**TAC RESEARCH**

**Completion Report**

|  |  |
| --- | --- |
| **PROJECT NO:** | xxxxxx |
| **PROJECT TITLE:** | xxxxxxx |
| **ORGANISATION:** | xxxxxxx |
| **PROJECT PERIOD:** | (Start Date – End date) |
| **KEY RESEARCH CONTACT:****(Organisation)** | xxxxx |
| **KEY TAC CONTACT:** | xxxxxx |
| **TOTAL PROJECT COST:** | xxxxxx |

**1. A brief overview of the research team’s achievements measured against the key project tasks and relevant project milestones as set out in the Project Plan.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Project Task** | **Agreed Deliverables** | **Status****Completed/not completed** | **Comments** |
| xxxxxxx | xxxxxxxxxx |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**2. Outline the extent to which the original aims, objectives and desired project outcomes have been achieved.**

|  |  |  |
| --- | --- | --- |
| **Aims** | **Extent to which aims were met (exceed, met, partially met, not met)** | **Comments** |
| **1**. xxxxx |  |  |
| **2.**  |  |  |
| **3.** |  |  |

**3. Risks (if any) encountered in conducting the project.**

|  |  |  |
| --- | --- | --- |
| **Risk Encountered** | **Mitigation Strategy Employed** | **Outcome** |
|  |  |  |
|  |  |  |

**4. Consumer/Client Engagement**

**a) Provide detail of consumer/client involvement in the research process (if applicable)**

**b) Please comment on any challenges, highlights or learnings of involving consumers/clients in this project.**

**5. Return on Investment**

NOTE: Not all items will be relevant to all projects. Please only complete the sections relevant to your project.

**a) A brief description of the type of research undertaken (can choose more than one option):**

|  |  |  |
| --- | --- | --- |
| **Type of Research** | **Description** |  |
| Evidence review | Systematic review/ Literature review/ Scoping review/ Horizon scan/ Environmental scan/ Meta-analysis/ Rapid review/ etc. |[ ]
| Behaviour change  | Research aimed at identifying methods for changing behaviour in a specific population |[ ]
| Data Analysis | Conclusions drawn from the analyses of existing data sources |[ ]
| Data Linkage | Research which aims to link different data sets together to infer conclusions regarding specific populations |[ ]
| Randomised control trial (RCT) | Comparisons are drawn between the data from two groups; a randomly allocated treatment group and a control group. |[ ]
| Other (please specify) … |  |[ ]

**b) Outline which of the following methods were/ are to be used to translate the findings of the study (can choose more than one option):**

|  |  |  |
| --- | --- | --- |
| **Translation Method** | **Description (please list including details of conferences/ publications)** |  |
| Report(s) produced – TAC internal |  |[ ]
| Report(s) produced – TAC external |  |[ ]
| Workshop/ seminar/ presentation – TAC internal |  |[ ]
| Workshop/ seminar/ presentation – TAC external |  |[ ]
| Whitepaper/ brochure |  |[ ]
| Conference – national |  |[ ]
| Conference – international |  |[ ]
| Publication(s) |  |[ ]
| Other (please specify) … |  |[ ]

**c) Have the findings of the current research resulted in better informed decision making in any of the following areas? If they have please describe the impact of the results (can choose more than one option). If not relevant to the current project, please leave blank:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Description** | **Findings (please describe impact)** |  |
| Health practices/ services | Research used to make decisions regarding new or change to existing health practices/ social services |  |[ ]
| Policy implementation | Research used to make decisions regarding new or change to existing policies/ guidelines |  |[ ]
| Product choice | Research used to make decisions regarding product choice |  |[ ]
| Education | Research used to develop material for health professional education or patient education, leading to informed decision making |  |[ ]
| Behaviour change | Research used to facilitate informed behaviour change amongst patients or professionals  |  |[ ]
| Future research | Research used to inform and develop future research questions/ trials |  |[ ]
| Other (please specify) |  |  |[ ]

