

## 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