

Grantee: [Grant Number][Grantee institution]
Report: [Year] Final Report
Final Report Cover Sheet

1. **PR/Award No.:**
2. **Program:**
[FIPSE Program Name]
3. **Institutional Name & Address:**
[Grantee Institution]
[City, State]
4. **Project Title:**
5. **Project Director / Contact Person:**
Name:
Title:
Address:

Phone:
Fax:
Email:
6. **Performance Reporting Period:**
7. **Current Budget Period:**
8. **Authorized Representative:**

Name:
Title:
Phone:

I. Project Description

Project Title:

Abstract: .

Online References: [project Web site if available]

Subject Categories:

Contacts:

[All project contacts here]

II. Budget Summary

Project Funds Awarded by FIPSE

Expense	(1)Budget	(2)Expenditures	(3)Estimated Balance
A. Administrative Costs			
1. Salaries			\$0
2. Benefits			\$0
3. Travel			\$0
4. Equipment			\$0
5. Materials			\$0
6. Consultants & Contracts			\$0
7. Other			\$0
B. Language Stipends (EC-U.S., U.S.-Brazil, U.S.-Russia projects only)			\$0
C. Mobility Stipends (EC-U.S., U.S.-Brazil, North American, and U.S.-Russia projects only)			\$0
D. Indirect Costs			\$0
Total	\$0	\$0	\$0

Project Cost Share Totals Provided by Institution (and Partners if applicable)

Expense	(1)Budget	(2)Expenditures	(3)Estimated Balance
Total Cost Share			\$0

Budget Narrative:

III. Mobility [To be completed for 84.116J, M, N, or S; not used for 84.116B]

Student mobility is one of the key objectives of FIPSE International Consortia Programs. For this reason, as the lead US partner, you should work closely with your US and foreign partner institutions to verify the number of students who studied abroad, where they studied, the duration and cost of their stay, plus the number of students who participated in the program but did not study abroad.

Please enter the totals for U.S. and Brazil student and faculty mobility in the current reporting year. Complete all columns and rows. Enter "0" as necessary. Do not leave any cells blank.

Student mobility from U.S. to [Country]:

	<i>[Country Name] Lead</i>	<i>[Country Name] Partner</i>	Total U.S. students sent
U.S. to [Country]	[Institution]	[Institution]	
<i>U.S. Lead</i>			0
<i>[Institution]</i>			
<i>U.S. Partner</i>			0
<i>[Institution]</i>			
Total	0	0	0

1. Total number of U.S. students in current year _
2. Total number of U.S. students since the beginning of the project, including current year _
3. Average duration of study abroad for U.S. students _
4. Average stipend for U.S. students in US\$ _
5. Total number of U.S. students who participated in current year but did not study in [Country] _
6. Total number of U.S. students who participated since the beginning of the project, including current year, but did not study in [Country] _

Student mobility from [Country] to U.S.:

	<i>U.S. Lead</i>	<i>U.S. Partner</i>	Total [Country] students sent
[Country] to U.S.	[Institution]	[Institution]	
<i>[Country] Lead</i>			0
<i>[Institution]</i>			
<i>[Country] Partner</i>			0
<i>[Institution]</i>			
Total	0	0	0

1. Total number of [Country] students in current year _
2. Total number of [Country] students since the beginning of the project, including current year _
3. Average duration of study abroad for [Country] students _
4. Average stipend for [Country] students in US\$ _
5. Total number of [Country] students who participated in current year but did not study in U.S. _
6. Total number of [Country] students who participated since the beginning of the project, including current year, but did not study in U.S. _

Faculty Mobility:

