

## **Reporting Schedule and Requirements (FY 03):**

The Government Performance and Results Act of 1993 requires Federal agencies to report the impact of the U.S. government-funded grants. Therefore, your reports should focus on the results of program activities and how they support program goals. For each objective of the project, identify indicators, which link results to the objective. Comments should reflect your observations and analysis of the implementation of your project by your institution as well as your partner institution. We encourage you to submit anecdotal narratives in the reports to provide specific examples of institutional and personal developments.

Two hard copies of the following reports should be sent to the Bureau of Educational and Cultural Affairs (ECA) Grants Division at the address listed above. Please include your grant agreement number in all correspondence.

### **REPORTING REQUIREMENTS: CONTENT GUIDELINES**

**A. PLANNING REPORT**, due 30 days after grant is awarded (if additional time is needed, please contact your program officer).

For the first year of the project, outline specific activities that will be implemented during the first year of the project and describe how these activities will support your project objectives. Indicate if there are any changes from the original proposal. *Changes in direction or emphasis require Department of State approval.* Provide short curriculum vitae for proposed participants not included in the original proposal. Provide phone, fax numbers, and e-mail addresses for project directors if different from information supplied in the proposal.

**B.1. ANNUAL REPORTS**, due at the end of each grant year, excluding the final year. The annual report should begin with a one-page Executive Summary outlining the primary achievements and challenges of the year *and should include a statement indicating how much grant funding was spent during the year.* Provide an updated program plan (see following section for content suggestions) and financial plan for the upcoming year. Throughout the project -- provide updated contact information and CVs for proposed participants not mentioned in the original proposal.

#### ***Overview***

The following applies to the annual reports and the final report, summarizing project activities. At the beginning of the report, provide a summary of the major activities. Include the following:

-- The number of U.S. and of foreign participants who traveled and the approximate length of visits during the grant period to date. Specify who traveled to and from the United States. (Provide additional information on the faculty and staff actively involved in the project who did not travel.)

| Names | Gender | Dates of travel | Faculty or Department | Travel objective |
|-------|--------|-----------------|-----------------------|------------------|
|       |        |                 |                       |                  |
|       |        |                 |                       |                  |

### ***Accomplishments***

Provide a detailed account of the link between activities and project goals/objectives. *Please emphasize how the project activities help to institute and sustain desired changes.* The following are categories of activities and examples of indicators typical for many partnerships. You should not be limited by these categories or examples. Please include a discussion or analysis of these activities, describing why they did or did not go as planned and their impact on the project. You are encouraged to provide anecdotal information from participants to illustrate and demonstrate the impact of the project.

-- ***Faculty development*** (e.g., increased expertise in the field, expanded professional networks and professional development opportunities, implementation of new methodologies or technologies). Please establish the connections between professional development opportunities and institutional impact.

-- ***Curriculum development*** (e.g., students are enrolled in new courses or the content of existing courses is strengthened, syllabi are developed, case studies or simulation games are introduced);

-- ***Collaborative research*** involving faculty from both partners (e.g. articles submitted for publication in juried [peer review] journals);

-- ***Educational materials*** (e.g., textbook development, CD-ROM acquisition, expanded library resources, materials developed/tailored for local conditions, faculty and/or student access to computers increased);

-- ***Outreach*** (e.g., consultations with government policy makers or officers of private organizations, presentations to community groups, or professional conferences). If as a result of outreach other sources of funding become available to support project objectives, please describe amounts and source of funds;

-- ***Web-page development*** (e.g., project research or activities available in Internet, classroom activities.) If the project has developed a website, please provide the address;

-- ***Distance education*** programs available (explain how many classes or workshops are occurring);

### ***Trip reports***

Please include trip reports written by exchange participants as attachments to the annual reports.

These first hand reports are shared with Department of State staff and are useful in describing specific project activities and individual perspectives. Please note that it is often useful to provide guidelines to participants about what is expected from trip reports. Simple listings of activities or meetings are not as useful as discussions about the significant aspects or outcomes of these meetings or activities.

