

## **Standardized Final Report Format**

### **Faculty Research and Applied Research**

1. A final written report in the form of an abstract of 300 words or less is to be filed electronically with the Graduate School (Faculty Research at [gradsch@nwmissouri.edu](mailto:gradsch@nwmissouri.edu)) or the Grants/RM Analyst (Applied Research at [nancybx@nwmissouri.edu](mailto:nancybx@nwmissouri.edu)) within 90 days of the project completion.
2. Subsequent proposals will not be considered from researchers who do not comply with the Proposal Guidelines (e.g. failure to submit an abstract for final report).
3. Please follow the format outlined below:
  - 3.1 **Researcher's(s') Name, Title, Department Name**
  - 3.2 **Project Title.**
  - 3.3 **Type of grant - Date granted - Amount approved - Date completed**
  - 3.4 **Findings and recommendations.** (Be brief, not to exceed 300 words).
  - 3.5 **Listing of expenditures by type (student labor, travel, supplies, etc.) total spent and balance remaining (if any) to be returned to the Faculty or Applied Research account.**
4. For filing purposes, use of the following styles is suggested in all final reports:
  - 4.1 Times New Roman with 12 points should be used throughout the final report.
  - 4.2 Margins should be set at 1".
  - 4.3 Headings should be in bold.
  - 4.4 Final reports should not exceed 2 pages, ideally 1 page.



## **Faculty Research Format**

1. Name(s) of researcher(s) and academic rank. (If not holding academic rank, statement of background).
2. Title of Research.
3. Statement of the problem, including a research hypothesis or objectives/research question.
4. Research design. Method of addressing the research question or hypothesis.
5. Brief summary of background and significance.
6. When research involved human subjects or animal subjects, approval by the Institutional Review Board (previously the Human Subjects Committee), approval by the Animal Welfare Committee, or any other appropriate licensures (i.e., Conservation Department permits) MUST be attached to the proposal or the proposal WILL NOT be considered.
7. Projected length of time involved for completion of the project. The project must commence during the fiscal year in which it is approved.
8. Value to the profession, University, or other audience and how the information will be disseminated (e.g. conference, journals, presentations etc.).
9. Projected itemization and total of expenses to be incurred by the project. Specify funds from other sources and what the funds will be used for. (Monies may be transferred at a later date from one budget category to another with approval of the Budget Custodian). Areas to be itemized include: a) equipment acquisitions; b) supplies; c) technical help; d) travel (if any); and e) other.
10. Other information deemed by the researcher to be of value to the Faculty Research Committee in evaluation of the request.
11. Proposals should not ordinarily exceed five pages, excluding the budget.

### 5.0. FINAL WRITTEN REPORT (Faculty Research)

- 5.1. A final written report in the form of an abstract of 300 words or less is to be filed electronically with Dr. Frances Shipley, the budget custodian of the Faculty Research Funds, within 90 days of the project completion. For examples, please see the Model Abstracts linked to the Faculty Research Committee web page, at the Faculty Senate web site. An itemized list of expenses incurred should be attached to the report.
- 5.1. Subsequent applications will not be approved from researchers who do not comply with the Faculty Research Committee Proposal Guidelines (e.g. failure to submit an abstract).

## **Applied Research Proposal Format**

1. Researcher's(s') Name, Title, Department Name, Campus Address and Telephone Number.
2. Project Title and Category Type (from list of four above).
3. Duration of Project. (The project must commence during the fiscal year in which it is approved.)
4. Institutional Review Board (previously the Human Subjects Committee), Animal Welfare Committee Approval, or any other appropriate licensures (i.e., Conservation Department permits) (when applicable).
5. Problem Statement – Rationale.
6. Objectives – Desired Results – Goals (including value to the population served).
7. Methodology – Activities to Accomplish Research Objectives.
8. Evaluation Tools or Procedure to Measure Success of the Project (must provide a method to measure results).
9. Funding – Outside Dollars and Dollars Requested from Applied Research Project Fund (itemize).
10. Dissemination Approach as Appropriate (internal or external).
11. Proposals should not exceed five pages including the budget.
12. One (1) Applied Research Project Fund Proposal Review Routing Form must be signed by the researcher's(s) departmental chair/administrative director and academic dean/next level supervisor and forwarded along with the proposal (SEE BELOW).

### 5.0. FINAL WRITTEN REPORT (Applied Research)

- 5.1. A final written report in the form of an abstract of 300 words or less is to be filed electronically with Ms. Nancy Baxter, budget custodian of the Applied Research and Project Funds, within 90 days of the project completion. For examples, please see the Model Abstracts linked to the Faculty Research Committee web page, at the Faculty Senate web site. An itemized list of expenses incurred should be attached to the report.
- 5.2. Subsequent applications will not be approved from researchers who do not comply with the Proposal Guidelines (e.g. failure to submit an abstract).