1. Total number of U.S. faculty to [Country] in current year _
2. Total number of U.S. faculty to [Country] since the beginning of the project, including current year _
3. Total number of U.S. faculty who participated in current year but did not travel to [Country] _
4. Total number of U.S. faculty who participated since the beginning of the project, including current year, but did not travel to [Country] _
5. Total number of [Country] faculty to U.S. in current year _
6. Total number of [Country] faculty to U.S. since the beginning of the project, including current year _
7. Total number of [Country] faculty who participated in current year but did not travel to U.S. _
8. Total number of [Country] faculty who participated since the beginning of the project, including current year, but did not travel to U.S. _

IV (a). Performance Information [To be completed for 84.116J, M, N, or S; not used for 84.116B]

Part One: Curriculum

1. What were the curricular goals of your project and what was the final outcome of these efforts. Be specific in listing final outcomes. With respect to the curriculum or training program, what was or was not accomplished and what was modified?

2. What specific plan and set of activities did you develop for language skills and cultural knowledge acquisition? How did these activities integrate with the other curricular activities?

3. What curricular products or educational materials were developed and implemented as a result of the project activities?

4. If the project involved internships or work placements, how successful were these? How were these experiences integrated into the program of study? What lessons were learned from this experience?

5. If the project involved the use of technology, Web-based learning, or other electronic resources, describe the development and implementation of this approach and the lessons learned.

Part Two: Students

6. Please discuss the impact that this project had on students at your campus and at other campuses. How did this project impact mobility students? How did this project change student learning in your program or department? How did this project lead to better student language learning? How did it give students exposure to other cultures? How did this project impact non-mobile students?

7. Did you meet the stated goals for US student mobility as outlined in your proposal?

Exceeded the goal (by how many students?) _

☐ Yes

☐ No

Please explain in your report any reasons why you have not met your target for student mobility. Please explain what you are doing to recruit students and how your consortium plans to continue to support student mobility when federal funding runs out.

8. Please describe how you and your partners arranged agreements on credit recognition, transfer for work done by students abroad, and tuition and fees.

Part Three: Faculty

9. Describe in what ways the development and implementation of your project has been supported by the participating faculty members. How many consortium meetings have been held in each year and in the final year, and what were the outcomes of those meetings? Have all partners been active? If not, why not?

10. What faculty development activities occurred and what faculty exchanges took place? What were the results of these activities and exchanges? Be specific with regard to individual faculty and institutions.

11. Were there any programmatic, departmental, or institutional changes that occurred as a consequence of faculty involvement in the program (i.e.; new faculty hired, new courses

offered, new programs started, etc.)?

Part Four: Evaluation

12. Did you conduct a formal evaluation of the project? If so, briefly describe your evaluation efforts. Who conducted the evaluation?
13. Please describe what was learned from the evaluation regarding the effectiveness of the following: curriculum development; student learning; student language and cultural learning (describe how this was measured); internships and other activities. Please describe what evidence, if any, you have that students made gains in language skills and cultural knowledge.

Part Five: Dissemination and Continuation

14. Summarize the institutional and key personnel changes that took place over the life of the grant. At the time of the final report what was the membership of the project?
15. What general agreements for courses, internships, and exchanges now exist among the partners? Have these agreements been successful in sustaining your project? What were the challenges in securing these agreements? What arrangements have been made to continue the curriculum and mobility agreements? What are the plans for the next five years?
16. Did you include a separate evaluation report for this project year?
() Yes
() No
17. If you answered "No", please explain when you expect to submit this document.
18. How many institutions or organizations were involved at the beginning of the project, including the grantee?

Total: _

19 Have any additional institutions or organizations become involved in the project since the beginning of the grant?

- ☐ Yes
- ☐ No

If you answered "No" to question 19, please go to question 21.

20 How many additional institutions or organizations have become involved in the project since the beginning of the grant?

Additional number: __

21 Have any institutions expressed interest in materials or other results of the project?

- ☐ Yes
- ☐ No

If you answered "No" to question 21, please go to question 23.

