

University of Calgary Teaching and Learning Grants Program: Final Report Form

Thank you for taking the time to complete the final report for your Teaching and Learning Grant project. Your feedback is essential for understanding the impact of these grants on student teaching and learning at UCalgary. This report consists of 5 sections and should take approximately 30 minutes to complete. **All questions marked with a red asterisk are mandatory. Your responses are for internal program evaluation only.**

You are encouraged to share your final report with your Dean, Faculty, or equivalent.

* This form will record your name, please fill your name.

PROJECT INFORMATION

1. Grant Title *

2. Award Year *

3. Principal Grant Holder (PGH) Name *

4. PGH Academic Unit or Faculty *

5. Please list your project team members, including students and external collaborators using the following format:

Name, Academic Unit/Faculty, Role on project, Status at UCalgary during project (e.g., faculty/staff/student/graduated student/external collaborator) *

PROJECT OUTCOMES

6. Please share a brief description of your project and 3-5 findings, take-aways, or key learnings that you would like share. How has your work changed your understanding of student learning experiences? (Up to 500 words) This may be shared on our website. *

7. Please describe the impact of your project on others. How many students, faculty, and staff were impacted at UCalgary? What impacts did your work have within a course, department, faculty, university, and/or beyond UCalgary? Work of this sort can often have expected and unexpected "ripple effects," where its reach can extend beyond its original scope – did your project produce any ripple effects? Please describe and provide numbers where possible. Please note that Section 3 "Dissemination of results" will include the opportunity to provide links and citations for published works. (Up to 250 words) *

8. How has being involved in this project impacted members of the project team? For example, new opportunities, committee invitations, leadership opportunities, career direction, tenure, promotion, other funding opportunities. Please include specifics when possible, and highlight impacts for student members of the project team. (Up to 250 words) *

9. Please describe how you involved students as partners in this project, and discuss the benefits of engaging with students as partners. (Up to 250 words)

10. Please include links where available (e.g., to PRISM digital repository <https://library.ucalgary.ca/services/repositories-and-publishing>), and use an asterisk to indicate where students were involved.

DISSEMINATION OF RESULTS

11. Have you presented your key learnings and findings?

Examples include paper or poster presentations at any conferences, department meetings, workshops, exhibitions and podcasts. *

☐ Yes

☐ No

12. Please list out the occasions or events where you presented or introduced your key learnings and findings.

13. Have you published your work?

Examples include papers, articles, books, journals, videos, blogs or open education materials and many other formats. *

☐ Yes

☐ No

☐ Maybe

14. Please follow the APA citation style below to list out your publications

(<https://www.ucalgary.ca/live-uc-ucalgary-site/sites/default/files/teams/23/apa-7th-ed%20updated.pdf>). Include permanent links to your work where available (e.g., to PRISM digital repository <https://library.ucalgary.ca/services/repositories-and-publishing>).

15. Please share any future plans for sharing your work.

16. Please upload any photos that highlight your project and its outcomes. These may include images from poster presentations, headshots or photos of the team, candid moments of success, or other visuals that demonstrate the project's impact and activities. You may upload up to 10 files in total.

 Upload file

File number limit: 10 Single file size limit: 10MB Allowed file types: Word, Excel, PPT, PDF, Image, Video, Audio

17. Please provide any relevant hyperlinks associated with your project. These may include links to publications, websites, media coverage, digital presentations, or other online materials that showcase your project's outcomes and impact.

CLOSING YOUR PROJECT

Grant Holders are required to request the closure of their project when it comes to an end.

When you request to close the project, please ensure you confirm:

- All invoices and vendors have been paid;
- All PCARD and T & E card reconciliations have been completed;
- All project-related expense claims have been submitted;
- All sub-grant commitments have been paid out;
- All progress reporting or final reporting requirements have been submitted;
- All other project deliverables are complete.

18. Do you have any remaining unspent funds? *

☐ Yes

☐ No

19. If you have \$5,000 or more in remaining funds, please describe the factors that contributed to these unspent funds.

20. Have you emailed Finance (finance@ucalgary.ca) to close your project? *

☐ Yes

☐ No

If you haven't contacted UService (Finance) regarding the closure of your project, please:

Email (finance@ucalgary.ca) with your project account number and request to close your project. You also need to confirm in the email with the following:

- All invoices and vendors have been paid;
- All PCARD and T & E card reconciliations have been completed;
- All project-related expense claims have been submitted;
- All sub-grant commitments have been paid out;
- All progress reporting or final reporting requirements have been submitted;
- All other project deliverables are complete.

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