**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** |  |