

**COLLEGE OF CHARLESTON
FACULTY RESEARCH AND DEVELOPMENT COMMITTEE
FINAL REPORT COVER SHEET**

REPORTS ARE DUE WITHIN SIX WEEKS OF THE TERMINATION OF THE AWARD PERIOD.
THE FINAL REPORT, SIGNED AND DATED, MUST BE SUBMITTED ELECTRONICALLY TO THE CHAIR
OF THE FACULTY RESEARCH AND DEVELOPMENT COMMITTEE, TO THE DEPARTMENT CHAIR,
AND TO ACADEMIC AFFAIRS.

NAME

Email

Amount Funded? _____

Calendar Year of Project? _____

Season of Project? (Fall, Summer, or Spring?) _____

INSTRUCTIONS:

Describe the status of your project, addressing each of the areas below. Final reports are usually between 250 – 500 words.

- I. Financial Report Include the budget approved by the committee and please note any additional expenses or sources of support.
- II. Benefits Derived from the Project. Discuss how the grant activities have affected your development as a teacher and scholar.
- III. A List of Publications or Presentations. Note whether these are completed or intended.

SIGNATURE, Recipient _____ Date _____

NOTE: The final report is mandatory, and if not submitted, you will be ineligible for future grants from this committee. Note also that you are responsible for keeping a copy of this final report in your own files and supplying it to future FR&D committees upon request.