Summer Grant Reporting Guidelines

Faculty members receiving a summer grant are expected to submit a report of their summer grant activities in mid-September following the summer award period. Specific deadlines are communicated in the award letter.

Typically, the report should not exceed two pages, not including an additional page for a final expense report. Electronic artifacts can also be submitted with the report without counting toward the two pages.

Faculty members are encouraged to include the following elements in their summer grant reports.

1. **Project Title and Grantee(*s*)**

2. **Goals and progress to achieving your goals:** Describe the extent to which each goal was met, achieved or not; evidence to support progress to the goal or the level of attainment/achievement of the goal; include artifacts.

3. **Changes:** What changes, if any, did you make to the proposed work? How did these changes alter the outcome and impact of your work? What surprised you? (*i.e.*, what did you not anticipate as part of your proposed work?)

4. **Impact:** Provide evidence of impact of the work on the following. Provide supporting artifacts as evidence of the impact on:
   - higher education (discipline, field of study, interdisciplinary, cross-disciplinary, trans-disciplinary area);
   - the institution (alignment to Stetson's mission, values, and strategic goals);
   - the department/college or school;
   - students (teaching and learning, skill development, etc.); and/or
   - your own professional development as a Stetson Teacher-Scholar

5. **Student Engagement:** If applicable, how did the project engage students?
   - Indicate the number of students involved.
   - Describe the primary learning goal and their inquiry engagement.
   - Describe the impact of this project on increasing the student's(') ability to:
     - *think critically* (explore of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion);
     - *solve a problem* (process of designing, evaluating and implementing a strategy to answer an open-ended question or achieve a desired goal);
     - *integrate learning* (make simple connections among ideas and experiences to synthesizing and transferring learning to new, complex situations within and beyond the campus); and/or
     - other desired skills, abilities, dispositions.

6. **Sustaining your project:** What is your plan for sustainability? Describe how you plan to sustain the project. Examples:
   - Create/strengthen internal/external professional partnerships and networks/collaborations.
   - Develop skills sets of others to advance this work.
   - Integrate new knowledge in course work, course design or re-design.
   - Develop new initiatives or strengthening existing initiatives.

7. **External Support:** What is your plan for seeking extramural funding? Describe your plan for seeking external funding or other support to include:
   - any sources of potential funding;
   - other non-fiscal support; and/or
   - assistance you might need in pursuing these sources.

8. **Acknowledgements:** Did you acknowledge your professional networks and others, including Stetson University?