2014 Public Engagement Grant Program
Final Report Guidelines

Principal Investigators must submit a progress report on programs funded by a 2014 Public Engagement Grant award no later than December 11, 2015. The following is an outline and summary of sections required to be included in the report.

I. Cover Sheet
   a. Program Title
   b. PI Name and Unit

II. Abstract
   a. A brief description of the program, deliverables, and results of evaluation no longer than 200 words in length.

III. Description
   a. A detailed description of the program including who is involved, what constitutes program content, how content is delivered, where and when the program takes place, and what needs are met by the program.

IV. Evaluation
   a. Provide detailed information regarding how the program is evaluated as well as the results of the evaluation process.

V. Budget Information
   a. A detailed budget indicating how Public Engagement Grant funds have been spent must be included. Please see budget chart format below.

<table>
<thead>
<tr>
<th>Category</th>
<th>Item</th>
<th>Projected Cost</th>
<th>Actual Cost</th>
<th>Justification</th>
</tr>
</thead>
</table>

VI. Images (optional)

Please note that all reports must follow this structure and adhere to the following formatting requirements:

- Microsoft Word file
- 12 point Times New Roman font
- Double spaced with three page maximum excluding cover sheet

Please use the styles function in Microsoft Word to insure reports are accessible for use with screen readers for persons with disabilities. Submit reports via the following web form:
http://go.illinois.edu/grantfinalreport2014.

Questions regarding reports may be directed to Melinda Garrelts, Program Coordinator, Office of Public Engagement at melindaa@illinois.edu.