

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)