

Professional Development Grant: Final Award Report

In your final award report, please provide an assessment of your program outcomes in relation to the needs and goals described in your proposal. Your report should include sections for each assessment category below. Please submit your 2-3 page report to [Dr. Melissa Bostrom](#), Assistant Dean for Graduate Student Professional Development, by January 31 of the year following the award year (e.g., for a 2020 award, submit the report by January 31, 2021).

1. Funded Activities

- Summarize the events and activities you proposed, along with your intended goals and audience.
- Indicate which of these were realized using funds from the Professional Development Grant. For all events described, please indicate the topic and facilitator/speaker as well as the number of attendees. Where possible, indicate whether the attendees were students, postdocs, faculty, and/or staff and their department or program affiliations.

2. Key Personnel

- Name individuals involved in the planning and logistics of the award-funded activities and indicate their roles in the process.
- If relevant, identify any campus partners or resources involved.

3. Assessment

- For each event listed above, please describe to what extent your proposed goals were met.
- Please describe the method of participant evaluation you used and summarize the results collected.
- Overall, to what extent did your professional development programming meet the needs of the targeted audience? What recommendations for change might you make to improve the programming or activities?

4. Budget

- In a table, please provide an overview of all incurred expenses funded by this award. Explain the purpose of these expenses.
- Briefly address whether your proposed budget was adequate for the implementation of your programming.

5. Impact

- How will you build on this project? What are the next steps for your department or program's professional development efforts?