

## OUR Post-Grant Report Template

**Please read the instructions carefully**

**The report should be approximately 3 pages (double spaced) in length. You can fill in this document and save it as either a Word .doc or .docx OR as a .pdf and name the document: lastname\_firstname\_semesteryearawarded (e.g., Smith\_John\_Fall2020). If you received funding in the Spring or Summer the report is due on August 20<sup>th</sup>, if you received funding in the Fall the report is due on January 20<sup>th</sup>.**

**Please send your complete report to our @unco.edu**

1. Semester and year awarded (e.g., Fall 2020):
2. Student name:
3. Project title:
4. Faculty sponsor name:
5. Exact amount funds received:
  - a. Stipend amount:
  - b. Supplies amount:
  - c. Conference/travel/professional development amount:
6. Please provide a detailed description of your research-related or creative endeavor activities and how these experiences enhanced your education. Please be as specific and detailed as possible (2 pages).
7. If your grant included travel, please be very specific about what happened with the travel or conference, and if there are excess/unused funds, you will need to return those funds to UNC (1 page).

8. If you presented at a conference or participated in a performance or other creative exhibition, please include a description of that experience and what you learned (1 page).
9. Include an itemization of all the research-related or creative endeavor expenses covered by the funding and **provide back-up documentation** for all expenses.