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**FINAL REPORT FORM**

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**NOTE:** *Final Reports should be submitted within 30 days of award terms or travel return date.*

**I. PURPOSE:** The Final Report Form is provided by the USC Upstate Office of Sponsored Awards and Research Support (SARS). It provides a venue for communicating the success/failure of funds received from the SARS office and provides feedback for future funding cycles.

**II. REQUIREMENTS:** All SARS award recipients must complete a Final Report Form within 30 days of the end of the award's grant period or travel return date. An automated email will be generated on the final day of each award's term that provides a link to the Final Report form.

**III. REPORT SUBMISSION PROCESS:** The Final Report Form will ask for the information provided in #2-5 below. We suggest developing the form pieces (see below) in word, then copy and paste the form pieces into the appropriate parts of the form. The form will request the following information from you:

- 1) Form Formatting  
Use the following page formatting when entering information into the form:
  - a. Standard, single column format for the text
  - b. Line spacing (single-spaced)
  - c. Font Size: 11 point Arial (except for mathematical formulas, equations or special characters)
- 2) Please comment on the current status of your project
  - a.
- 3) List completed objectives: (E.g., presentations, publications, extramural grant submissions, exhibitions, performances, and/or products)
  - a.
- 4) Were you satisfied with the funds you received? (Why or Why Not):
  - a.
- 5) Other Comments:
  - a.
- 6) Attachments: Please attach any additional information: (Pictures, links to outcomes, etc.)

**IV. QUESTIONS:** Please direct all questions regarding this form to: Dr. Melissa Pilgrim; (864) 503-5781; [mpilgrim@uscupstate.edu](mailto:mpilgrim@uscupstate.edu).