22 How many institutions or organizations have expressed interest in materials or other results of the project?

Total: __

23 Did your project receive or involve any of the following since the beginning of the grant?
(check all that apply)

- ☐ On-going costs included in operating budget
- ☐ New courses officially approved (but not yet described in catalog)
- ☐ New programs officially approved (but not yet described in catalog)
- ☐ New courses described in institutional catalog
- ☐ New programs described in institutional catalog
- ☐ Changes in curriculum
- ☐ Changes in the approaches to teaching
- ☐ Changes in written institutional policies or procedures
- ☐ New courses offered for credit
- ☐ Additional faculty FTE added to operating budget through non-FIPSE funds
- ☐ Additional staff FTE added to operating budget through non-FIPSE funds
- ☐ Not applicable
- ☐ Other (Please write in other)

24 Has your project received any additional funding (external or internal) since the beginning of the project?

- ☐ Yes

☐ No

If you answered "No" to question 24, please go to question 26.

25 What kind of additional funding has it received? *(check all that apply)*

- ☐ Additional in-kind contribution
- ☐ Additional institutional funding
- ☐ Additional federal funding
- ☐ Additional state funding
- ☐ Additional funding from for-profit firm
- ☐ Additional funding from private foundation
- ☐ Other (Please write in other)

26 Has your project received any press coverage since the beginning of the project?

- ☐ Yes
- ☐ No

If you answered "No" to question 26, please go to question 28.

27 Please indicate the kind of press coverage your project has received. *(check all that apply)*

- ☐ International media coverage
- ☐ National media coverage
- ☐ Local media coverage
- ☐ Institutional/organizational publication
- ☐ National association or trade association publication
- ☐ Other

28 Has your project won any awards since the beginning of the grant?

- ☐ Yes
- ☐ No

If you answered "No" to question 28, please go to question 30.

29 Please list the kinds of activities, products, and resources resulting from your project since the beginning of the grant. *(check all that apply)*

- ☐ Project-based conferences or symposia
- ☐ Conference presentations
- ☐ Course modules
- ☐ Project-specific Web site
- ☐ Textbooks
- ☐ Software programs
- ☐ Conference proceedings
- ☐ Books

- ☐ Video materials
- ☐ Guides and handbooks
- ☐ Printed course materials
- ☐ Web-based course materials
- ☐ Technical reports
- ☐ Journal articles
- ☐ CD-ROMs/DVDs
- ☐ Other (Please write in other)

30 Please rate the quality of FIPSE's service to you and other project staff. *(telephone discussions, e-mails, advising on technical and financial issues, evaluation, Web resources)*

- ☐ Superior
- ☐ Very satisfactory
- ☐ About average
- ☐ Somewhat unsatisfactory
- ☐ Very poor

31 Please rate your satisfaction with the FIPSE Project Directors' Meeting in helping you and your staff.

- ☐ Superior
- ☐ Very satisfactory
- ☐ About average
- ☐ Somewhat unsatisfactory
- ☐ Very poor
- ☐ Was unable to attend this year

32 Please comment on the helpfulness of FIPSE's service.

IV (b). Performance Information [To be completed for 84.116B only]

Instructions

The main purpose of this report is to summarize and describe the progress of your project for the entire project period. In the spaces below, relate the activities, successes, and difficulties that your project experienced during the lifetime of the project.

Please make sure to answer ALL of the following questions.

- 1a** Did you include a separate evaluation report for this project year? *(Note: first year projects should attach evaluation plan)*

- ☐ Yes
- ☐ No

1b If you answered "No", please explain when you expect to submit this document.

2a Was there a change in the project director this year?

- ☒ Yes
- ☐ No

2b If you answered "Yes" to question 2a, please write in the name and phone number of the new project director.

3a Is one of the stated objectives of your project to increase access to an institution, program, field, or discipline?

- ☐ Yes
- ☐ No

3b Whether it is a stated objective or not, has your project resulted in increased access to an institution, program, field, or discipline?

- ☐ Yes
- ☐ No
- ☐ Too soon to say (*annual reports only*)
- ☐ Not sure

If you answered "No" to question 3b, please go to question 4a.

