



END-OF-PROJECT REPORT GUIDELINES

Instructions:

The answers to the end-of-project report must relate directly to the project ***funded*** by QEP Funding Opportunities funds. The answers to these questions should not exceed three typed pages (12-point font with 1-inch margins). Also, include the **HEADING** provided for each question. It is not necessary to repeat the text of the questions. Please email report(s) to deweygg@appstate.edu by **July 7, 2017**.

1. PROGRESS AND RESULTS.

- (a) Describe the progress made toward the goals and objectives as stated in the grant proposal.
- (b) Summarize your key evaluation results related to your funded project.

2. SUCCESSES AND CHALLENGES.

- (a) Describe the significant successes and challenges you experienced related to your project.
- (b) Describe successes and challenges related to the process of receiving and utilizing your grant funds.

3. LESSONS LEARNED.

Describe what you learned based upon the results, successes, and challenges reported in Questions 1 and 2. Address programmatic, evaluative, or project changes that will be made based upon these lessons learned.

4. ADDITIONAL INFORMATION.

Share anything else that happened during the grant period that impacted your work, either positively or negatively. Please include photos or other media that you'd like to share. All submitted information may be used in QEP promotional materials.

Please contact Dr. Garner Dewey (deweygg@appstate.edu or 828-262-7337) for additional information.