number of teachers commuting daily</b>	
<b>Number of teachers requiring accommodations</b>	

ELIGIBLE PROJECT CASH EXPENDITURE CATEGORIES	Budget	Comments
<b>ADMINISTRATION &amp; COMMUNICATIONS</b>		
project management salaries		please include hourly rate x number hours worked
travel costs to attend business meetings related to project management		
production and distribution of promotional materials by institution		
workshops required to train teachers in laboratory safety procedures		
communication IT costs to deliver student/teacher/researcher outreach		
<b>TOTAL ADMIN &amp; COMMUNICATIONS EXPENDITURES</b>	<b>\$0</b>	<b>Total Admin &amp; Comm Costs cannot exceed \$4,000 per research placement</b>
<b>TEACHER RESEARCH EXPERIENCE</b>		
daily commuting costs incurred by teacher (such as mileage, parking, public transit)		please include details (daily distance times number of days)
accommodation, meals and one round trip travel cost		only applicable for teachers living beyond 100km of the institution
materials and equipment required by teachers during the research experience		
other		please specify
<b>TOTAL TEACHER RESEARCH EXPERIENCE EXPENDITURES</b>	<b>\$0</b>	
<b>STUDENT OUTREACH EXPERIENCE</b>		
travel costs for researchers/graduate students to teacher's school		please include details
travel costs to bring students to research institution for outreach experiences		please include details
accommodation costs for students and chaperones for extended outreach experiences		please include details
working models, experiments that aid researchers/teachers demonstrate research activities		
materials and equipment required by students during the outreach experience		
other		please specify
<b>TOTAL STUDENT OUTREACH EXPERIENCE EXPENDITURES</b>	<b>\$0</b>	
<b>TOTAL CASH EXPENDITURES</b>	<b>\$0</b>	
<b>TSTOP FUNDING REQUEST</b>	<b>\$0</b>	<b>Total TSTOP Funding cannot exceed \$10,000 per research placement</b>

**SCHEDULE "F" - PROJECT FINANCIAL STATEMENT**

Research Placement #1 File Number:		
Title:		
Research Placement #2 File Number:		
Title:		
Number of teachers commuting daily	<table border="1" style="width:100px; height:20px;"> <tr><td></td></tr> </table>	
Number of teachers requiring accomodations	<table border="1" style="width:100px; height:20px;"> <tr><td></td></tr> </table>	

<b>FUNDING FROM ONTARIO</b>		
Funds provided on Signing of Agreement	<table border="1" style="width:100px; height:20px;"> <tr><td></td></tr> </table>	

ELIGIBLE PROJECT CASH EXPENDITURE CATEGORIES	Budget	Actual	Comments
<b>ADMINISTRATION &amp; COMMUNICATIONS</b>			
project management salaries			please include hourly rate x number hours worked
travel costs to attend business meetings related to project management			
production and distribution of promotional materials by institution			
workshops required to train teachers in laboratory safety procedures			
information technology			please specify
<b>TOTAL ADMIN &amp; COMMUNICATIONS EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>Total Admin &amp; Comm Costs cannot exceed \$4,000 per research placement</b>
<b>TEACHER RESEARCH EXPERIENCE</b>			
daily commuting costs incurred by teacher (such as mileage, parking, public transit)			please include details (daily distance times number of days)
accommodation, meals and one round trip travel cost			only applicable for teachers living beyond 100km of the institution
materials and equipment required by teachers during the research experience			
other			please specify
<b>TOTAL TEACHER RESEARCH EXPERIENCE EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	
<b>STUDENT OUTREACH EXPERIENCE</b>			
travel costs for researchers/graduate students to teacher's school			please include details
travel costs to bring students to research institution for outreach experiences			please include details
accommodation costs for students and chaperones for extended outreach experiences			please include details
working models, etc. that assist researchers/teachers demonstrate research activities			
materials and equipment required by students during the outreach experience			
other			please specify
<b>TOTAL STUDENT OUTREACH EXPERIENCE EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	
<b>TOTAL CASH EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>Actual cannot exceed budget</b>
<b>Balance</b>		<b>\$0</b>	

