



CURA PROGRAM AT THE UNIVERSITY OF VICTORIA
INTERIM REPORT

Institution/Organization name:				Address:	
Phone:	_____ - _____	Fax:	_____	E-mail:	_____
Name of officer of institution/organization:				Institution/organization officer signature:	
Community Project Director name:				Project director signature:	
University Project Co-director name:				Project director signature:	

REPORT OUTLINE (PLEASE SUBMIT USING THE SHEETS ACCOMPANYING THIS OUTLINE):

1. Provide details about the project research personnel: roles /training /activities /travel.
2. Provide details about the research conducted on the collection(s): data collected /record types /storage methods /conservation /access /usage.
3. List ways in which the research conducted has contributed new information about the collection or cultural property.
4. List research areas that need to be pursued in order to continue advancing knowledge about the collection or cultural property.
5. Provide details about acquisitions or rentals using CURA grant money: computers /scanners /software /books /digital camera /video cameras /archival storage boxes /etc.
6. Assess budget figures in particular, comment on matching funds successes or challenges.
7. Assess project research, schedules comparing to date successes and challenges.
8. Comment on project final outcomes from the research. Listed herein are your expected project outcomes. Will these planned outcomes be achieved? Describe and explain any modifications to these original expectations.
9. Discuss the overall effectiveness of using a collaborative team approach to your research project. Describe any particular benefits or difficulties of the collaborative approach.

MAIL YOUR ORIGINAL SIGNED REPORT AND 2 PHOTOCOPIES TO:

CURA Program - Department of History in Art
 Fine Arts Complex, Room 151, University of Victoria
 Victoria, B.C. V8W 2Y2

CURA Research Project **Interim Report**

1. Provide details, in point form, about the project research personnel: roles /training /activities /travel. (IF NECESSARY, PLEASE APPEND LIST USING THE FOLLOWING FORMAT)		
STUDENTS (FOR CLASS PROJECTS, STATE COURSE NUMBER AND DESCRIBE STUDENTS AS A GROUP):		
STUDENT OR COURSE NAME	STUDENT EMAIL	STUDENT ROLE (AND FUNDING PROGRAM, IF APPLICABLE)
STUDENT TRAINING RECEIVED		
STUDENT ACTIVITIES TO DATE	STUDENT TRAVEL TO DATE (LOCATION AND DATE)	
NON-STUDENTS (E.G., COMMUNITY VOLUNTEERS, INSTITUTION STAFF OR CONTRACT WORKERS, ETC):		
NAME	EMAIL	ROLE
TRAINING RECEIVED (IF APPLICABLE)		
ACTIVITIES TO DATE	TRAVEL TO DATE (LOCATION AND DATE)	
SUPERVISORS or DIRECTORS:		
NAME	EMAIL	ROLE
TRAINING RECEIVED (IF APPLICABLE)		
ACTIVITIES TO DATE	TRAVEL TO DATE (LOCATION AND DATE)	

PLEASE USE POINT FORM.

2. Provide details about the research conducted on the collection(s): research methodology /data format /storage and conservation methods /access /usage.

RESEARCH:

RESEARCH METHODOLOGY (INCLUDING ANY COMMUNITY EVENTS INVOLVED IN THE RESEARCH PROCESS)	DATA FORMAT (E.G., TEXTUAL, PHOTOGRAPHIC, DUPLICATE PHOTOS OR SLIDES, AUDIO OR VIDEO TAPE, ETC.)	PLANS FOR STORAGE AND CONSERVATION OF DATA (IF APPLICABLE)	PLANS FOR ACCESS TO DATA (IF APPLICABLE)	PLANS FOR DISEMINATION OF RESEARCH

3. Briefly summarize, in point form, ways in which the research conducted has contributed new information about the collection(s) or cultural property.

4. Briefly summarize, in point form, research areas that need to be pursued in order to continue advancing knowledge about the collection(s) or cultural property.

5. Provide details about acquisitions or rentals using CURA grant money (if applicable): computers /scanners /software /books /cameras /video cameras /archival storage boxes /etc.

ACQUISITIONS OR RENTALS:

ITEM	COST	ACQU.(X)	RENT.(X)	PLANS FOR FURTHER USEAGE

6. Assess budget figures: Attach original budget (appendix B and C) and compare original expectations of expenses and income, in particular, comment on matching funds successes or challenges.

7. Assess project research schedules: Attach original schedule and comment on successes and challenges in meeting the proposed schedule.

8. Comment on project final outcomes from the research. Listed here are your expected project outcomes. Will these planned outcomes be achieved? Describe and explain any modifications to these original expectations.

9. Discuss the overall effectiveness of using a collaborative team approach to your research project. Describe any particular benefits or difficulties of the collaborative approach.