FRDA Final Report Guidelines – for Research

At the completion of the FRDA, applicants must submit a brief report. Final reports will be due no later than **February 28, 2024**, for funding allocated in 2023. Reports should be submitted to Faculty Affairs at [mkfa@gmu.edu.](mailto:mkfa@gmu.edu)

Your report should include the following components:

A. **COVER PAGE**

- *Project title*
- *Full name, title, and contact information*
- *Total amount granted*
- *Period covered: from (format dd/mm/yyyy) to (format dd/mm/yyyy)*

B. **SUMMARY OUTLINE**

Please provide an overview of the activities, describing the following in a brief paragraph:
- *The purpose of the project.*
- *The key activities of the project.*

C. **OUTCOMES** (maximum 2 pages)

List the intended outcomes of the program (from original proposal).

- *Provide evidence from the data collected to support whether outcomes were achieved (quantitative and qualitative impact).*
- *If any intended outcomes were not achieved, indicate the reasons.*
- *Indicate any unintended outcomes which were achieved (positive and negative).*