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**Final output portfolio**

The TLRI uses a portfolio approach for its output and dissemination strategy. This dissemination strategy supports the TLRI aims:

* building a cumulative body of knowledge linking teaching and learning
* enhancing the links between educational research and teaching practices - and researchers and teachers - across early childhood, school, and tertiary sectors
* growing research capability and capacity in the areas of teaching and learning.

This document describes the four categories of required outputs, with key expectations for each. It also suggests optional outputs that project teams may choose from, as suits their project.

1. **Administrative**

The administrative reports provide TLRI project monitors with information about the progress of the project against quarterly milestones in the contract. They are also linked to quarterly payments. TLRI project monitors provide feedback to the principal investigator.

* A ***quarterly milestone report*** is required at end of March, June, September and December of each year.
* A revision of the ***intentions poster***, due with the first milestone report, should provide information on the project aims, partnerships, reasons why the research is important and plans for data collection and analysis. This will be placed on the project page on the TLRI website in a downloadable poster form. You do not need to format this yourself, but please provide the information using the intentions poster template on the TLRI website (see link below). A formatted example can be viewed on the TLRI website: <http://www.tlri.org.nz/sites/default/files/projects/9293-Intentions-Poster.pdf>
* A ***final milestone report*** is required at the end of the project, at the time of submitting the End of Project report.

Templates for these administrative reports and the intentions poster can be downloaded from <http://www.tlri.org.nz/tlri-research/administration>

1. **TLRI End of Project report**

The purpose of the TLRI End of Project report is to succinctly communicate your research intention, approach, and key findings and their implications for practice. This provides a summary of the research for anyone who is interested - the audience could include both the research community and practitioners. Please ensure you use plain English, avoid jargon and that the text is clear and concise. The style to be used is the NZCER house style which can be found at <http://www.nzcer.org.nz/content/nzcer-press-style-guide.pdf>

*Length*

The total length of the End of Project report, including references and information about the authors, should be no more than 8000 words.

*Structure*

* An introduction to set the context of the project. This needs to include the background to the research, your questions and why they are important to learning and teaching in New Zealand
* A succinct description of the research design, methods used and approach to analysis. This section needs to provide sufficient detail so that the reader can have confidence in the findings and conclusions reached
* Key findings from your research – these should relate to your project’s research questions and the intentions of the project
* Major implications for practice that derive from your findings
* The limitations of the project
* A conclusion
* A reference list for any citations in the text.

Other elements that may be appropriate are:

* Recommendations
* Publications or other research generated by the project
* You are encouraged to use diagrams and/or photos where appropriate

*Author information*

The End of Project report should include brief biographical details for the author(s) that describes their position and their research interests, especially as related to the project. A photograph, (good quality jpeg file), may accompany each bio but is optional. If there are a number of authors, photos and bios may be given for the main authors only. The others will be named as contributing authors. Participant partners are also usually named.

1. **Practitioner community outputs**

These outputs support the aim that TLRI research will have an impact on practice and on learning.

* An article or presentation designed for a practitioner audience for each year of TLRI funding[[1]](#footnote-1)
* A 1-page outcomes poster designed to convey the implications of the findings for practitioners is required to be submitted with the End of the Project report.

1. **Research community outputs**

These outputs support the aim that TLRI research will build a cumulative body of knowledge and grow research capability and capacity.

* One journal article submitted to a national or international journal for each year of TLRI funding (see footnote 1)
* One conference presentation at a national conference for each year of TLRI funding (see footnote 1)

1. **Optional Outputs**

Other outputs that may be appropriate for your TLRI project are listed below. As your project progresses you may wish to discuss opportunities with your TLRI project monitor:

* an article in set or other practitioner-based journal[[2]](#footnote-2)
* books or articles that are geared for practitioners
* the creation and distribution of resources that emerge from the findings. An example of this type of resource can be found at <http://www.tlri.org.nz/tlri-research/research-completed/post-school-sector/teaching-and-learning-supervision-maori-doctoral>   
  He Rautaki mo te Akoranga Kairangi - Strategies for Doctoral Studies
* discussion of findings and their implications with those in the popular media
* creation and maintenance of a project website with content useful to practitioners
* research briefings for policy makers
* books published by NZCER or other publishers
* additional articles submitted to national or international journals
* additional conference presentations
* articles that focus on methodological issues raised over the course of the research
* networking amongst other TLRI grant recipients in order to share ideas and learn from one another
* creation and maintenance of a project website with content useful to researchers.

***The TLRI must be acknowledged in any presentation or publication that uses data or findings that were TLRI funded.***

1. **Summary of required outputs - project timeline**

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| --- | --- |
| First quarter | * Milestone 1 quarterly milestone report * Revised Intentions poster |
| Each subsequent quarter | * Quarterly milestone report with any additional outputs for that quarter appended |
| Each year | * One journal article and one conference presentation intended for a research community audience * One article or presentation for a practitioner audience |
| At the end of the project | * Final milestone report * TLRI End of Project report (for publication on TLRI project website) * One-page outcomes poster for practitioner audience * Other optional outputs |

1. i.e. two outputs for a two year project, three outputs for a three year project. Outputs do not have to be published/presented in separate years and it is recognised that this may not be possible in the first year of funding. [↑](#footnote-ref-1)
2. There is a link to the guidelines for submissions to *set*:

   <http://www.nzcer.org.nz/content/set-writers-guidelines-20081210.pdf> [↑](#footnote-ref-2)