

ACS Interdisciplinary Mini-Grants Final Reporting Guidelines

For Mini-Grants Awarded April 2006, October 2006, February 2007, and October 2007

NOTE: A detailed written report is expected to be submitted by the Primary Faculty/Staff/Student contact within thirty (30) days of the end of the funding time frame. Exception: All grants awarded in October 2007 must have projects completed and the final report into ACS by May 16, 2008.

Final reports may be mailed or e-mailed to Marcia White, ACS, 1975 Century Blvd., Suite 10, Atlanta, GA, 30345; E-mail: mwhite@colleges.org

Please address the following points in your report:

Name of Person Submitting Report
E-mail Phone
Institution
Title of Project
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 have you shared the results with ACS colleagues and beyond ACS?
7. What are the next steps (follow-up) in your project?
8. A complete financial statement, showing original budget (the breakdown of the amount awarded) and expenditures.
9. Please include a statement that you give ACS permission to post your original proposal and a summary of your work on the ACS Interdisciplinary website <http://www.colleges.org/newmodels/interdisciplinary/index.html>.

Send your report to:

Marcia White

ACS

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Phone: (404) 636-9533 ext 18