

Final Report Guidance

To be eligible for funding through the internal grant program with the Office of Research and Sponsored programs (ORSP), all previous ORSP support to the PI must be closed out and in good standing. Upon receipt/review of the final award you will receive an email confirmation of your good standing for your records.

To be in good standing the PI should submit a short final report (5-pages maximum) for all internally funded projects to Chad Hargrave (Associate Vice President) via email (cwhargrave@shsu.edu). This should be submitted 30 days prior to the termination of the grant. There are no penalties for submitting early.

The report must include the following sections:

- *Project Title*
- *Names and Department of PI and CO-PI(s)*
- *Funding-Specific Information:* Name of Grant Program, Total Funding Amount, total funding expended, Month and Year Funding was Received, and Month and Year Funded Work was Completed.
- *Introduction:* A brief discussion of the theoretical framework or historical context of the work.
- *Question/Problem/Goal* of the funded project
- *Methods:* Describe the methods and/or processes employed to meet each deliverable.
- *Results/Deliverables/Products* – present and discuss the outcomes, deliverables, and/or products that resulted from this funding. This should include a synthesis of the results and all scholarly products such as publications, presentations, performances, exhibits, etc.
- Will or has this project resulted in a future external grant application?