

UNDK Guidelines for The Mini Project Final Report (2013-2014)

Time Frame

The deadline for UNDK final report , both narrative and financial, is on **February 28, 2014**.

Suggested Format

1. Name of institution submitting the report
2. Institution's academic period during which the project was implemented (i.e.2013-2014)
3. Project title (should be consistent with proposal title)
4. Abstract of the report (one-paragraph summary)
5. Contact person and information (Full name and title, address, telephone, fax, email)
6. Description of Project (Activities and participants, including problems encountered and solutions attempted)
7. Project outcome in relation to goals and objectives:
 - 7.1 Extent to which goals and objectives were achieved, including qualitative and quantitative evaluations.
 - 7.2 If goals and objectives were not achieved, explain what happened, how the situation was handled, and what is the next action.
8. Overall impact of the project and future implications:
 - 8.1. How it articulated whole person education, informed or enhanced teaching and learning; evidence of interconnectedness of themes.
 - 8.2. Partnerships/networks established – within and outside the institution.
9. A financial report, accounting in some detail for the use of grant money, and indicating the amount of any balance.

Report prepared by: _____ Date: _____

Name and Signature of Head of Institution