The Student-Faculty Collaborative Research Fund

Final / Interim Report

**Name**:

**E-mail address:**

**Major:**

**Year in College:**

**Name of Faculty Collaborator/Mentor**:

**Department:**

**E-mail address:**

**Title of Project**:

**Award Period**:

(If more than one student is involved, please provide the above personal information for each student.)

**REPORT COVER PAGE**

Final  Interim[[1]](#footnote-1), request extension to \_\_/\_\_/\_\_

*Please provide 1-2 sentence summaries on this form. Use separate pages for the detailed narrative, following guidelines on next page.*

Brief summary of how the grant was used:

Brief summary of outcomes as a result of the grant:

Future plans for the project (journal publication, poster presentation, juried competition and/or exhibition):

**We affirm the accuracy of this report and certify our compliance with the award terms and conditions.**

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Student Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Signature Date

**Final Scholarship/Research Report**

Your report should address the four topics below. Specific considerations are indicated to assist you in preparing the report.

The report should be 3-5 pages in length, double-spaced with 1-inch margins, and use a 12-point font.

1. Project Activities: Describe your scholarship or research activity and how you accomplished it.
   1. Provide a description of the major activities that occurred during the grant period.
   2. Indicate the reasons for omissions and changes in project activities.
   3. Compare the accomplishments in quantitative and qualitative terms with the proposed project objectives.
   4. Briefly describe any efforts made to present or publicize the results of the project
   5. If project goals were not achieved, indicate any plans there are to complete the project after the grant period and when they are likely to be completed.
2. Evaluation: List the specific objectives, or outcomes, of your scholarship or research activity.
   1. Describe the results of any evaluation performed and your own assessment of the project - both its weaknesses and strengths. A discussion that includes how problems were dealt with will be more helpful to the committee than one that focuses exclusively on the project's successes.
   2. Describe how you obtained a discipline appropriate peer-review of your scholarship or research (for example, journal publication, poster presentation, juried competition and/or exhibition).
   3. How did the public respond to the project? What did they like or not like? What anecdotes, statistical summaries, feedback from web sites, viewer remarks, or examples of media coverage can you provide that would help to assess the project's success?
3. Describe the role of your faculty mentor or faculty collaborator. How was s/he involved in your activity?
4. Continuation of the Project and/or Long-term Impact
   1. Indicate if there are any plans to continue the project after the grant period because of the success of the project and the interest it has generated.
   2. What kinds of new collaborative partnerships were formed (or strengthened) between NWU and other organizations (e.g., schools, universities, community groups, special interest groups, etc.) as a result of the project? Will these new partnerships continue and, if so, how?
   3. What kinds of long-term impact (use in the classroom or other indicators of continuing interest) will result from the project? If applicable, did the project affect NWU's ability to attract additional financial support?

APPENDICES

As appropriate and available, include one electronic copy of any supporting material that would contribute to an understanding of the project and its accomplishments. This would include, but not be limited to:

* PowerPoint/poster presentation file used at the Student Symposium
* representative samples of completed work, preliminary products such as conference or workshop papers,
* articles submitted to journals, illustrated field reports,
* copies of any mailing, fliers, newspaper releases or articles, or other media coverage.

A copy of any publication, film, videotape/DVD, CD, audiotape, or slide presentation resulting from the grant should be forwarded to the committee with the final report.

1. **Interim Scholarship/Research Report**

   In the event that you were not able to complete your project within the designated period, as indicated on your project proposal, you must submit an Interim Report. Please provide us with an explanation as to why the project is behind schedule, explain the reason for this, what steps have been taken, and whether it seems likely that the project will be completed by the expiration date of the grant. In addition, your report should answer as many of the items listed for the **Final Report** as you are able to answer. Your paper should be 1-3 pages in length, double-spaced with 1-inch margins, and use a 12-point font. [↑](#footnote-ref-1)