



## **INDEPENDENT STUDENT RESEARCH GRANTS GUIDELINES FOR PREPARING REPORTS**

### **INTRODUCTION**

The University and the other benefactors, who contribute funds for the Independent Student Research Grant program, are naturally concerned to have some way of measuring the accomplishments of grant holders. Each student receiving a grant is, therefore, required to submit a report which provides clear evidence of the work accomplished. The report is **submitted using the ROME system, no later than September 15** following the period of the grant (the system will remind you when and how to submit). Copies of these reports may be provided to funders, and are kept as examples of work undertaken through the grant.

### **FORMAT OF THE REPORT**

The nature and variety of projects undertaken through the grant program makes a single standard reporting format inappropriate. What follows are some general objectives for the report and some suggestions as to how this might be accomplished by grant holders in different areas of research and creative activities.

The report should attempt to convey to the reader the following:

1. A clear statement of the initial objectives of the project.
2. A synopsis of how the project proceeded chronologically, including a reflection of difficulties encountered, adjustments made, and insights developed with respect to the research or creative process.
3. A substantive record of the principal findings or accomplishments of the research.

With respect to the item #3, grant holders in some disciplines might provide a conventional report that outlines the methodology, analysis and findings of the research such as what might form the basis of a substantial paper in their respective discipline. For those undertaking work in Literatures, Drama, Fine Arts, Music, Computer Science, etc., the appropriate form of reporting may require providing a record of a "product" produced (e.g. a mechanical device, a piece of software, the manuscript of creative writing, poetry or drama, a musical score, audio or video tape of a performance, a photographic or video-taped record of a body of art). Particular attention should be given to ensuring that the report, or its equivalent, is a polished piece of work.

Questions regarding the reporting mechanism outlined above should be directed to the faculty advisor, first, and to the appropriate Dean thereafter.