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| IES TILF Word Form Back Report.jpgThe final report for your project is an elaboration of your proposal. It describes  your approach and learning. Support for completing this report can be found on [www.education.govt.nz/ies-teacher-led-innovation-fund](http://www.education.govt.nz/ies-teacher-led-innovation-fund).  In the first instance, the people directly involved in your project constitute the key audience for your reporting.  However, the Teacher-led Innovation Fund is particularly interested in sharing and mobilising project learning quickly across the education system, so that it benefits others. Because of this, final reports will also be made available on the Investing in Educational Success website. Use language that will engage and compel other teachers to read your report. | Final reports will be reviewed and approved by the independent selection panel before publishing. The panel may need to engage with you to ensure all of the information required is provided. You will need to describe the evidence in such a way that allows robust conclusions to be drawn by the panel.  Supporting video or media is welcomed where it is important or helpful for others to better understand the evaluation of your project/kaupapa. 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. |

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| **Project ID** given at project concept stage (as stated on the letter you received confirming your successful concept) |
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| **Title of project** |
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| Executive summary Provide a brief outline of the project concept/question you are inquiring into, methods, intended outcomes, main findings and conclusion/s. (The executive summary is usually written last). |
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| Introduction State your inquiry/research question/s and rationale. |
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| Methodology Provide information on the following making sure you comply with the ethics guidelines:   * your approach * ethical considerations (if appropriate) * the participants – including people involved, and collaborative approaches * data collection tools/measures, including the voices of ākonga/students, their whānau and communities * methods of analysis. |
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| Findings  What was the impact of your innovation on teaching practice/s and on /ākonga/students and their learning? Describe the results of your project using data/evidence to demonstrate shifts/improvements. |
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| Conclusion and discussion  * Link the findings to the purpose and intended outcomes of the innovation. * What lessons were learnt? Discuss the unintended consequences. * Discuss the role/s of experts, and the value they added to the teacher-led innovation. * Discuss the implications, including the application to other education settings. |
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| References List any existing research you used while developing, or implementing, your project/kaupapa. To be consistent, use the APA style at this site [www.apastyle.org/learn/index.aspx](http://www.apastyle.org/learn/index.aspx) or alternatively user friendly guidance at this site [owll.massey.ac.nz/referencing/apa-style.php.](http://owll.massey.ac.nz/referencing/apa-style.php) |
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| Funding  Because the project is using public money, you will need to account for the use of funding by describing briefly that you used the funds for the approved purpose. Any variance/s will need to be explained; for example, fewer teacher release days were required than originally anticipated. Copies of receipts should be retained for auditing purposes. | |
| Total funding received | Total spent |
| $ | $ |
| Brief explanation of variance/s | |
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| Use of the funding | |
| Expenditure spent on teacher release time | |
| $ |
| Comment if required | |
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| Expenditure spent on experts | |
| $ |
| Comment if required | |
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| --- | --- |
| Expenditure spent on resources/rauemi/taputapu | |
| $ |
| Comment if required | |
|  | |

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| --- | --- |
| Expenditure spent on other (as agreed in proposal) | |
| $ |
| Comment if required | |
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| **Signed by Project Lead** | Date |
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| **Signed by Principal** | Date |
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