

Office of Sponsored Programs and Faculty Development

Faculty Development Program

**APPENDIX N: Final Report Evaluation Form**

Project #: \_\_\_\_\_ Date: \_\_\_\_\_

Has the grant recipient provided adequate evidence that the project objectives and project outcomes have been met?  Yes  No

If "No," has the grant recipient adequately explained why the project objectives and outcomes were not met?  Yes  No

Has the grant recipient provided an adequate explanation of professional development?  Yes  No

**Recommended Action for Project File:**

- Closed** -- Final report provides adequate evidence that project objectives and outcomes were met and professional development was achieved.
- Decision to close is postponed** -- Evaluator cannot tell from final report if outcomes have been met and/or professional development achieved. Additional information is requested to determine project status [Evaluator: please detail need for additional information in comments section, below.] *Project will automatically default to Past Due status if request for additional information is not responded to in a timely fashion.*
- Project is to remain in Past Due status** – Project is already in Past Due status and final report does not provide adequate evidence that project objectives and outcomes were met and/or professional development was achieved. Grant recipient must submit a revised final report.

**Evaluator comments** (continue on back if needed):

**Evaluator's Signature:** \_\_\_\_\_