



SMALL GRANT PROGRAM Final Report Structure

Your final report should include the following items, as applicable to your project:

1. Project title
2. Primary grant recipient: name and title
3. Co-recipients in the grant: Names and titles
4. Project objectives
5. Objectives accomplished
6. Objectives not accomplished and why
7. Approximate number of students affected by the project
8. Brief description of project
9. Any changes made to the project from the original submission
10. Description of the evaluation/assessment techniques used
11. Evaluation/assessment outcomes
12. Dissemination activities, including:
 - a. Your department – meeting, conference, workshop
 - b. School/college – meeting, conference, workshop
 - c. University-wide conference
 - d. National/regional conference
 - e. Article or other publication
 - f. Other
13. Did you experience any unanticipated outcomes? If so, please describe.
14. Future sustainability, including
 - a. Plans to seek additional funding to continue this project.
 - b. Plans to continue with the project without additional funding.
 - c. Plans to replicate this project with a colleague
 - d. No plans to continue this project
15. How important was the grant in initiating or implementing the project? Would you have done this project anyway? Explain.