Faculty Development Program

APPENDIX L: Final Report Instructions

All Faculty Development Program projects require a Final Report; use this form for all project types. The information is stored in the Faculty Development Office and is accessible to all faculty. Jargon and abbreviations should be avoided. Please enter the Abstract and Outcomes on the form provided (Appendix M).

A complete Final Report will have three components: an Abstract, an Outcomes statement, and a Final Report Narrative.

Under the heading "Abstract" provide a self-contained summary of the entire project of approximately 250 words. It should be easy to interpret by someone who is not familiar with your project. Without restating the project title, begin with a topic sentence stating the project's major thesis. The abstract should include, if pertinent to the project being described, the following items:

- primary objectives and scope of the project,
- techniques or approaches used (only to the degree necessary for comprehension), and
- findings and implications stated as concisely and informatively as possible.

Under the heading "Outcomes" provide a self contained statement of the *actual* project outcomes, compared to the *proposed* project outcomes. Use sufficient detail for the Faculty Development Board to determine if proposed objectives have been met. If objectives were not met, provide an explanation. In this section, please include:

- each project outcome listed in your project proposal,
- details of how proposed outcomes were met, or
- an explanation of why the outcomes were not met.

The Final Report Narrative and should represent a comprehensive summary of the project objectives, activities and professional development experienced by the grant recipient(s). Refer to the appropriate Faculty Development Program component for details to be included in the Narrative.