Theory-to-Practice Grant Program

Post-Completion Project Report & Post-Completion On-Campus Activities Report

As set forth in the Guidelines and Instructions and in the Grant Agreement of the Theory-to-Practice Grant Program, all Grant recipients must submit a Project Report at the conclusion of their grant-supported research project. The Project Report must be submitted both electronically to tpgrants@owu.edu and as a printed document (12 pt. font, double spaced) to International and Off-Campus Programs, HWCC 216. The printed version of the Project Report must be signed and dated by the primary grant recipient. The Project Report is separate from the Expense Report. The Project Report normally includes supplemental documentation, such as digital media. Recipients must also document their Post-Completion On-Campus Activities—the ways in which they share their Theory-to-Practice Grant experience with the community.

Deadlines:

*Your Expense Report must be submitted no later than 30 days following the end date your Theory-to-Practice Grant research project as stated in your approved proposal. A late submission must receive prior approval from International and Off-Campus Programs.

*Your Project Report must be submitted electronically and in print to the International and Off-Campus Programs Office no later than 90 days following the end date of your Theory-to-Practice Grant project as stated in your approved proposal. A late submission must receive prior approval from International and Off-Campus Programs.

*Your Post-Completion On-Campus Activities Reports must be submitted within 15 days of the completion of the declared on-campus activities.

Post-Completion Project Report Guidelines:

*Normally the Report is no more than 5 pages (250 words per page). Supplemental documentation, if any, and digital media are also normally included with the Report. Only one Report is submitted for each funded Project.

Organize the Project Report into four sections:

1. Project Goals/Outcomes:
   Describe how well the Project Proposal goals and/or outcomes were met. If the goals/outcomes were not fully met, please explain the situation. There is no penalty for not meeting all project goals/outcomes.

2. Project Variations:
   Describe any variations from the approved Project Proposal in the execution of the project and the reason(s) these variations to the research project were made.

3. Data and Outcomes:
   Describe what data were collected, what research outcomes were achieved, and/or what learning processes were realized through the Theory-to-Practice Grant project.

4. Assessment of the Theory-to-Practice Grant Experience:
Describe the impact that this TPG experience has had on your academic, professional, personal, and intellectual development. For group projects, we require input from each member of the research group. We request that you put particular effort into this section to produce meaningful analysis.

*Supplemental Documentation Requirements: You are required to provide any additional digital media (photographs, videos, online media, etc.), data, documents, or presentations that help illustrate your Theory-to-Practice Grant project (these need only be submitted electronically).

*Digital Media Archives and the OWU Office of Communications: The University maintains an archive of Theory-to-Practice Grant applications and reports. This archive includes digital media that documents project-related activities. The OWU Office of Communications may use your material for marketing purposes. Grant recipients are encouraged to consider the following opportunities to provide digital media for both archival records and promotional efforts:

A. Digital photographs: Photos that document your TPG activities. Photos should capture images of your research and other grant-related experiences. Candid portrayals of grant recipients engaged in project-related activities are especially good. Photographers should avoid providing tourist and landscape images that do not reflect the theory-to-practice experience. All photos should be saved in a high-quality resolution format, such as .GIF or .TIF.

B. Digital videography: Digital videography that documents your TPG activities. Videography ideally captures the most important activities associated with your project. The OWU Communications Office can provide select grant recipients with both advanced video recording equipment and handheld camcorder equipment (training included) in order to produce documentary-style video reports on your Theory-to-Practice Grant experience in the field. Please contact Communications directly if you are interested in developing this media approach.

Please note: The Office of Communications will request that all grant recipients who appear in digital images sign the OWU Publicity Release Form when you submit your digital photographs and videos to their office. This release gives OWU permission to use the images for educational and promotional purposes. The Publicity Release Form is distinct from the OWU libraries Digital Resource Commons Consent to Publish Work form that International and Off-Campus Programs provides for grant recipients’ signature.

Post-Completion On-Campus Activities Report:

*A plan for sharing the Theory-to-Practice Grant experience after its completion is a required part of the Grant Proposal. Recipients are expected to share with the community their experience in the ways described in their Grant Proposal through a Post-Completion On-Campus Activity.

*Many recipients, in the past, have completed more than one activity

*Recipients are permitted to revise their plans for the activities, but revisions must be approved by the International & Off-Campus Programs Office.

*A report of a post-completion activity must be made within 15 days of its completion. This report must include a full description of the activity, the time, date and location of the activity and an estimate of the number of persons involved and the composition of the audience. The Primary applicant and all Co-Applicants, if any, are expected to take part in some way in the post-completion activities.

*Grant recipients are encouraged to find novel and interesting ways to engage the University community beyond simple presentations.

*The University may request Grant recipients to participate in additional activities related to the Grant and the Theory-to-Practice Grant program.

*Options for Post-Completion On-Campus Activities may be discussed with the staff of the International & Off-Campus Programs Office. Grant recipients are encouraged to inquire if they need assistance.

Updated 12/12/2012, 06/21/2013, 08/14/2013