

Final Report Outline Instructions

A 1 to 3-page final report is due within six months after the end of the award appointment. Recipients will receive an email reminder in advance of the due date. The final report should provide a brief statement of what was accomplished with the funds, the challenges encountered along the way and a financial summary.

The following outline (pages 2-3)¹ is intended to guide you through your preparation of the final report. Each header is followed by several possible questions. Select the header topics and questions that most apply. Limit the length of your responses if possible.

The information you provide in this report will be reviewed by an ad hoc committee appointed by the Vice Provost. The report will help the committee identify the award program's successes and potential for improvement.

Please submit your final report via email to:

The Office of Faculty and Academic Affairs

Attention: Abby Draper

Email: Abigail.draper@ucsf.edu

Please contact Abby if you need more time to complete the final report or if you have any questions.

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¹ The outline is adapted from the *Final Report Outline* by the United States Environmental Protection Agency, Region 1 New England, Healthy Communities Grant Program. Retrieved April 21, 2021 from <https://www3.epa.gov/region1/eco/uep/pdfs/HCFinalReport.pdf>

Final Report Outline

Select the headers and questions that most apply. Limit the length of your responses.

Full Name

Department, School

Award Period

Title of Proposal

I. Project Purpose

- A. Describe the original purpose of your project - what did you intend to accomplish with the funds?
 - 1. What goals and objectives were targeted in the original proposal?
- B. If there was a change in the scope, explain what was changed, why, and how the change(s) affects the original project goals and objectives.

II. Project Accomplishments

- A. Describe what you accomplished through this project.
- B. What were the specific outcomes and/or products resulting from this project?

III. Project Challenges and Lessons Learned

- A. What were the most significant challenges/barriers to achieving the goals for this project?
 - 1. How did these challenges alter your plan or change your approach to implementing the project?
- B. Lessons Learned: positive and negative
 - 1. What are the features, accomplishments, or nuances about this project that you have not experienced in implementing other projects?
 - 2. What went well?
 - 3. What would you do differently if you were to implement this (or similar project) again?
 - 4. What advice would you give to another group doing a similar project?

IV. Project Sustainability

A. Future Application

1. Do you plan to continue this project (or work that is closely related) beyond this period? How?
2. What do you perceive to be the value to the campus of doing this project?

B. Dissemination

1. Have you or do you plan to disseminate project results?
2. In presentations, papers, posters, websites and press releases, please acknowledge the support of the UCSF Edward A. Dickson Emeritus Professorship Award, such as:
 - (1) "The project reported in this [publication, release] was supported by the UCSF Edward A. Dickson Emeritus Professorship Award."

V. Financial Summary

A. Final balance and remaining funds

1. Provide a general account of the funds utilized that includes the final balance and any remaining funds*.
2. Suggested format: worksheet (i.e. Excel or other) that shows account activity.

***To return unused funds:**

Send an email to EVCP Director of Executive Business Operations Beaumont Yung at beaumont.yung@ucsf.edu.

In your message, include the chart of account details for the unused award funds (ask your department's financial analyst for this information).