



**ONCAT-Funded Research Projects:  
Final Report Guidelines**

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Articulation and Transfer



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## ONCAT-Funded Research Projects: Final Report Guidelines

This guide is intended to support project leads in preparing the Final Reports for ONCAT-funded Research Projects. Generally speaking, our aim is to have Final Reports align with the two main goals of all ONCAT-funded Research Projects.

The first goal of Research Projects is to advance knowledge and understanding of the current state of student mobility and credit transfer in the province of Ontario. This may include projects that: 1) provide insight into institutional processes required to support student mobility; 2) illustrate and analyze promising practices in facilitating transfer and/or supporting transfer student success; 3) generate and analyze new quantitative data on student mobility in the province; or 4) contribute to the overall understanding of the student experience of transfer.

The second goal of Research Projects is to provide a resource for others who are looking to broaden and deepen understanding of both the student and the institutional experiences of transfer in future work. Your Final Report will be posted on the ONCAT website to be shared with your partners in the sector. To allow others to fully understand the steps you followed and guide those who may wish to undertake similar projects, it is important that the report communicates clearly and in detail the methodology employed in your project. Therefore, the Final Report is expected to be a lengthy and detailed document.

### Final Report Overview

Below you will find a list of elements that should typically be included in the Final Report, followed by a detailed explanation of what would be included in each element. We understand that each project is unique and may not follow this exact template; however, this list should be helpful in guiding your report-writing. If you feel that sections do not apply to your Final Report, do not feel obligated to replicate the template exactly. Similarly, if there are aspects of your project that are not captured in any of these sections, please feel free to include what you deem appropriate to your project. ONCAT is here to support your project, so do not hesitate to contact your ONCAT Project Officer with questions or concerns. You are welcome to submit your report in French and/or English.

1. Title Page
2. List of Participants and Partner Institutions
3. Table of Contents
4. Executive Summary
5. Project Purpose and Goals
  - a. Literature Review
  - b. Environmental Scan
6. Research Methodology

7. Data and Analysis
8. Promising Practices and Lessons Learned
9. Conclusions and Recommendations
10. Financial Report (as a separate document)
11. Appendices

## Final Report Details

### 1. Title Page

The title page should include the following information: title of the project, project number, name of the report author(s), and date of submission. The title page may contain the logos of the institutions involved in the project as well as the ONCAT logo, which we can supply to you upon request.

### 2. List of Participants and Partner Institutions

Please list all individual participants and partner institutions. As the Final Reports will be posted on the ONCAT website, it is helpful to have contact information for at least one of the principle author(s) should other members of the community wish to obtain further information.

### 3. Table of Contents

Final Reports can be lengthy, so the inclusion of a table of contents makes finding specific sections easier for the reader.

### 4. Executive Summary

This section should be one to two pages and aim to provide the reader with a clear and succinct overview of the project goals and accomplishments. The information could include participating institutions, main goals of the project, and the key findings and results.

The Executive Summary will be posted on the ONCAT website alongside the full version of the Final Report. As such, please submit the Executive Summary as a separate document and include it within the Final Report.

### 5. Project Purpose and Goals

This section outlines the main purpose statement for what the project hopes to achieve along with a list of the project's primary goals. This section normally includes a literature review and an environmental scan to help provide context, background for the project, and motivating factors.

## 6. Research Methodology

In keeping with the goal that the Final Report will be a resource for future projects, this section should contain an extensive description of your research methodology. This may include research questions, project design and rationale, how data was collected, and any tools that were developed for the research process.

## 7. Data and Analysis

This section should present all quantitative and qualitative results of the research study along with critical analysis of the data, including the overall trends, statistical significance, and limitations.

## 8. Promising Practices and Lessons Learned

This section shares any promising practices your team might have developed during the process of the research study. You could also include any insight on learning over the course of the project or any challenges you might have faced. This could assist others with goal-setting and managing expectations.

Not every project is successful in achieving all the goals originally set out to meet. Projects that do not attain all the original goals are still a valuable resource to future project leads. As such, it is helpful to clearly articulate both what worked and did not work in your project, as well as promising practices and lessons learned.

## 9. Conclusions and Recommendations

This section should be used to summarize the project's key conclusions and recommendations.

## 10. Financial Report

As part of our project management role, we need a clear understanding of the spending pertaining to the project. Please submit a detailed financial report outlining all spending related to the project. This should reflect actual spending and not be a replication of the original budget. The financial report should be submitted as a separate document.

You should monitor your spending throughout the project. If it becomes apparent that you may not need to expend the full amount of funding as outlined in the original budget, please let your Project Officer know as soon as possible so that ONCAT can factor this information into our overall financial planning. Any unused funds must be returned to ONCAT.

## 11. Appendices

Any raw data or additional information that is relevant to the project can be attached as an appendix. Please be sure to include appendices in the table of contents.