

Undergraduate Research Program

Final Report Recommendations

Please submit final report by April 30, 2014

In your grant award letter, the submission of a final report is specified as a requirement of the award. Final reports and the information from them are an important mechanism for demonstrating to on- and off-campus audiences the scope, results, and benefits of the Undergraduate Research Program. Such information may prove critical in demonstrating program value and securing additional program resources. Also, the final report provides a degree of closure and accountability to each grant award.

In your final report, address the following:

1. Provide a brief summary or abstract of your research project, presentation, or performance. *While the nature of your summary will vary by discipline, traditionally a summary includes a problem statement, significance of the problem, data, methodology, results, and conclusion.*
2. Did your project yield the desired results you were looking for? Please explain your results. If not explain what challenges and issues you encountered and how they were dealt with.
3. Describe how this experience impacted your undergraduate education both generally and in terms of your major area of study. Comment on how this project has impacted your career and professional development plans.
4. Have or will the results of this research be submitted by the student or faculty for publication? Has or will this research be presented externally at professional academic conferences? Please provide details. Again, these are critical in demonstrating program value and justifying program resources.
5. It is strongly suggested, but not required, that if your research project resulted in a research paper, a poster, or, for an object (i.e., sculpture), that a copy of your paper, poster, or photograph of your project be attached as an appendix item.

Your final report should be at least one page in length and typed. It is strongly suggested that you develop and review a draft of this final report in consultation with your faculty mentor before final submission. **All final report must be signed by the faculty mentor.** Final reports are due by April 30, 2014. Extensions are available upon written request to Pam Bucher, psbuch@ship.edu.

Final Reports should be sent to:

Institute for Public Service & Sponsored Program
Old Main 202