

## **CWS Final Report Format**

As part of your funding agreement with CWS, you are expected to submit a brief final report. These final reports will be posted on the CWS website and the information will be used in the Center's annual reports. Please submit an electronic copy of your report to me at dreelin@msu.edu no later than one month after your award ends. You may submit Word, WordPerfect, or pdf files; all reports will be converted to pdf files before posting on the web site. Please contact me at 517-353-7746 or dreelin@msu.edu if you have any questions.

### **Report Format**

Include the following information in your report to CWS:

- Project Abstract
- Project Summary (please be brief)
  - Background
  - Methods
  - Results
  - Major conclusions
- Publications and presentations
  - Cite any and all publications, including abstracts presented at national and local meetings
- Grants
  - Cite any grant proposals in which the CWS funds were used as a match or to leverage support
  - Provide information on the status of the grant proposal
- Program feedback (for internal CWS use only, will not be posted)
  - Please share any comments and feedback that you feel will assist us in improving our grant programs