

TAPS FINAL REPORT FORMAT

A short written report is due to the Committee for Faculty Excellence chair within thirty (30) days of the conclusion of the project/activity. All recipients of TAPS grants are required to submit an electronic copy of the final report to the Committee for Faculty Excellence chair and to the Faculty Senate Committee Assistant within 30 days of the recipient's return from a trip. For recipients of TAPS grants who fail to do so or fail to notify the committee of the cancellation of a trip within 30 days after the scheduled trip, the unreported amount will be deducted from the maximum amount the recipient will be eligible to receive in the next fiscal year. Appeals to the Committee for Faculty Excellence will be decided based on their merits.

Faculty are not eligible for a new TAPS grant until a final report is submitted and reimbursement is underway unless the two TAPS requests fall within the same month and prior arrangements have been made with the Committee for Faculty Excellence.

Date:

Name:

Project:

Amount of
TAPS Grant
Awarded:

Amount of
Reimbursement
(if less than
Amount
Awarded):

Provide a Brief Narrative of the Outcomes of the TAPS Grant Project

Regarding a conference or workshop, applicants may wish to discuss the benefits of participating in the conference; the presentation or workshop experience; professional contacts solidified or made; information or resources found, i.e. the bookroom, other sessions attended; future ramifications of funded project in terms of research, professional development, and teaching. Regarding TAPS grants for equipment, applicants may wish to discuss what progress has been made toward the final intended result.

Project Completion Narrative (continue on next page):