**B.2 FINAL REPORT**, due 90 days after the grant ends. Summarize and update the categories suggested in the annual reports, and also include the following:

--**Additional Support:** Did the project attract any support from additional sources (especially sources outside the U.S. government)?

--**Ongoing activities:** Describe plans for interaction between the partner institutions after the expiration of the grant. Are there institutional agreements in place for continuing linkage activities? Is the collaboration expanding to other institutions of higher education?

--**Institutional Benefits:** Describe how the partnering institutions benefited from project activities and provide information on any unanticipated impact and on-going activities.

**C. PROJECT EVALUATION**, to be included with all reports after the first annual report. Provide a *three-page summary* of the most significant results of the project, in the categories suggested. Supporting documentation should support your conclusions. Indicate who carried out the evaluation, what reports were prepared, and the substance of the findings.

Provide the following additional information:

1. **Activities/impact:**

-- Did you use the evaluation plan outlined in the proposal, or some other method to evaluate the results of your activities?

-- Summarize the findings of your evaluation plan. In which category(ies) listed under section III B "Annual Reports," did you achieve the most significant results? How did these results support the project goals?

-- How many faculty members participated in curriculum development? What did they produce? What were the results?

-- What new programs were instituted as a result of this project?

-- What new activities, as a result of this grant, were carried out by the U.S. institution? What new activities were carried out by the foreign partner institution? What project activities were not carried out? Why or why not?

-- What courses were given as part of the project? How many students took these courses? Were they credit or non-credit courses? Will they be repeated?

-- Did the project include distance education? If yes, what system did you employ? How effective was it?

-- What types of communication and interaction did the participants have with their partner colleagues and departments? Were there opportunities for cross-departmental collaboration?

-- What were the project's research topics? What papers or presentations resulted? (Please list them.)

-- What outreach activities were there? With what size audience(s)? What type of audience(s)

were these? What topics were addressed?

-- What were the unanticipated impacts and activities? (I.e. unanticipated impacts and activities might include initiating a student exchange or receiving funds from non-U.S. government sources to support activities related to the project goals).

-- What were some of the obstacles faced? Were they overcome? If so, how?

-- Was the climate for the project supportive or difficult?

-- What has been the impact of the grant on your institution? On your partner institution? What was not achieved?

**2. *Afterthoughts and recommendations:*** With the benefit of hindsight, what would you have done differently? What advice would you give to new project directors? What advice regarding development of future RFGPs or grants management would you give to the Educational Partnerships Program administrators at the Department of State?

**3. *Attach any evaluation forms from your partner institution or program participants, if available.***

**4. *Attach any reports from an outside consultant or other evaluator, if available.*** The report should give the consultant's views as to the degree to which project objectives have been achieved by each participating U.S. and foreign institution over the course of the project. The identification of best practices relating to project administration is also encouraged, as is the discussion of unforeseen difficulties.

## **D. FINANCIAL REPORTS**

**Interim -** A report reflecting expenditures against each item of expenditure set forth in Section C. of Article III shall be submitted annually in accordance with the format suggested in the "Terms and Conditions for the Administration of United States Department of State Assistance Wards" (Rev. 9/99) This report must be certified by the Recipient's Chief Fiscal Officer or an officer of comparable rank.

**Final - a.** A report reflecting expenditures against each items of expenditure set forth in Section C. of Article III shall be submitted within 90 days after the expired date of this Agreement in accordance with the format suggest in the "Terms and Conditions for the Administration of United States Department of State Assistance Wards" (Rev. 9/99) This report must be certified by the Recipient's Chief Fiscal Officer or an officer of comparable rank.

b. All international travel charged to this Agreement must be on an American flag carrier. If travel was on a foreign flag carrier, a statement justifying the use of a foreign flag carrier, which meets one of the exceptions cited in the "Fly America Act," must be included with the financial report. (See "Terms and Conditions for the Administration of Assistance Awards by the United States Department State" (Rev.09/99) included with this agreement.) Travel on foreign flag carriers, which does not meet one of the exceptions of the Act will be disallowed.