SSPD grant recipients must report on grant-funded activities in order to remain eligible for future SSPD award consideration. All grant recipients are required to submit a summary report of the completed project or activity to the Grants Department at the time that they submit their SSPD Reimbursement Form.

|  |  |
| --- | --- |
| Name: |  |
| Job Title/Department: |  |
| Phone: |  |
| Email: |  |
| Date of award (month/year): |  |
| Purpose of Grant: |  |

***Please answer the following questions:***

1. **How will the conference, activity or project assist in your current job responsibilities and/or the needs of your department?**
2. **To what extent did the conference, activity or project increase your level of professional skills and advance your career goals?**
3. **Specify how you will share what you learned with others on campus and/or in your department.**
4. **How will the conference, activity or project have an impact on student learning and enhance student success?**
5. **Please add any other comments you would like to include in this report. *Attach additional pages as needed.***