# Program Assessment Grants: Final Report Template

[Responses to items 1-8 will be published on the WSU Assessment website, so please write your responses with a general campus audience in mind. See [previous grant reports](https://wayne.edu/assessment/grants) for examples.]

## 1. Project Title:

2. Grant recipients:  
[Final list of collaborators. Include first and last names and each person’s home department/unit]

## 3. Brief description of project goals:

[Approximately 1-2 paragraphs explaining the project’s goals]

## 4. Project activities completed:

[Can be paragraph(s), a list, table, diagram, or other format, but must fit in a portrait orientation]

## 5. Project activities not completed and explanation of why:

[Can be paragraph(s), a list, table, diagram, or other format, but must fit in a portrait orientation]

## 6. Program-level impact:

[How your program's assessment practices changed as a result of your project. You can also include changes to your program that go beyond assessment practices.]

## 7. Individual impact:

[The impact the project had on you, the grant recipient(s), as individuals (e.g., professional development, leadership opportunities, changes in responsibilities, scholarly opportunities, networking, culture change). How did you benefit from the grant writing process and/or the grant project, separate from the impact on your program?]

## 8. Optional: Recognition/Appreciation

[Beyond the recipients of your grant, are there individuals, groups, or units that provided support for your project that you feel deserve recognition or appreciation for their help? If so, who and why?]

## 9. Final accounting of funds

[Copy the itemized budget from your proposal into the table below. Then complete the table to compare how you originally planned to spend your funds with how you actually spent them. Add new rows for any expenses that were not in your original plan.]

|  |  |  |
| --- | --- | --- |
| **Item** | **Planned expense**  **(from original proposal)** | **Final**  **expense** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total:** |  |  |

### Comments, explanations, or clarifications:

## 10. Grant program evaluation:

[This is feedback for Cathy Barrette to help her improve the grant program. What worked well and what needs improvement in the grant program's design or implementation (e.g., process, parameters/scope, available support, usefulness)?]