

USU Extension Grants Final Report Guidelines For Projects Awarded in 2017

USU Extension funds projects that are important to Utah and its communities. Extension Grants provide seed funding with the expectation that funded projects will result in:

- Increased collaboration between campus and off-campus faculty
- Meaningful outputs and impacts
- Scholarship
- Extramural funding

The final report should include (in order):

- 1) *USU Extension Grant – Final Report* at the top.
- 2) Project Leader:
- 3) Project Title:
- 4) Project Beginning Date and End Date:
- 5) Total Requested: \$
- 6) Project Summary: Description of the project scope (one paragraph maximum).
- 7) Project Results. Describe:
 - a) Increased collaboration between on- and off-campus faculty
 - b) Outcomes, outputs, and impacts
 - c) Efforts/plans to produce, publish, and disseminate scholarly materials
 - d) Efforts/plans to secure extramural funds
- 8) The funding letter articulated a requirement that grantees share results and lessons learned within the USU Extension system. Specifically, “In addition to a brief presentation at annual conference, grantees will be expected to schedule and provide a more detailed presentation in another venue for interested USU Extension employees (e.g., Bushwhackers, 4-H, FCS, etc.). This should be done within a reasonable time before or after the end of your project. The presentation could be done in the form of a face-to-face in-service, IVC, Zoom webinar, etc. Ideally this would be recorded so we could post it on the website next to your final report. That way new employees, or those who could not attend your presentation, could also watch and learn.” Please provide a description of what you have done (or plan to do) and a link to the presentation if recorded.

The final report should not exceed 3 pages and will be posted on the Extension website.

Additional guidelines:

An electronic copy of the final report should be submitted to Extension Administration via Jean Edwards (Jean.Edwards@usu.edu).

It is not necessary for the report to be signed.

The final report is due 30 days after project completion. However, be mindful that overlapping Extension grants are not being approved. If you want to be considered for a 2018 grant, your 2017 project must be completed by December 2017 and final report must be submitted by January 2018.

Note on funding:

Funds are to be expended during the grant period for authorized expenditures. Budget deviations more than 10% must receive prior written approval from Extension Administration. Any unused funds are returned to Administration.