3c Has increased access to an institution, program, field, or discipline become a sustained activity at the end of the grant?

- ☐ Yes
- ☐ No
- ☐ Too soon to say (*annual reports only*)
- ☐ Not sure

4a Is one of the stated objectives of your project to increase student retention in an institution, program, field, or discipline?

- ☐ Yes
- ☐ No

4b Whether it is a stated objective or not, has your project resulted in increased student retention in an institution, program, field, or discipline?

- ☐ Yes
- ☐ No
- ☐ Too soon to say (*annual reports only*)
- ☐ Not sure

If you answered "No" to question 4b, please go to question 5a.

4c Has increased student retention in an institution, program, field, or discipline become a sustained activity at the end of the grant?

- ☐ Yes
- ☐ No
- ☐ Too soon to say (*annual reports only*)
- ☐ Not sure

5a Is one of the stated objectives of your project to control costs of, or produce cost savings in, higher education?

- ☐ Yes
- ☐ No

5b Whether it is a stated objective or not, has your project resulted in cost control or cost savings in any way?

- ☐ Yes
- ☐ No
- ☐ Too soon to say (*annual reports only*)
- ☐ Not sure

If you answered "No" to question 5b, please go to question 6a.

5c Please provide examples of the cost control or cost savings brought about by your project:

5d Has cost control or cost savings become a sustained activity at the end of the grant?

- ☐ Yes
- ☐ No
- ☐ Too soon to say (*annual reports only*)
- ☐ Not sure

6a Is one of the stated objectives of your project to train faculty or staff?

- ☐ Yes
- ☐ No

6b Whether it is a stated objective or not, has your project trained faculty or staff?

- ☐ Yes

- ☐ No
- ☐ Too soon to say (*annual reports only*)
- ☐ Not sure

If you answered "No" to question 6b, please go to question 7a.

6c If you answered "Yes" to question 6b, has faculty or staff training become a sustained activity at the end of the grant?

- ☐ Yes
- ☐ No
- ☐ Too soon to say (*annual reports only*)
- ☐ Not sure

7a Is one of the stated objectives of your project to improve student learning?

- ☐ Yes
- ☐ No

7b Whether it is a stated objective or not, has your project improved student learning?

- ☐ Yes
- ☐ No
- ☐ Too soon to say (*annual reports only*)
- ☐ Not sure

If you answered "No" to question 7b, please go to question 8a.

7c Briefly explain how your project improved student learning and how you measured this improvement:

7d Have the activities in your project that improve student learning become sustained at the end of the grant?

- ☐ Yes
- ☐ No
- ☐ Too soon to say (*annual reports only*)
- ☐ Not sure

8a Has your project involved the implementation of an innovative practice in postsecondary education?

- ☐ Yes
- ☐ No

If you answered "No" to question 8a, please go to question 9.

8b Briefly describe the innovation:

8c Will this innovative practice be sustained at the end of the grant?

- ☐ Yes
- ☐ No
- ☐ Too soon to say (*annual reports only*)
- ☐ Not sure

8d Have any other institutions or organizations expressed interest in using this innovative practice?

- ☐ Yes
- ☐ No
- ☐ Too soon to say (*annual reports only*)
- ☐ Not sure

If you answered "No" to question 8d, please go to question 9.

8e How many institutions expressed interest in using this innovative practice since the beginning of the grant?

Total:

8f Has the innovation been used at a site (campus or organization) other than at the grantee organization?

- ☐ Yes
- ☐ No
- ☐ Too soon to say (*annual reports only*)
- ☐ Not sure

If you answered "No" to question 8f, please go to question 9.

8g How many institutions or organizations have used this innovation since the beginning of the grant?

Total:

9 How many institutions or organizations were involved at the beginning of the project, including the grantee?

Total:

10a Have any additional institutions or organizations become involved in the project since the beginning of the grant?

