



Guidelines for Institutional Grant Report

Introduction

The United Board for Christian Higher Education in Asia is committed to education of the whole person – intellectually, spiritually, and ethically. Through its Institutional Grants Program, the United Board supports institutional efforts to design and deliver whole person education in innovative and effective ways. Grantees approach this broad goal from a range of perspectives, including strengthening faculty members; promoting leadership; enriching the curriculum; and improving practices and systems that relate to undergraduate programs within a department, faculty, or the whole institution. To measure progress towards these goals, reflection is a valuable exercise that the United Board endorses. The guidelines below are designed to encourage this reflection and promote dialogue about activities, lessons learned, and sustainability. Please use these guidelines as an opportunity to reflect on your progress and future plans.

Reporting Timeframe

Reporting timeframes for different types of grants may vary. The points and chart below summarize the reporting deadlines for interim and full reports:

- ❖ **Bamboo grants program:** Reports for bamboo grant projects should be submitted one month after the project’s completion or within one year of the grant start date, at the latest.
- ❖ **One-year grants:** Reports for one-year projects are due at the United Board one month after the end of the project. For example, the final report on a project lasting 12 months ending on June 30 should reach the United Board no later than July.
- ❖ **Multi-year grants:** Projects with approved multi-year grants should submit an interim report and a short proposal for the next phase of the project six months in advance (e.g. by late December in many cases). No report is necessary at the 12-month point. Full and final reports for two- and three-year grants are due one month after the end of the project (e.g. 24+1 month or 36+1 month respectively). The one-month “grace period” should give project leaders time to reflect on what was done and what impacts these activities may have had.

Please submit reports on time to help ensure your institution’s eligibility for future funding opportunities from the United Board. As highlighted above, the reporting schedule is:

Length of Grant	Example	Interim Report (months)	Example	Full Report (months)	Example
1-year	Project starts on Jul 1, 2016	--	--	12 + 1	Jul 31, 2017
2-year		6	Dec 31, 2016	24 + 1	Jul 31, 2018
		18	Dec 31, 2017		
3-year		6	Dec 31, 2016	36 + 1	Jul 31, 2019
		18	Dec 31, 2017		
		30	Dec 31, 2018		
Bamboo Grant	--	--	12 + 1 (earlier the better)	--	

Report Format

I. Basic Information

1. Name of institution
2. Project title (*should be consistent with proposal title*)
3. Year United Board grant was given
4. Contact person and information (*full name and title, address, telephone, email*)

II. Reflections from the Project Leader

1. What were you trying to achieve in this project?
2. What are some of the main activities and related results?
3. To what extent do you think you have achieved the goals of this project? How do you know this?
4. What internal or external partners are involved in the project? How are they contributing?
5. What are the greatest challenges with implementing this project? What surprised you?
6. What potential future directions for this project do you see? How can this work be sustained or institutionalized?

III. Reflections from the External Evaluator

As outlined in the guidelines for institutional grant proposals, United Board asks project leaders to select an external evaluator to reflect on project goals and progress to date. The questions below are designed to help the project team and United Board gather meaningful feedback that can benefit project staff and build the capacity of institutions to deliver whole person education in effective ways.

Please email the four questions below to the independent evaluator listed in the grant proposal. The evaluator's responses may be inserted here or included separately as an Appendix.

1. Please list your name, title, email address, and institutional affiliation.
2. Reflecting on the goals of the project, please highlight your view of the progress to date.
3. Are there examples of leadership development at the student or faculty levels? Are there stories or examples of whole person education, curriculum enrichment, or teaching-learning enhancement? Please describe, including if you were able to join events, meet with staff, etc.
4. What else is good or worthwhile about the project? How might it be strengthened?

V. Financial Report

The financial report should be based on the final budget approved by the United Board. The report should be submitted in US Dollars and the local currency with the exchange rate used. The detailed breakdown should clearly show: the activities/tasks and the corresponding expenses; total project cost; the total grant amount from the United Board; and the remaining balance, as appropriate. A sample worksheet for financial reporting is included as a reference.

VI. Appendices

Institutions may submit photos (with captions), links to videos, news coverage, participants' list, publications on and as a result of their projects, etc.

VII. Endorsements

Prepared by: _____
Name and position:

Date: _____

Approved by: _____
Head of unit in which United Board project is hosted
Name and position:

Date: _____