Research Council
Final Report Guidelines

Each PI awarded a Research Council Grant is expected to turn in a final report delineating progress.

Each final report must:

- Adhere to all guidelines
- Be no longer than one page (front and back) single-spaced and one budget report page (12 pnt font)
- Follow the attached template
- Include any produced results
- Include all publications and submissions related to the project
- Be written in accessible language with little/no jargon
- Be submitted through RCSubmissions@tamusa.edu
- Follow the budget report template (a separate page)
- Reflect all signatures (electronic is okay)

Section One: Basic Information

Date of Final Report Submission
Title of Project
Principal Investigator: PI e-mail
Co-Investigator: Co-PI email

Section Two: Project Narrative

1. Significant Findings: Please outline the outcome(s) of your project, and any significant findings.
2. Status of the Project: Please provide the Research Council with a status report and outline next steps to your project.
3. Manuscripts in Progress or Submitted to Date: Please provide an APA style entry for any manuscripts in progress, or under review.
4. Publications to Date: Please provide an APA style entry for any manuscripts published as a result of this project.

5. Outside Grants Pursued/Awarded Because of this Grant: Please provide the *type of grant* [(Federal <u>PHS funding</u>-NIH, NCI, NHLBI, NIAID, FDA, HRSA, CDC, etc. Federal <u>non-PHS funding </u>DOD, DOE, DVA, NASA, NIST, NSF, etc. or other (<u>e.g.</u>, foundation, State, etc.)], *the title of the grant*, and the *status of the grant* (funded, under review, not-funded).
6. Signatures

Section Three: Budget Report

Please use the accompanying Excel template for reporting the budgeted amount and the actual amount spent.
- The total award amount goes in the yellow cell.
- Once the total spent is populated, it will automatically deduct from the total award.
- If you need to add additional rows, please adjust the column E formula accordingly [=IMSUB(E12,D13)].
- In the comment section, please elaborate on whether it was a replacement purchase and if so, how it fits within your project scope.
- In column G, list the A&M Inventory Equipment Barcode that was assigned to the equipment [for equipment worth over $500].

Research Council
Final Report Template 18-19

Section One:

Date of Final Report Submission
Title of Project
Principal Investigator
PI e-mail
Co-Investigator
Co-PI email

Section Two:

1. Significant Findings:

2. Status of the Project:

3. Manuscripts in Progress or Submitted (with date of submission)

4. Publications to Date

5. Outside Grants Pursued/Awarded Because of this Grant

6. Signatures

_____

Principal Investigator   Date

_____

Co-Principal Investigator   Date

_____

Department Chair   Date