- ☐ Yes
- ☐ No

If you answered "No" to question 10a, please go to question 11a.

10b How many additional institutions have become involved in the project since the beginning of the grant?

Additional number:

11a Have any institutions or organizations expressed interest in materials or other results of the project?

- ☐ Yes
☐ No

If you answered "No" to question 11a, please go to question 12.

11b How many institutions or organizations expressed interest in materials or other results of the project?

Total:

12 Did your project receive or involve any of the following since the beginning of the grant? *(check all that apply)*

- ☐ On-going costs included in operating budget
☐ New courses officially approved *(but not yet described in catalog)*
☐ New programs officially approved *(but not yet described in catalog)*
☐ New courses described in institutional catalog
☐ New programs described in institutional catalog
☐ Changes in curriculum
☐ Changes in the approaches to teaching
☐ Changes in written institutional policies or procedures
☐ New courses offered for credit
☐ Additional faculty FTE added to operating budget through non-FIPSE funds
☐ Additional staff FTE added to operating budget through non-FIPSE funds
☐ Not applicable
☐ Other *(Please write in other)*

13a Has your project received any additional funding (external or internal) since the beginning of the project?

- ☐ Yes
☐ No

If you answered "No" to question 13a, please go to question 14a.

13b What kind of additional funding has it received? *(check all that apply)*

- ☐ Additional in-kind contribution
- ☐ Additional institutional funding
- ☐ Additional federal funding
- ☐ Additional state funding
- ☐ Additional funding from for-profit firm
- ☐ Additional funding from private foundation
- ☐ Other *(Please write in other)*

14a Has your project received any press coverage since the beginning of the project?

- ☐ Yes
- ☐ No

If you answered "No" to question 14a, please go to question 15a.

14b Please indicate the kind of press coverage your project has received. *(check all that apply)*

- ☐ International media coverage
- ☐ National media coverage
- ☐ Local media coverage
- ☐ Institutional/organizational publication
- ☐ National association or trade association publication
- ☐ Other

15a Has your project won any awards since the beginning of the grant?

- ☐ Yes
- ☐ No

If you answered "No" to question 15a, please go to question 16.

15b Please write in the name, date, source, and, if applicable, the amount of each award.

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16 Please list the kinds of activities, products, and resources resulting from your project since the beginning of the grant. *(Check all that apply)*

☐ Project-based conferences or symposia

☐ Conference presentations

☐ Course modules

☐ Project-specific Web site

☐ Textbooks

☐ Software programs

☐ Conference proceedings

☐ Books

☐ Video materials

☐ Guides and handbooks

☐ Printed course materials

☐ Web-based course materials

☐ Technical reports

☐ Journal articles

☐ CD-ROMs/DVDs

☐ Other *(Please write in other)*

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17 Please rate the quality of FIPSE's service to you and other project staff. *(telephone discussions, e-mails, advising on technical and financial issues, evaluation, Web resources)*

☐ Superior

☐ Very satisfactory

☐ About average

☐ Somewhat unsatisfactory

☐ Very poor

18 Please rate your satisfaction with the FIPSE Project Directors' Meeting in helping you and your staff. *(Check all that apply)*

☐ Superior
☐ Very satisfactory
☐ About average
☐ Somewhat unsatisfactory
☐ Very poor
☐ Was unable to attend this year

19 Please comment on the helpfulness of FIPSE's service.

☐ Form Completed (must be checked in order to submit report)

Save Performance Information

V. Performance Narrative

[attachments in Word, Excel, or PDF]

INSTRUCTIONS FOR COMPLETING SELECTED PRECEDING SECTIONS OF THE REPORT:

Report Checklist

Grantee: [Grant Number][Institution]

Report: [Year] Annual Report

 indicates completed sections - all sections must be checked before the report can be submitted.

