

FORMAT FOR FACULTY DEVELOPMENT  
AWARD PROGRAM FINAL REPORT

*Please Note: The FDA Grant Final Report must be submitted to the AVP-FRSP within 18 months of the end of the semester in which the FDA notification of awards was received.*

- 1) Title Page (limit: first page): Include the following information:
  - a) *Project Title* (centered, top of page; bold 12pt font)
  - b) *Grant Recipient's Name* (centered, one space below title, 12pt font)
  - c) *Grant Recipient' Rank* (centered, below name, 12pt font)
  - d) *Grant Recipient's Department* (centered, below rank, 12pt font)
  - e) *Grant Recipient's E-mail Address* (centered, below department, 12pt font)
  - f) *Project Abstract* (two spaces below recipient's e-mail address, single-spaced, 12pt font): Provide a brief (200 word limit) description of the results and significance of the FDA Project. Write this as you would want it to appear in a news release describing the project.
- 2) Results (limit: 2 pages): Discuss the results of the activities funded by the grant. If the project was completed as planned, provide details on the outcome or findings. Discuss the significance of the findings, exhibits, and/or performances to the academic discipline, the goals and objectives of the University, and/or the academic growth of the proposer. If the project did not proceed as planned, discuss the progress of the project, as well as any major modifications to the proposed plan of action. Whether the plan was completed as originally intended or not, describe any future work that could emerge from the project.
- 3) Faculty Development Award Program Outcomes (limit: 1 page): List all presentations, exhibits, publications, and/or proposals that have been submitted or completed (i.e., peer reviewed) as a result of funding from FDA. If none were submitted, please explain.