



## Howery Teaching Enhancement Grants

### Final Report Requirements

As mentioned in your Howery Teaching Enhancement Grant acceptance letter, all grantees are required to provide a mid-year report and a final report.

Below you will find the guidelines for final reports. Please submit your final report by August 1.

#### Final Report

The final report should also be divided into three parts.

**Part One** of the report should summarize the grant activities and main findings (3-5 pages).

**Part Two** should discuss all plans currently implemented, or to be implemented later, that will help insure that the funded project will have long-term systemic impact on teaching and learning in sociology. Please include in this section any additional grants (name of grant and amount) which the TEF grant helped you secure, and any manuscripts that have been submitted for review, or accepted for publication, based on the grant activities (2-3 pages).

**Part Three** should provide a complete and detailed financial expenditure statement for all grant monies. Unused funds should be returned to the ASA.

Finally, we ask that you continue to notify us in writing concerning project outcomes (e.g., papers, publications, and additional grants) that were not complete by the end of the duration of the grant period. Please cite the award in all publications/products that stem from this project. The appropriate cite should reference "The American Sociological Association's Howery Teaching Enhancement Grant."

We look forward to hearing about your accomplishments!