Section	Status	Update	Preview
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Project Description	Update	
Budget Summary	Update	
Student and Faculty Mobility Data	Update	
Performance Information	Update	
Performance Narrative	 Update	Preview
Submit Complete Report	n/a	n/a

[Preview Report](#)

84.116B grantees: Recipients of discretionary grants must submit an Annual Performance Report that demonstrates that substantial progress has been made toward meeting the objectives of the project. These instructions have been designed so that the Annual Performance Report will provide FIPSE with the information it needs to determine whether recipients have made such progress, including progress related to purposes specific to the Comprehensive Program (e.g., sharing lessons learned about innovation with the larger postsecondary community).

84.116J, M, N, and S grantees: As the U.S. lead partner for your FIPSE international consortium, you are required to submit to FIPSE an Annual Performance Report which discusses progress on project goals, administrative requirements, curricular development, student mobility, and project expenditures. Governments of the collaborating countries also require annual performance reports and their guidelines are similar to FIPSE's guidelines. In replying to this annual performance report, you should work closely with your U.S. and host country partners in order to increase the accuracy of reporting.

Please complete the following sections of the Annual Performance Report:

1. Project Description. As part of your Annual Performance Report, you must update your database description to include this year's activities and accomplishments. The updated description will be used on our Web site.
2. Budget Summary. Please complete the Annual Budget Summary as part of your Annual Performance Report. Please provide a short narrative to support the budget report, indicating whether expenditures are being made as planned. If you are not expending funds at the rate expected, explain why. Identify changes to your budget resulting from modifications of project activities described above. If you expect to have unexpended funds at the end of the current budget period, please explain in the Comments section and provide an estimate of the amount. Unless notified, the balance of unexpended funds will be carried forward into the next budget period.
3. Student & Faculty Mobility Data. [84.116J, M, N, and S only] Please complete the Student and Faculty Mobility data as part of your Annual Performance Report.
4. Performance Information. Please respond to all of the items. 84.116J, M, N, and S only: As the lead US partner you must provide a report narrative detailing changes in grant

- administration, financial commitment, curriculum development, language study, and student recruitment.
5. Performance Narrative. Please provide a report narrative detailing the activities, successes, and difficulties that your project experienced during the past year. Upload your essay and electronic copies of important materials and resources developed during the time of the project, including evaluation reports, course outlines, books, media materials, and other significant products.
 6. Cover Sheet. After you have completed the first required four sections of the report, you will be able to submit your information to FIPSE. When you click on the "Submit Report" button, a cover sheet will be generated automatically for your review, based on the information you provided.

I. Project Description

Grantee: [Grant Number][Grantee Institution]

Report: [Year here] Annual Report

Update Project Abstract

Enter your project title and a brief abstract in the form provided below. You may copy and paste your abstract using a word processor or text editor, or you may type in your abstract manually.

Regardless of the method you choose, your abstract should follow these guidelines:

- Each time you update your abstract, remember to discuss all major work tasks completed to date as well as current and future activities to be performed during the project period. In this way, successive updates of your abstract over time will increasingly be stated in the past tense. The final abstract written in conjunction with your final report will be worded almost entirely in the past tense.
- Your abstract should contain three to five paragraphs but be fewer than 4,000 characters in length.
- Leave two spaces between sentences and one line break between paragraphs.
- Do not use bold, italic, underlining, or any other character formatting.
- Do not use tabs or indentation.
- Do not use free-standing headers. Instead, begin the first line of the paragraph with a header, if necessary. For example, "Awards and Honors: The project director ..." or "Wanted: Volunteers to help pilot ..."
- Put acronyms in parentheses after the full name of a program or organization when first mentioned. Then use the acronym from that point forward. Example: "Developing New Leaders (DNL)." Do not use: "DNL (Developing New Leaders)." This also applies to project titles.
- For consortia or group projects, use the first paragraph to list each partner institution or organization (not units within each) and its state location, excluding the grantee institution and separating each partner with a semicolon. For example, if the grantee is Portland Community College, the first paragraph would be formatted like this: "Partners: Prince George's Community College (Maryland); American University (District of Columbia)."
- If applicable, conclude your abstract with a final paragraph leading off with the following words: "Awards and Honors:" Be sure to include the name and date of the award and the name of the awarding organization.

