

|  |  |
| --- | --- |
| **Checkpoint reports are a snapshot  of your project’s progress.**  They provide an opportunity to check the project is still pursuing the intended inquiry, what is working, identify and address any unexpected issues that may have arisen, and tracking the project budget.  This form is also to be used when a project needs to be paused or terminated, for reasons not related to the project itself: i.e. resources critical to the project become unavailable. Support for completing this form is available in the Teacher-led Innovation Fund Guide and a YouTube clip; both can be found at [www.education.govt.nz/ies-teacher-led-innovation-fund.](http://www.education.govt.nz/ies-teacher-led-innovation-fund) | Why complete a checkpoint report? ***(Refer TLIF Guide)***  There are a number of reasons for completing a checkpoint report: (*Select as many as apply)*  Checkpoint reports were requested as per the Funding Agreement.   *Complete Sections 1–4*  We wish to highlight an issue. *Complete Section 1–3*  We need to pause/vary the project. *Complete Sections 1, 5, and 6*  We need to terminate the project. *Complete Sections 1, 5 and 6.*  Where do I send this form?  Once you have completed the form, you need to upload it via the Teacher-led Innovation Fund webpage [www.education.govt.nz/ies-teacher-led-innovation-fund.](http://www.education.govt.nz/ies-teacher-led-innovation-fund)  Note: Information collected may be used by the Ministry for administrative purposes and/or research and evaluation purposes. |

1. Project information

|  |  |
| --- | --- |
| Project ID (given at project concept stage) | Project Lead |
|  |  |
| **Title of project** | |
|  | |

|  |
| --- |
| **Introduction**  Describe the concept/question you are inquiring into, purpose and rationale for investigating it, as well as the intended outcomes  (copy from proposal). |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2. Progress | | | | |
| How many check points are required in your Funding Agreement? |  | Which Checkpoint is this? |  |  |
| Describe the activities of the project to date (refer Reporting Requirements, Funding Agreement). | | | | |
|  | | | | |

|  |
| --- |
| Describe the progress in your project since the last checkpoint. Is it as you expected? |
|  |

|  |
| --- |
| Are you on track to meet intended outcomes as planned in your proposed timeline (refer Funding Agreement)? Support your response with data and evidence. |
|  |

|  |
| --- |
| Report on any additional requirements from the Funding Agreement. |
|  |

|  |
| --- |
| Queries/Comments |
|  |

|  |
| --- |
| 3. Issues  Has the project raised any risks/issues? E.g. changes to key personnel. |
|  |

|  |
| --- |
| Have you been able to address them? What did you do? |
|  |

|  |
| --- |
| 4. Wider use  Describe how you are thinking about possible actions to spread this learning. |
|  |

|  |  |
| --- | --- |
| 5. Funding to date  Because the project is using public funds, you will need to account for the use of funding by describing briefly that you used the funds for the approved purpose, and any variance, for example, fewer kaiako/teacher release days were required than anticipated. | |
| Total funding received | Total spent to date |
| $ | $ |

|  |
| --- |
| Brief explanation of variance/s |
|  |

|  |  |
| --- | --- |
| Expenditure breakdown *Copies of receipts must be retained and provided to the Ministry on request for auditing purposes*  Expenditure spent on teacher release time | |
| $ |
| Comment if required | |
|  | |

|  |  |
| --- | --- |
| Expenditure spent on experts | |
| $ |
| Comment if required | |
|  | |

|  |  |
| --- | --- |
| Expenditure spent on resources/rauemi/taputapu | |
| $ |
| Comment if required | |
|  | |

|  |  |
| --- | --- |
| Expenditure spent on other (as agreed in proposal) | |
| $ |
| Comment if required | |
|  | |

|  |
| --- |
| 6. Pausing, varying or terminating the project  If you need to pause or vary your project, please explain the reason here. |
|  |

|  |  |  |
| --- | --- | --- |
| If the Ministry has agreed to pause the project, please provide the restart date and new completion timelines. | | |
| *Pause from date* | *Restart from date* | *New complete timeline* |
|  |  |  |

|  |
| --- |
| If you need to terminate your project, please explain the reason here. |
|  |

|  |
| --- |
| Are there any possible resolutions that would allow the project to continue? |
|  |

|  |
| --- |
| What are the important lessons you have learned from the project so far? |
|  |

|  |  |
| --- | --- |
| **Signed by Project Lead** | Date |
|  |  |
| **Signed by Principal** | Date |
|  |  |