

ACS Mellon Foundation Faculty Renewal Grants

Final Reporting Guidelines

Mellon Foundation Faculty Renewal Final reports are due within 30 days of the end of the project period. The due date is in your award email from ACS. Your report should be e- mailed to mwhite@colleges.org At the ACS Faculty Renewal Initiative, 1975 Century Blvd., Suite 10, Atlanta, GA 30345. Fax: 404-636-9558.

Please address the following points in your 'detailed narrative' report with evaluation and dissemination information:

Name of Person (s) Submitting Report

E-mail

Phone

Institution

Name of project/event

Date(s) of Project

Amount Awarded

1. Original Goals and objectives
2. If goals/objectives changed during the course of the project, please state the revised goals/objectives.
3. In what ways were the goals/objectives met? Please give examples.
4. Describe the evaluation/assessment process used. Summarize the results of this process? Include any instruments used to evaluate/assess your project.
5. If you were to redesign your project, what would you do differently and why? (What are the "lessons learned?")
6. How did your project impact other faculty on your campus? If done jointly with one or more institutions, how did it impact faculty on the other campus(es)?
7. How did the project impact the institution (s) as a whole?
8. If students were involved, what was the impact on them?

9. How have you shared the results with ACS colleagues and beyond ACS? What are your plans for dissemination?
- 10. What are the next steps (follow-up) in your project? Evaluations, surveys etc are to be included as a part of this report.**
- 11. A complete financial statement, showing original budget (the breakdown of the amount awarded) and expenditures.**
12. Please include a summary of your work that may be included on the ACS Faculty Renewal website.

Email your report to mwhite@colleges.org
Mellon Faculty Renewal Initiative
Associated Colleges of the South
1975 Century Blvd., Suite 10
Atlanta, GA 30345
Fax: 404-636-9558