Faculty SCA Report Guidelines

Dear awardees,

Please write a report not exceeding 2 pages by following the outline below.

1) Please provide your name, department, project title, and time period during which the project was conducted.

2) Your reports should demonstrate efficient and effective use of grant funds:
   a. List the project’s outcomes/results; concentrate on the achievement or progress toward the specific goals of the proposal.
   b. List goals that were not accomplished and explain why they were not completed.
   c. List external grant-funded opportunities which might benefit from preliminary results achieved from the research funded by this SCA grant.
   d. Include actual data as an attachment (optional).

3) Your report should indicate experiences that contributed to your professional development:
   a. List presentations/events stemming from this research that are scheduled and/or completed.
   b. List related publications submitted/accepted/printed.
   c. List other personal/professional areas that were strengthened as a result of this work;

4) Identify your collaborators (including all students); note the benefits derived by them and you from this project;

5) Share other relevant information that would encourage sponsors to support similar grant applications by you in the future.

6) If any additional audio-visual information, such as a manuscript or a poster or a CD is available, please share it for archiving purposes and for possible display on the web; if the information should not be made public, please indicate this.

Thank you for your cooperation and your participation in this activity.

- Scholarly and Creative Activities Committee