

EXCEPTIONAL MERIT GRANTS PROGRAM FOR FACULTY AND STAFF

Progress Report Guidelines

Recipients of Exceptional Merit Grant are required, by **December 12, 2019**, to prepare a brief progress report of their project. Please include the following information in no more than two (2) pages:

1. Summarize the project, including purpose and objectives, and your progress in terms of goals and your original schedule
2. Describe what you have completed to date. Be specific in describing your successes and describe obstacles you've encountered along the way.
3. Describe the work that remains to be completed on the project. Again, be specific in what needs to be completed and how it will be accomplished.
4. Discuss specific concerns or add comments relative to the project as appropriate for a conclusion to the progress report.

Submit the completed progress report to the Ferris Foundation. This can be submitted electronically as an email attachment.

Final Report Guidelines

Recipients of Exceptional Merit Grant are required, by **April 10, 2020**, to submit a written report, of professional quality, outlining the results and outcomes of the funded project.

Please include the following information in no more than five (5) pages:

1. Cover page with project title and your name.
2. A detailed description of the project completed and how it differed from the original proposal (if appropriate).
3. Plans for future work/projects related to the completed project.
4. Discussion of the impact of the project on campus, community, and other intended audiences.

Overall Report Requirements

Please adhere to the following requirements for both the progress report and final report:

1. Use standard fonts, such as Times New Roman or Arial, keeping the font size to either 10 point or 11 point.
2. All text shall be single spaced, and paragraphs shall be indented.
3. Reports may be submitted electronically via email. Please attach reports as either an MS Word DOC or MS Word DOCX or Adobe PDF.
4. **Failure to submit one's report in a timely fashion will preclude the faculty/staff member from submitting a subsequent grant proposal with this Committee for a period of two (2) years from the time of his/her actual report submission date. Failure to ever submit a final report will preclude acceptance of future grant applications.**