Student SCA Report Guidelines

Dear awardee,

Please write a report not exceeding 2 pages by following the outline below. Your report and its *Appendices* will be archived and may be displayed on the web. If any of the information below should not be made public, you must indicate this.

The student should submit the report that was checked by the faculty sponsor. Faculty sponsoring the student should oversee that the student submits the report on project's completion using student report guidelines. All Student SCAC **grant reports are due May 1st.** and Challenge grant reports are due by October 1ˢᵗ. If the student fails to turn in a report the faculty member must submit a report using faculty guidelines or will not be allowed to sponsor a student in the next cycle. In case the project is not complete by the next cycle a report should be filed by the student indicating the project is still in progress. The report should be submitted to the faculty sponsor.

Be sure to indicate your name, your faculty sponsor, project title, and time period in which the work was conducted.

1) Your report should demonstrate the **productive use of the support awarded**. Please describe the progress toward the specific goals of the proposal. Also, list goals that were not accomplished and explain why they were not completed. Your report should include reproductions of the work that resulted from this award in *Appendices*. For example, you could submit a research article or manuscript, photos of created works, audio or video recordings, posters, etc.

2) Your report should describe experiences stemming from this project that contributed to your **personal and professional development**. Please describe how working on this project has affected your understanding of research/ creative activity. Has it inspired your creativity, increased your knowledge? Please list presentations/ events completed or scheduled and publications submitted/ accepted/ printed.

3) You are encouraged to share your reactions to participation in the grant program. What have you experienced that could encourage grantors and donors to support applications by students with similar scholarly interests? Would you recommend or not recommend this program to other students? Why?

    The Scholarly and Creative Activities Committee has established these report criteria and looks forward to reading the project report.