# CAS ORGANIZED RESEARCH
# FINAL REPORT FY15

## Directions

General information

Format: typed, 12 point font, single spacing, 1" margins.

Assemble the report in this order:

1. Cover Page (page provided)
2. Summary of Research (one page)
3. Budget (page provided) with explanation of how funds were spent

A final report (hard copy) is due to the Dean's Office by 10 July 2015.

Contact the Dean's office at (580) 774-7152 if you have questions.

A copy of this document will be available on the SWOSU website (University Forms and Office of Sponsored Programs).

Summary of Research

The summary is limited to one typed page. It should be written in a manner that any college graduate could understand and appreciate. Include the following:

- background information
- purpose/hypothesis/question that was proposed
- methods, including how undergraduates were involved in this research
- results; compare proposed work with that actually accomplished
- presentation of results – submit evidence of presentations or publications or explain when and how results will be presented
- Illustrations (e.g., photos, PowerPoint poster, graph, table) may be included on additional pages to help document results

The Dean will submit this summary page to the Office of Sponsored Programs to document your work.

Budget

Note that unspent funds do not roll over to the next fiscal year.

**COVER PAGE**
**CAS ORGANIZED RESEARCH - FINAL REPORT FY15**

Name of Project Director: _____

Date submitted: _____

Department: _____

Phone: _____

Email: _____

Was reduced load requested for fall or spring semester to do this work? ☐Yes ☐No

If so, how much? Fall _____ Spring _____

Title of Project: _____

_____

By signing below, the Project Director and Chair agree that

1. the research as described herein was completed during the fiscal year,
2. the use of requested funds was appropriate and
3. CAS and University guidelines for spending these funds were followed.

_____

Signature of Project Director Date

_____

Signature of Chair Date

**BUDGET**

Double click on the following table to convert it into Excel and enter values. When done, click outside the table to return to Word format.

| Item | A&S Research Funds Requested | A&S Research Funds Spent |
|---|---|---|
| | | |
| Wages | | |
| Operating Expenses | | |
| Equipment | | |
| Travel | | |
| Professional Services | | |
| Other (specify) | | |
| | | |
| Total | $0.00 | $0.00 |

Explanation of how funds were spent: