Toolkit for Research Impact

Research Impact Report Template

PURPOSE STATEMENT

Aim for about three sentences. Make sure to link your project's goals with specific societal or community-based goals. Try to briefly answer each of these questions in your statement:

- What was the **problem(s)** you wanted to help solve or the **goal(s)** you wanted to help reach?

- **Who** is impacted by the problem or will benefit most directly from the solution?

- How did your **research** address the societal goal(s)?

ENGAGEMENT

Who did you engage with during this project (people, communities, or organizations)? You do not have to list specific names but try to provide enough information so that a reader can see how working with this group helped you to address the issue(s) you described above.

Who proposed the project?	
Did you meet regularly during the project? About how often?	
What format were the meetings?	
Did you convene any joint events like workshops or community activities?	

At which **points in the project** were your societal partners actively engaged? Provide a brief description of what engagement looked like at each step of the project.

Pre-proposal meetings and discussions; Defining the purpose of the research	
Proposal writing; Developing the research question(s)	
Developing research methods	
Data collection	
Data analysis	
Data interpretation and review of findings	
Co-authoring papers, reports, or products	
Sharing the findings and/or final products	
Other contributions and activities	

DESCRIBING IMPACTS

Identify which impact indicators best fit your project and how you collected evidence of those impacts.

Indicators of change and impact	Describe the change and your evidence of impact
The research/project contributed to changes in people's knowledge about or awareness of an issue	
The research/project contributed to enhancing the skills, expertise, or resources of an organization or group of people.	
The research/project contributed to new or strengthened relationships, partnerships, or networks that endure after the project ends.	
The research/project contributed to tangible changes to plans, decisions, practices, or policies	
The research/project contributed to changes to social and/or ecological systems, such as improvements in health and well-being or in ecosystem structure and function that result from changes in policy, practice, or behavior.	
The research/project contributed to other types of impacts.	

SUMMARIZE your impact in a few sentences.

- What was the purpose of your project?
- Who was involved and how did you collaborate or engage?
- Did you generate any specific outputs (such as reports, tools, workshops)?
- Who or what changed because of your project?