Grant Number	
Project Title	
Abstract	
Save	

Performance Narrative Instructions [for 84.116J, M, N, and S]

Instructions

The main purpose of the Annual Performance Report is to summarize and describe the progress of your project for the current reporting period. In a narrative of no more than 10 pages, relate the activities, successes, and difficulties that your project experienced during the past year and from the beginning of the project. Please use double-spacing.

Upload your essay and electronic copies of important materials and resources developed during the time of the project, including evaluation reports, course outlines, books, media materials, and other significant products. Upload the document(s) by clicking on the "Upload" button at the bottom of this screen.

Components of Your Essay

Please integrate into your essay a discussion of each of the following issues:

1. Report your progress in accomplishing the objectives of the project. For each project objective, describe project activities and outcomes since the start of the project. Include quantifiable data in your narrative when available. Discuss the reasons for any setbacks or hurdles you have experienced and describe significant changes that occurred (e.g., changes in project leadership, staffing patterns, strategies, activities).
2. Describe the evaluation of your project. What specific measurements did you develop and use to determine the progress of your project? How often did you collect evaluation data on your project? Did you experience any difficulties gathering data on your objectives? Were there any changes or delays from your original evaluation plan? (Please attach separately the final evaluation report for your project using the "Upload"

button below.)

3. FIPSE is evaluated on the extent to which its individual projects are institutionalized and sustained after federal funding ends. Please discuss in detail how your project will be sustained over the long term.

Upload Performance Narrative

Done

Performance Narrative Instructions [for 84.116B only]

Instructions

The purpose of your final report is to tell the story of your project, communicate the lessons learned, and whenever possible to provide data to back up your claims. You should interpret your success and failures in relation to your project objectives, but you should also reflect on what lessons the field can learn from your project.

After word processing your narrative and any appendices, upload the file(s) by clicking on the "Upload Performance Narrative" button at [the bottom of this screen](#).

I. Why You Write a Final Report: The Question of Audiences

One of the criteria for awarding your project a grant was its potential for informing and benefiting not just you and your partners, but also others beyond the project staff and participating institutions. Several key audiences for your report may include:

- People at any of the partner institutions who are interested in project results and the case you make for institutionalizing the project;
- People at other campuses or in other organizations that share the problems your project addressed;
- FIPSE staff eager to learn from your experience and integrate your findings into FIPSE? Ongoing policies, guidelines and activities; and,
- Policy makers in state and federal legislatures, executive offices, educational associations, educational researchers, and the press, among others.

The first step in preparing the final report is to become clear about your audiences. Your report should describe your project and its outcomes in terms that your audiences will find useful.

II. Components of Your Narrative

- A. **Paragraph Summary (Page One):** In one paragraph (about 100 words), describe the basic activities and results of the project. This information will be used as a post-grant description about completed FIPSE projects and for entry into the Educational Resources Information Center (ERIC). Please include, just below the paragraph:
 - Your name, address and telephone number
 - Titles of project reports or products

- B. **Body of Report:** The main body of the report (not including the paragraph summary or appendices) should be no more than 20 pages and should be organized under the category headings explained below.

III. How to Write the Body of the Report

All projects supported by FIPSE are, to some extent, ventures into the unknown. Advance thought and careful planning can help, but there is no alternative to the actual experience. Please report candidly on what happened, and reflect thoughtfully on why things turned out the way they did. Even if you did not achieve all of your original purposes, the lessons you learned from experience are a valuable outcome of a discretionary grant, and they may help others endeavoring on similar ventures in the future.

