

Interdisciplinary Literacy Projects Reporting Process

Recipients of the Interdisciplinary Literacy Project Grants are required to submit two quarterly reports and two semi-annual reports.

Each recipient will present a summary of project progress at the semi-annual meetings held during the fall and spring semesters.

Meeting Dates

All recipients should be prepared to present a 15 – 20 minute overview of their project to date.

Fall 2009: November 17, 2009, 3pm – 5pm, Gable 146

Spring 2010: April 20, 2010, 3pm – 5pm, Gable 146 (Meeting date and time subject to change)

Report Schedule

Quarterly Reports: **October 16, 2009** and **March 26, 2010**

Semi-Annual Reports: **December 15, 2009** and **June 4, 2010**

Report Format

Quarterly Reports

1. Title page
 - Title of Proposal
 - Primary Faculty/Staff Name(s)
 - College/Department/Unit
 - Phone & Email
2. Report Narrative: Approximately **one page** including
 - Executive summary of project goals and objectives
 - Brief outline of project activities/accomplishments to date
 - Report on project measures to date

Semi-Annual Reports

1. Title page
 - Title of Proposal
 - Primary Faculty/Staff Name(s)
 - College/Department/Unit
 - Phone & Email
2. Report Narrative: Length to be determined by project scope and project activity, **not to exceed five pages.**
 - Project Overview
 - i. Brief statement of project goals and objectives. Please note any changes from original proposal
 - Partnership/Collaboration
 - i. Briefly describe collaboration/partnership activities
 1. Internal to NIU
 2. External to NIU
 - ii. Briefly describe the interdisciplinary aspects
 - Outcomes/Milestones
 - i. Describe how your project accomplished the goals stated in your application and explain any unanticipated results.
 - ii. Update project timeline including past and future milestones
 1. Has proposed time line been followed?
 2. Note and explain changes
 - Evaluation Data
 - i. Summary of evaluation data collected
 - ii. Report findings, if any
 - Budget Summary

All reports can to be submitted electronically.

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