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

PO Box 3237
Wellington, New Zealand
Email: tlri@nzcer.org.nz
Website: www.tlri.org.nz

Project output portfolio

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

> ### 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 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. For most new projects (since 2018), reporting will be six monthly. For projects that began in 2017 or earlier, and those that are for 1-year only, reporting will be quarterly.
   b. An ***intentions poster*** 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 information will be placed on the project page on the TLRI website. You do not need to format this, but please provide the information using the intentions poster template on the TLRI website (see link below).
   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 poster can be downloaded from http://www.tlri.org.nz/tlri-research/administration

2. TLRI 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 could include both the research community and practitioners. Please ensure you use plain language, avoid jargon and 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.

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 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 reference list for any citations in the text.

6) You are encouraged to use diagrams and/or photos where appropriate. Please provide permissions.

The Outcomes Poster should be a one-page formatted document 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. Practitioner community outputs

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[1].

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. Research community outputs

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 (see footnote 1)

2) One conference presentation at a national conference for each year of TLRI funding (see footnote 1)

5. 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*[2] or other 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

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[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.
[2] There is a link to the guidelines for submissions to *set*:
http://www.nzcer.org.nz/system/files/set%20-%20submission%20guidelines_0.pdf

- 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*)*

6. Summary of required outputs - project timeline

First quarter	- Milestone 1 report - Revised Intentions poster
Each subsequent reporting period (3 or 6 monthly according to on contract)	Milestone report with any outputs for that period 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	1. Final milestone report 2. TLRI End of Project report (for publication on TLRI project website) 3. List of publications/presentations (for listing on TLRI project website) 4. One-page formatted outcomes poster for practitioner audience 5. Any additional outputs