<center>**Wabash Center Grant Reporting Guidelines**
Final Reports
Peer Mentoring Cluster Grants</center>

All grants require a final report that reviews and analyzes the things learned in the course of the grant project and that accounts for the funds spent. Reports are due 30 days after the close of the grant period. Consult your grant contract for deadlines specific to your grant. *Please notify the Wabash Center 30 days in advance if you are not going to meet the reporting deadlines listed on the contract.*

Final reports have two parts:
1. **Final Narrative Report** that is written by the grant's project director. This report interrogates the goals, activities, and outcomes of the project to see what was learned during the course of the project.
2. **Official Financial Report** that is prepared by the institution's financial officer. It accounts in detail for the expenditure of the grant funds.

When writing the final narrative report, we understand that no project proceeds entirely as planned. Some strategies work better than one hoped, others do not. An honest assessment of what worked and what did not is very useful for future work. Put your project into a larger context of reflection and interrogate its assumptions and method. How did your strategies and design work? What might you or others do differently in the future? What do you see now about your problem or question that would press you to do things differently? Final grant reports are considered by the Wabash Center to be internal documents and are not available to anyone outside the project.

PEER MENTORING CLUSTER Narrative Report
We are interested in knowing what you did, what you learned, what questions were answered and what ones were not, and what follow-up work you plan to do. The report should be approximately 5 pages in length.

- **Presenting Question and Goals** – Briefly summarize your presenting question or problem for your cluster. What were the motivations for this work? What was at stake? What were your goals for gathering? What were your hopes?
- **Cluster Activities** – Indicate what activities and gatherings were undertaken during the time of the grant. How realistic were your expectations and timeline? What adjustments did you make to the design or activities?
- **Internal Evaluation** – Describe the processes that you used for understanding what was happening during the cluster gatherings and activities. How did you receive feedback from the other cluster members? How did you talk together about what the group was doing and why?
- **Reflection** – Reflect on whether your goals and hopes for the cluster meetings were accomplished. What did you all learn as the time unfolded? What was learned about the motivating questions or issues? Has the initial understanding of the problem changed? What has this year stimulated or challenged?
- **Next Steps** – What are the challenges that you see ahead? What steps will you take to sustain this work now that the grant has ended?

FINANCIAL REPORTS

The financial report accounts in detail for the expenditures of the grant funds. The project director and the institutional financial person should be working closely to track expenses and to report accurate information to the Wabash Center in a timely manner.

The financial report must be prepared and signed by the financial officer of your institution. It may be sent as a hard copy or from the financial person's email account to the Grants Coordinator.

- Review the budget that was approved by the Wabash Center.
- List each line item and the amount that was approved. Report the totals for each line item for the current reporting period, the total for each line for the cumulative grant period, and what the balance is per line.
- Explain any variation of $500 or more per line item with written comments.
- If it looks like you will have funds left at the end of your project, you are required by the contract to return those funds to the Wabash Center with the final Financial Report. If you have ideas for the excess funds that are congruent with the original grant goals, contact the Wabash Center for approval prior to the end of the grant period. This requires the submission of a Budget Revision Request (see website for instructions).

GRANT PRODUCTS

Knowing about any products that have been generated as a result of your grant is of critical importance to us. The Wabash Center would like to receive copies of any grant products (4 copies of books, DVD's, audio and video tapes, and 2 copies of articles and/or published documents) as well as information about websites, data collections and bibliographies that are produced as part of the work of the grant.

Send all reports and grant products to:

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