



## **Theory-to-Practice Grant Program**

### **Post-Completion Project Reports**

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](mailto:tpgrants@owu.edu) and as a printed document (12 pt. font, double spaced) to The OWU Connection, 108 Merrick Hall. 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.

#### **Deadlines:**

- 1.) Your EXPENSE REPORT must be submitted no later than 30 days following the end date of your Theory-to-Practice Grant research project as stated in your approved proposal. A late submission must receive prior approval from the Director of the OWU Connection.
- 2.) Your PROJECT REPORT must be submitted electronically and in print to the OWU Connection Office no later than 90 days following the end date for your Theory-to-Practice Grant research project as stated in your approved proposal. Late submissions must receive prior approval from the Director of the OWU Connection. Failure to complete the Project Report by the deadline could result in forfeiture of your grant.

#### **Post-Completion Project Report Guidelines:**

Normally the Report is no more than 5 pages (250 words per page) and the typical Report is 3 pages. Supplemental documentation, if any, and digital media are also normally included with the Report.

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 fully 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.**

III. Supplemental Information Requirements:

You are required to provide (as electronic attachments) 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).

IV. Digital Media and the OWU Office of Communications:

Recipients are required to submit digital images that show them engaged in the activities that are being funded by the TPG Program. Please submit at least five digital images along with your report. Please also read below for information regarding these images.

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. Digital videography done using cell phones or tablets is usually not usable for documentary purposes.

Please note: The Office of Communications will request that all grant recipients who appear in digital photographic or video 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 The OWU Connection provides for grant recipients' signature.

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