- A. **Introductory Overview:** Please begin with a brief overview to help readers orient themselves to your project and what it was trying to accomplish. How did your project start, what happened, who was served, and what were the outcomes?
- B. **Problem:** What problem did your project address? Defining the problem(s) is essential for anyone trying to understand the approach you took as well as the potential for adapting this approach in other settings. Your understanding of the problem(s) has probably changed. As you think about the project now, what have you learned about the problem addressed, and how have you redefined it?
- C. **Background and Origins:** What were the origins of the project prior to funding? Give your readers an understanding of the contexts in which the project operated and how these contexts affected the project? Successes and failures. Give specifics about the targeted groups of learners, and the circumstances in place at the partner institutions. What organizational policies had to change for the project to be undertaken? What forms of organizational or outside support did you have at the outset, and how did this change during the time of the grant? These specifics help potential adapters understand the contextual framework for change.
- D. **Project Description:** Describe what happened in all major aspects of your project. Pinpoint key assumptions and planning strategies that led you to select particular courses of action. Give your reader an appreciation of the scale and intensity of your effort and the resources required. Describe the internal or external relationships, structures, and policies that had to be established. Describe what obstacles or challenges arose. Describe the courses you developed, the products you created, and the students you served. Did your project achieve all of its original objectives, or was it necessary to change your original plan? Finally, describe the impact, if any, that your project has had on other campuses or organizations.
- E. **Evaluation/Project Results:** We understand that projects can have many different kinds of effects, and that these will vary from project to project. Generally, though, we are always interested in the evidence you have about FIPSE? Central concern: what did students learn as a result of your project? If your particular set of learners was teachers or faculty, what can you say from your data about their learning? Did your project achieve all of its objectives?

There may, of course, be many other important measures of your project? Impact. For example, did your project result in cost benefits and/or improved financial support from internal or external sources? Can you estimate the impact of your project on your own or other campuses?

What evidence do you have of the project's impact?

Evaluation is a critical part of your report. What variables were examined and how? Please present a data summary and display it graphically, unless not appropriate. Link your conclusions about the success of the project and the quality of your outcomes to your evaluation evidence.

We are also interested in your plans for continuation and dissemination. What are your plans at this time? Also, we would be interested in learning what major steps you will be taking to continue your work following the formal completion of your funding, and whether your evaluation activities will continue as well.

- F. **Summary, Conclusions, and Lessons Learned:** Overall, what insights have you gained as a result of the grant activity? What would you recommend as advice to other practitioners who are interested in your project? How did your ideas change as a result of doing the project?

If you have not already done so, please tell us about the practical and policy barriers you may have run into and needed to overcome, about the administrative or management hurdles you faced, and about the ways in which implementing new forms of distance education taught you about postsecondary faculty and institutional cultures.

What are the most important and generalizable conclusions that you can make about your efforts? What are the things that other educators most need to know before embarking upon similar ventures?

- G. **Appendices (upload as separate attachments, see note below):**

1. We welcome as appendix material copies of important materials or resources generated during the time of the project, e.g., course outlines, journal articles, books, CD-ROMs, software, and other significant products.
2. Please include any final evaluation reports you receive from your evaluator(s).
3. We invite you to share some thoughts for FIPSE. In an appendix of 1-2 pages, feel free to address the following or other issues:
 - What forms of assistance from FIPSE were helpful to you? How can FIPSE more effectively work with projects?
 - What should the FIPSE staff consider in reviewing future proposals in your area of interest? What are emerging new directions? What are key considerations, given your type of project?
 - Other comments are invited.

NOTE: Include the grant number and institution name at the top of each appendix. If appendices are formatted in MS Word for Windows (DOC), Rich Text Format (RTF), MS Excel (XLS), or Adobe Portable Document Format (PDF) they should be uploaded separately as digital documents, using the "Upload Performance Narrative" button below. If only hard copies are available, mark each appendix with the grant number and the institution name and send two (2) copies of each to the following address. Also indicate in your cover letter the grant number and institution name.

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