



**Western Michigan University
Faculty Research and Creative Activities Award**

FINAL REPORT GUIDELINES

The final report is due ***no later than 90 days*** from the termination date of your project.

In addition to the final report form, you should prepare a 2-4 page description of accomplishments as related to your original proposal. This description must address the degree of attainment of objectives, results of the test of hypotheses or achievement of purpose; the effectiveness of design or plan; and specific outcomes, such as a publication, paper, or contribution to the profession or discipline. Any consideration of a new or continuing proposal, whether internally or externally funded, should also be noted.

One copy of each resultant publication (bearing acknowledgment of support indicated below) or each announcement, program, and/or catalogue (bearing acknowledgment of support indicated below) for performances, exhibitions, and/or presentations resulting from this project should be appended to the report. Similar materials available subsequent to the submission of the final report should be forwarded for subsequent attachment.

Acknowledgment of support should appear in all publications, presentations, or exhibitions: "This work was supported by funds from the Faculty Research and Creative Activities Award, Western Michigan University."

Submit the final report (with appropriate appended materials) by logging in at <https://wmich.infoready4.com/> and upload the report.

If you have any questions, please contact the FRACAA program coordinator at 387-8204 or email kay.mortellaro@wmich.edu.