

Interdisciplinary Humanities Research Center

GRANT REPORTING GUIDELINES

[REVISED JUNE 2019]

The IHRC recognizes that final reports will vary significantly according to the unique parameters of each funded project. In general, however, drafters of final reports will consider including the following categories:

Summary/Introduction

It is standard in reporting procedure to include an introductory section that provides a brief project overview or an executive summary of the report. This section will offer a synopsis of the more comprehensive information detailed in the report. Additionally, there will be a table of contents at the beginning of the document, especially when the report spans several pages and/or sections.

Objectives/Outcomes

Assign one of more sections to identifying the listed goals, objectives, and outcomes for the project as described in the grant proposal. This section should account for the larger goals of the project. Specific outcomes may be separated out into an additional section if necessary.

Impact

Use one or more sections to describe the most effective use of project funding during the term covered by the grant. This information may be included in a section covering the degree to which the actual outcomes of the project matched the proposed outcomes. Additionally, for course-specific grants, you may opt to include a section that presents an overview of each course or course supplement that has been supported by the grant funding, detailing the impact that the grant had on the course as well as what impact the course may have had on students.

Deliverables

A section covering what had been achieved by the end of the term with respect to project deliverables should also be included in the report. It is helpful to discuss what factors in the project have changed since the submission of the proposal, and there should be some mention of what was either ultimately abandoned or left uncompleted for another specified date.

Budget

A section detailing the project budget is mandatory. Include an overview of spending and attach a detailed record listing both your estimated and actual expenditures. Make sure the budget tracks the spending of allocated funds as closely as possible. A detailed line item budget, which will be drawn from what was initially outlined in the proposal, must be included either as a separate section of the report or as an appendix.

Acknowledgements/Reporting Line

A section recognizing project contributors, supervisors, and/or supporters should also be included somewhere in the report. At minimum, the report will list the names and titles of principal investigators and collaborators. Contact information for the principal investigators can be provided and short biographies of contributors and stakeholders may be added here as well.

Appendices

In addition to a line item budget (if attached as an appendix), other supplementary material or information may be attached to the report as appendices. These materials can range from examples of the deliverables in the form of screenshots, photographs, links, or embedded files, to supporting data, datasets, evaluation and feedback samples, testimonials, or any other information relevant to the report but not covered in the other sections.

Formatting

Note that page/word counts, formatting, and style can be customized to meet the needs of the project manager or principal investigators. We fully expect reports to vary substantially in this regard. However, the final draft of the document should be submitted as either a Word file or a PDF.