TEACHING & LEARNING RESEARCH INITIATIVE
NĀU I WHATU TE KĀKAHU, HE TĀNIKO TAKU

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Kōpaki Hua Kaupapa | Project output portfolio

The TLRI uses a portfolio approach to disseminate findings from the Whatua Tū Aka, Pacific and Open Pathway research projects.

This document describes the four categories of required outputs, with key expectations for each. These are:

1. Administrative requirements
2. End of Project report and Outcomes Poster
3. Outputs for practitioner community
4. Outputs for research community

 Optional outputs are also suggested that project teams may choose from, as suits their project.

1. Ngā ritenga whakahaere | Administrative requirements

The administrative reports provide information about the progress of the project against milestones in the contract. They are also linked to progress payments.

a. A ***milestone report*** is required at the intervals given in your contract. Reporting will be six monthly, except for projects that are for 1-year only in which case reporting will be quarterly.

b. An ***intentions summary*** is due with the first milestone report. This should provide information on the project aims, partnerships, reasons why the research is important and plans for data collection and analysis. This summary will be placed on the project page on the TLRI website. Please also send a team photo to be uploaded to the project page (minimum 320x320 pixels). This should be emailed as a separate file.

c. 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 summary can be downloaded from http://www.tlri.org.nz/tlri-research/administration

2. Te Pūrongo Mutunga Kaupapa me te pānui whakaahua putanga | End of Project report and outcomes poster

The purpose of the TLRI End of Project report is to succinctly communicate key findings and implications for practice. This provides a summary of the research for anyone who is interested - the audience should include both researchers and practitioners.

The audience may include, but are not limited to:

- kaiako and teachers in early childhood centres, kōhanga reo, and Pacific language nests;
- kaiako and teachers in kura, primary, intermediate, and secondary schools;
- lecturers and tutors working in universities, wānanga, polytechnics, and private training;
- students and ākonga;
- families and whānau;
- hapū, iwi, Pacific communities, and wider communities.

Please ensure you use plain language, avoid jargon and ensure that the text is clear and concise.

The End of Project report, including references, should be no more than 8000 words. Please name all authors, including practitioner partners if appropriate. You are encouraged to use diagrams and/or photos where appropriate. Please submit copies of any permissions to use images of people with your final report.

Please ensure your end of project report clearly describes the following: (Note: these are not necessarily intended as section headings)

1) 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 Aotearoa New Zealand.

2) A succinct description of the research design, methods used, and approach to analysis.

3) Key findings from your research – these should relate to your project's research questions and the intentions of the project.

4) Major implications for practice that derive from your findings. This could include recommendations if appropriate.

5) A succinct conclusion summarising key findings.

6) A brief bio section with information about research team members.

7) A reference list for any citations in the text.

The Outcomes Poster should be a one-page formatted document (.doc or .pdf) that briefly summarises the project including the aims, partnerships, reasons why the research is important, and the key findings. This will be included as a link on project page on the TLRI website.

3. Ngā hua mō ngā kaimahi ngaio | Outputs for practitioners

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

1) An article *OR* presentation designed for a practitioner audience for each year of TLRI funding. Note that two outputs for practitioners are required for a two-year project and three outputs for a three-year project. Outputs do not have to be delivered in separate years and it is recognised that this may not be possible in the first year of funding.

2) 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.

4. Ngā hua mō ngā kairangahau | Outputs for researchers

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

1) One journal article submitted to a national or international journal for each year of TLRI funding. As described above, outputs do not have to be delivered in separate years.

2) One conference presentation at a national conference for each year of TLRI funding. Outputs do not have to be delivered in separate years.

3) One online presentation to Ministry of Education staff on completion of the project.

5. Ētahi Hua Tāpiri (Kei a koe te tikanga) | Additional Outputs (Optional)

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

- an article in *Set*[1] or another practitioner-based journal

- the creation and distribution of resources that emerge from the findings

- discussion of findings and their implications through social media and blogs

- 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

The TLRI must be acknowledged in any presentation or publication that uses data or findings that were TLRI funded. *(A TLRI logo for use in presentations and documents can be found in the link on the TLRI project administration webpage: http://www.tlri.org.nz/tlri-research/administration)*

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[1] http://www.nzcer.org.nz/system/files/set%20-%20submission%20guidelines_0.pdf

6. Whakarāpopototanga o ngā hua e hiahiatia ana – wātaka kaupapa | Summary of required outputs - project timeline

First quarter	• Milestone 1 report • Intentions summary
Each subsequent reporting period (3 or 6 monthly according to the contract)	• Milestone report with any outputs for that period appended
Each year	• One journal article and one conference presentation intended for a researcher audience • One article or presentation for a practitioner audience
At the end of the project	1. Final milestone report 2. List of publications/presentations (for listing on TLRI project website) 3. TLRI End of Project report (for publication on TLRI project website) 4. One-page formatted outcomes poster for practitioner audience 5. Any additional outputs