

Final Report Template

An electronic copy of the Final Report must be sent to viceprovost@semo.edu.

Due by the end of the established timeline with due consideration for those whose projects end up extending past the originally projected timeline. Proposals by an applicant who has not submitted final reports on completed FFR projects will not be considered by the FFR committee until the overdue final report has been submitted.

Introductory Information

Please include the following introductory information.

1. Name of PI(s)
2. Original award date
3. Title of proposal
4. Original project summary
5. Index number

Summary of Project

Describe activity during the project/grant period including any presentation or peer/public/outside involvement or discussions. Include any/all students and their related activities. If any activities deviated from the proposed in grant proposal, please explain reason for changes and outcomes from changes.

Equipment/Unexpendable Resource Purchases

If any equipment/unexpendable resource was purchased with the grant, please explain what will happen to those items now that the project is completed (e.g., storage, use, etc.)

Summary of Goals

Demonstrate how project goals were achieved, give evidence to show success. If intended results were not achieved, explain why and other alternate findings.

Follow-up Projects

Describe any follow-up grant requests that are planned for the future related to this project.

Sustainability

If project is to be sustainable, what is the plan for future success?

Budget Reconciliation

Final Budget – Compare proposed budget submitted with application to final expenditures. Explain any variances over 20%.

Dissemination Plan

Briefly summarize how the results of the project have been disseminated and any further dissemination plans.

Appendix or Appendices

Attach a copy of the manuscripts or abstracts that have resulted from the project.