

Wabash Center Undergraduate Department Grants

Interim Report Guidelines

Deadline: October 1, 2016

The **Interim Grant Report** needs to give a narrative and financial accounting of the grant activities up to the point of the report. As such, it should have three elements:

1) Narrative Report of project up to this point, following the questions below (this should be no longer than 2-3 single-spaced pages):

- **Presenting Question and Goals:** Briefly restate the project's presenting question and goals. What motivated you to take on this work? What were your hopes for its outcome?
- **Activities to Date:** Briefly describe what activities have been undertaken to date. How realistic were your timeline and expectations? What adjustments did you make to the design?
- **Reflections:** Reflect on what you have learned so far. What has surprised you? Challenged you? Has your initial understanding of the problem changed? Has your institution been receptive to the work? Your faculty colleagues? What is working very well? What is not working as well, and needs to be rethought?
- **Next Steps:** What are the next steps? What challenges are ahead? Who do you still need to leverage or gain support from? What do you want to encourage because it seems to have its own energy for the year ahead?

2) Financial Report from institutional business office of spending to date. This report should compare expenses to budget, as presented in the approved proposal budget lines, and be signed by the appropriate financial officer.

3) Financial Report narrative to explain the expenses incurred in relationship to what you budgeted, and note where you might need to make adjustments as you finish the grant. If there are expenditures that vary significantly from the budget, a Revised Budget Request should accompany the report (see our website for the guidelines).

The Narrative Report will be shared with the other Undergraduate Department project directors prior to the October 14-16, 2016 meeting (no financial details will be shared). Please send that portion to us electronically by October 1, 2016.