**d) Have the findings of the current research improved TAC processes or client experiences in any of the following areas? If they have please describe the impact of the results (can choose more than one option). If not relevant to the current project, please leave blank:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Description** | **Findings**  |  |
| Process efficiency | TAC staff report the processes they use are improved and more efficient due to research findings |  |[ ]
| Client satisfaction | Client satisfaction regarding their experience with TAC service under investigation |  |[ ]
| Ease of service use | Client perspective of ease of service delivery, and degree that service met their needs |  |[ ]
| Information accessibility | Accessibility of information related to TAC processes |  |[ ]
| Common law | Clients accessing common law system |  |[ ]
| Other (please specify)… |  |  |[ ]

**e) Have the findings of the current research improved service system outcomes in any of the following areas? If they have please describe the impact of the results (can choose more than one option). If not relevant to the current project, please leave blank:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Description** | **Findings (please describe impact)** |  |
| **Healthcare System** |  |  |
| Hospital efficiency | Reduction in duration of hospital stay |  |[ ]
| Re-admission rates | Number of times client is re-admitted to hospital after initial hospitalisation |  |[ ]
| Service Satisfaction | Client satisfaction with hospital services |  |[ ]
| **Vocational Services** |  |  |
| Return to Work | Duration from accident to return to work |  |[ ]
| Service Satisfaction | Client satisfaction with vocational services |  |[ ]
| **Disability Services** |  |  |
| Service efficiency | Reduction in duration of service stay |  |[ ]
| Re-admission rates | Number of times client is re-admitted to service |  |[ ]
| Service Satisfaction | Client satisfaction with disability services |  |[ ]
| **Rehabilitation Services** |  |  |
| Service efficiency | Reduction in duration of service stay |  |[ ]
| Re-admission rates | Number of times client is re-admitted to service |  |[ ]
| Service Satisfaction | Client satisfaction with rehabilitation services |  |[ ]
| **General Services** |  |  |
| Efficiency of service | Efficiency of service (Pre vs Post) |  |[ ]
| Service accessibility | Wait time for specific services/ interventions |  |[ ]
| **Other area**  |  |  |
| Other (please specify) … |  |  |[ ]

**f) Have the findings of the current research improved physical health outcomes in any of the following areas? If they have please describe the impact of the results (can choose more than one option). If not relevant to the current project, please leave blank:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Description** | **Findings (please describe impact)** |  |
| Severity of symptoms | Symptom severity |  |[ ]
| Duration of symptoms | Symptom duration |  |[ ]
| Number of symptoms | Number of symptoms |  |[ ]
| Prevalence/ Incidence  | Prevalence/ Incidence of cases for a condition in a population  |  |[ ]
| Length of hospital stay | Duration of hospital stay |  |[ ]
| Re-admission rates | Number of times client is re-admitted to hospital after initial hospitalisation |  |[ ]
| Other (please specify) … |  |  |[ ]

**g) Have the findings of the current research improved client social outcomes in any of the following areas? If they have please describe the impact of the results (can choose more than one option). If not relevant to the current project, please leave blank:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Description** | **Findings (please describe impact)** |  |
| Wellbeing | Client self-reported Personal Wellbeing |  |[ ]
| Personal relationships/ Social isolation | Client reported social isolation/ family involvement/ personal relationships |  |[ ]
| Return to Work | Duration from accident to return to work |  |[ ]
| Other (please specify) … |  |  |[ ]

**h) Do the findings of the current research have an economic outcome in any of the following areas? If they have please describe the impact of the results (can choose more than one option). If not relevant to the current project, please leave blank:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area** | **Description** | **Findings (please describe impact/ $)** |  |
| Financial gain/ loss | Financial gain/ loss of research after cost of research is deducted |  |[ ]
| Scheme liabilities | Change in number of TAC claims  |  |[ ]
| Return to Work | Duration from accident to return to work |  |[ ]
| Other (please specify) … |  |  |[ ]

**6. Final budget detailing all project expenditure, any unspent funds and any additional funding that may have been obtained and its source.**

Complete and attach the customised total project budget template.

Complete the following certification that the funds have been expended in accordance with the agreement.

I, (insert name) as Principal Investigator hereby certify that once outstanding income and expenditure has been taken into consideration, this project will finish with a surplus/deficit/balance (delete irrelevant responses) of $\_\_\_\_\_\_\_\_\_\_\_.

Signed

Signature required on hard copy

**7. Tax invoice**

Please attach a tax invoice for a final project payment if relevant.

Signed:

Position:

Date: