**R3\_Completion Report***(for completed projects only)*

1. **Basic Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. **Name of Institution**: | | |  | | |
|  | | | | | |
| 1. **Proposal Title**: | | |  | | |
|  | | | | | |
| 1. **Full Project Period** *(month/year):*   **From** **To** | | | | | |
|  | | | | | |
| 1. **Total Amount awarded *(in USD****)*: | | | | | |
| *For multiyear projects, please also indicate the awarded amount of each year, respectively:* | | | | | |
| **1st year:** | |  | | | |
| **2nd year:** | |  | | | |
| **3rd year:** | |  | | | |
|  | | | | | |
| 1. **Project Leader(s)** *(please insert rows for more project leaders if necessary)* | | | | | |
|  | Name & Position | | | Department / Unit | Email |
| a |  | | |  |  |
| b |  | | |  |  |
|  | | | | | |
| 1. **Report prepared by** | | | | | |
| Name & Position | | | | Department / Unit | Email |
|  | | | |  |  |
|  | | | | | |
| 1. **Contact Person** *(if different from the above)* | | | | | |
| Name & Position | | | | Department / Unit | Email |
|  | | | |  |  |

1. **Final Report – Reflections from the Project Leader(s)**
2. **Objectives as per original application** *(please insert rows for more objectives)*

i.

ii.

iii.

…

1. **Please list all project activities** *(dates, venues, about 50-word description)* **funded by the United Board**
2. **Impact on enhancement of institutional mission on whole person education**

*What has the institution, faculty, student, or the larger community learned? In what ways have the institutional structures or cultures, curriculum, or pedagogical practices been affected?*

*Please also identify the categories of people who benefited from the project and the number of people in each category.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Faculty:** | **Students:** | **Community:** |
| **Description** | e.g. departments/units/institutions | e.g. departments/units/institutions | from where & who |

1. **What has been the greatest challenges with implementing this project?**
2. **Future development for the project**

*Will concerns for the same issues be sustained? Is there any plan for institutionalization (e.g., special faculty assignment or appointment, establishment of special units or centers addressing the issues, allocation of designated resources, etc.?) Have any other funding sources been identified?*

1. **Evaluation report**

*Please attach evaluation reports as part of the completion report.*

1. **Financial Report**   
   *The report should align with the approved budget. Exchange rate should be indicated.*

*Please refer to the template for Completion Financial Report (R4), and submit it with the narrative report by the deadline.*

1. **Annexes**

*Any products of curricula, pictures, books, conference proceedings, sample of local knowledge / wisdom, etc. should be submitted to the extent they are available.*

1. **Institution’s Endorsement**

*Complete the Report Endorsement Form (R5) and submit it with other required documents for submission.*