

Final Report Guidelines

The FRCWA final report is due 30 days after the project end date (either February 14th or July 14th). Submit one original and one electronic copy to the Office of Sponsored Projects and Research Administration. The final report should be no more than six pages; use a type font no smaller than 10 pt; and include the following information:

A. Title page with award information (1 page):

- Project Account Number,
- Project Director's (PD's) Name(s),
- Project Title,
- Start Date,
- Original End Date,
- Award Amount,
- Final End Date if extended, and
- Final Report Date

B. Description of project results (3-page maximum):

1. Account for differences, if any, between proposed and actual project, addressing items in the proposal guidelines.
2. Address how successfully each objective was met.
3. Describe any differences in your goals or plans as a result of the project; what difference(s) has this funding made.

C. Financial report (questions 2-6 -- 1 page maximum):

1. Include an itemized budget of expenditures (explain how the funds were actually spent, items purchased, etc).
2. How well did the funding work?
3. Was the amount sufficient?
4. What implications did the funding have for your project?
5. Did the award amount exceed your needs? Why?
6. With hindsight, would you change the budget request? If so, how?

D. List any publications, reports, or presentations generated by the project. (1 page maximum)