

## ACS Mellon Foundation Faculty Renewal Grants

### Final Reporting Guidelines

Mellon Foundation Faculty Renewal Final reports must be received at ACS within 15 days of the end of the project but no later than September 1, 2011. Your report should be e-mailed to [mwhite@colleges.org](mailto:mwhite@colleges.org)

Please address the following points in your **separate** **‘detailed narrative’** report with evaluation and dissemination information. **(Do not simply answer the questions by filling in the answers below.)**

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? Where? At professional meetings, which ones? **What are your plans for dissemination not including posting your report on the ACS website? This is a must answer question.**
10. Did any publications result from this project? If yes, list here
- 11. What are the next steps (follow-up) in your project? Evaluations, surveys etc. are to be included as a part of this report.**
- 12. A complete financial statement, showing original budget (the breakdown of the amount awarded) and expenditures.**
13. Please include a summary of your work that may be included on the ACS Faculty Renewal website.

Email your report to [mwhite@colleges.org](mailto:mwhite@colleges.org)  
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