Please submit a copy of your report satisfying the guidelines below. The report has to consist of the attached cover sheet and separate sheet(s) describing the results, their dissemination, and supporting material (do not include the guidelines themselves, i.e. do not include this very page). Generate ONE pdf document including the cover sheet (points 1-5, next page of this file), your report (points 6-7), and the supplementary material (point 8) – paper copies are not accepted. Send it to teachers@lmu.edu latest by December 5, 2014.

The Center for Teaching Excellence will share the final report with the Committee on Excellence in Teaching (CET), which will authorize the disbursement of the final 20% of the grant if all grant stipulations have been met as outlined in the grant application guidelines. All final reports will be posted on the CTE website.

Provide the details listed below about your project in language that is understandable to faculty and colleagues in different disciplines and secure the required signatures. Use 11 or 12 pt font and one inch margins. Arrange the narrative using each of the headings listed below.

On the cover sheet (see next page or separate word document), please indicate:

1. **Name(s)** and **Department(s)**.
2. **Title**
3. **Abstract**: [100-250 words] Give a brief specific statement of the teaching issue and pedagogical innovation you investigated, the methods used, and the main results obtained.
4. **Keywords**: Provide up to 5 keywords characterizing your project and its results.
5. **Signatures**: Grant Awardee(s) and Department Chair(s); the CET Chair signature will be added once the CET has authorized the disbursement of the final 20%.

On (a) separate sheet(s), please describe:

6. **Results**: [1500-3000 words] Carefully describe the work accomplished, the methods used, the main findings, and assessment results. Provide a discussion of the project’s impact on your teaching practice and student learning. Also carefully explain the relevance of your results to teaching in your field and beyond. Place your results in the context of the relevant literature. Do attach a bibliography, if appropriate (not included in the word count). You may attach a bibliography, if appropriate (not included in the word count).

7. **Dissemination**: Indicate all venues and outlets where you presented or published results of the research project funded by this grant; specify the format and other relevant details. Attach copies of relevant announcements, publications, etc. in digital format. Also list any plans for future dissemination.

8. **Supplementary Material**: Include syllabi for the course(s) involved in your project and all relevant assignments, exams, etc. that show the implementation of your project. If you have examples of student work that can be shared with the students’ authorization or are available online (provide links), please do include them, too.

Final reports that do not follow the guidelines will not be considered.
Name(s): __________________________________________________________

Department(s): ______________________________________________________

Title: _________________________________________________________________________________

Abstract:

Keywords:

Awardee(s): __________________________________________________________ _____________

Chair(s): ______________________________________________________________ _____________

CET Chair: ______________________________________________________________ _____________

Signature ___________________________ Date _____________

Please attach a description of the results, their dissemination, and all relevant supplementary material as described in the guidelines.