**SPICES Outcome Report Template**

**Project Cycle: May 1 2020 – April 30, 2021**

**Instructions**

Please complete this Outcome Report Template and email to spices@mcmaster.ca

(note: this report may be published or parts of it for promotional materials)

**Project Name**

**Project Team**

List your project team members, their role on project, and affiliations (MA/Phd/Postdoc/Undergraduate/Community Member etc)

**Project Contact Info**

Include any weblinks/social media pages/email/phone numbers associated with your project so that SGS or the public can reach out to you in future

**Deliverables**

What did you do, and how? Please describe your original project goal and the outcomes achieved relative to that intent). Include key dates and themes for events and activities, number of attendees/participants, community partnership strengths, and any other qualitative or quantitative results (could be intended or unintended outcomes).

**Lessons Learned**

Is there anything you would do differently, knowing what you know now? Any advice for future SPICES groups or the program organizers?

**Highlights**

From your point of view, what was the best part of this project? Feel free to describe any highlights or impacts this project had on community or your team.

**Budget Narrative**

Include a breakdown of your actual costs, relative to the original budget approved for your project.

**Future Directions**

Describe any plans (concrete or aspirational) for this project to continue (if applicable). How would it look in an ideal state?

**Acknowledgements**

Are there any supporters or project partners who were particularly helpful for this project, and who you would like to thank.

**Photos (optional)**

Ensure to acknowledge the source (photo credit) and ensure identifiable human subjects have given consent to have their image taken.

**Is this an extension request?**

**If yes,** outline the reason/motivation for the extension, the preferred end-date, timeline and budget on how the unused funds will be used within that time.