

## **Final Report:**

Within six (6) months of the *close of the funding period*, grant recipients shall submit a final report to the CAS Dean's Office. That is, the report shall be *received* by the Dean's Office not later than December 31<sup>st</sup> of the year following the receipt of funds. The report is reviewed by the CAS Faculty Research Committee for possible comments to be sent to the faculty member and filed with the Dean's Office.

The report should be concise and should be written to be understood by committee members who are not experts in the discipline of the recipient. The report should contain the following:

1. **Introduction:** brief explanation of overall goal of the project
2. **Methods:** description of work completed and the steps, which were taken to accomplish the work (this will vary significantly by discipline)
3. **Status:** statement of the status of ultimate goal as stated in grant application
4. **Accountability:** description of money spent for itemized research grants this will include a listing of equipment purchased, subjects paid, etc.; for block grants this will include a listing of any materials purchased and a journal of time spent)
5. **Personal Reaction:** brief statement of personal feelings regarding the project for example, was it a satisfying experience? Were any unanticipated lessons learned? Did results inspire further work and new directions?

Recipients who do not fulfill these obligations (timely filing of progress report and formal report) shall be *ineligible* for future funding for a period of one year, starting on the day said progress report or final report *is received* by the Dean.