**FACULTY DEVELOPMENT GRANT**

**ACTIVITY REPORT FORM**

Thank you for participating in Muskingum University’s Faculty Development Grant program. Kindly complete all sections of this form and return it electronically to the Office of Academic Affairs (provost@muskingum.edu) by the deadline established in your award notification. NOTE: The reporting of grant activity is required and is a condition for future grant eligibility.

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| **Part 1:****General Information** | **Name:****Department:****Year of Award:****Award Amount:** |
| **Part 2:****Summary of Project/Activity** |  |
| **Part 3:****Contribution of Project/Activity to Recipient’s Professional Development.** |  |
| **Part 4:****Publications or Presentations that Resulted or are Expected to Result.** |  |
| **Part 5:****Benefit(s) or Anticipated Benefit(s) to Muskingum University:** |  |
| **Part 6:** **Other Noteworthy Benefits or Results not Accounted for Above.** |  |
| **Part 7:****Comments** |  |
| **Attach:** | □ Detailed Financial Accounting.□ Documentation of Equipment or Materials Purchased (Where Applicable).□ Copies of Papers, Presentations or Materials Produced for Distribution. |
| **Signature/Date** |  |