FACULTY LEARNING COMMONS
Faculty Development Mini-Grant
Final Report Formatting Guide and Outline

Formatting Guidelines
Word Processor: Word
Font and Spacing: 11-12 point Arial, Calibri, or New Times Roman; double-spaced
Manuscript Style: APA, MLA, or any discipline-specific manuscript guideline
Maximum Length: Three pages, plus supporting documents (if applicable)

Report Outline
I. Abstract
II. Chronological Narrative of Activities
   a. Subheading, as necessary
   b. Subheading, as necessary
   c. Subheading, as necessary
III. Summary of Findings
    a. Results
    b. Impact on Student Learning
    c. Use of Results/Future Implications
IV. Expense Report
V. Supporting Documents (if applicable)