### **POST-AWARD FINAL REPORT INSTRUCTIONS**

Upon return, award recipients are required to submit a two-page summary of their experience, a minimum of two photographs that highlight the experience to be posted on the website, and a final accounting of how the grant money was used. Follow the formatting and submission guidelines outlined below.

**Submissions to include** (details below):

1. Two-page written report
2. Minimum of two photographs
3. One-page final budget
4. **Written report** (two pages)
	1. Header
		1. Title of project (e.g., research, conference, fellowship, internship)
		2. Award title (e.g., Bhatia, NAFAC, Ringer, Watson Senior Thesis Travel)
		3. Location (s) where project took place
		4. Student’s name
		5. Student’s concentration
		6. Project dates
	2. Project Summary
		1. Two-sentence summary of project goals
		2. Did other fund-raising efforts contribute to your project? What were they?
		3. Provide details about how your project actually worked. Were there unanticipated difficulties? Budget constraints? Language or cultural barriers? Travel or communications problems? What worked well? What didn’t work well? If applicable, how many people benefitted or will benefit from your project? Who are these people? What is the long-term impact and sustainability of this project, and is there a future for your project?
	3. Project Contribution
		1. In several paragraphs, address the following questions:
			1. How does your project contribute to the award purpose/description?
			2. Has your project changed the way you think about the world? How has it changed you?
		2. Complete this section with a one to two sentence personal statement, suitable for use as a quotation, addressing how and why this experience was valuable and the most important thing you learned as a result.
5. **Photography**
	1. Submit up to 25 photos that illustrate your experience
	2. Minimum image size should be 100 x 100 px
	3. Original images should be sent if possible
	4. Images can be sent as email attachments or you can provide links to a Drop Box or other shared file
6. **Final Expenditures Budget Spreadsheet**
	1. Use the online form and submit as an attachment with your final report