

CAMPUS SUSTAINABILITY GRANT PROGRAM – REPORTING GUIDELINES

- Purpose:** To evaluate and report key metrics or indicators that demonstrate the project's effectiveness in advancing sustainability at UGA.
- Key Dates:** Final Project Report – submit to sustain@uga.edu by June 30
- Questions:** For additional help, contact the Office of Sustainability at 706-542-1301 or sustain@uga.edu.

Final Report Format

All project P.I.'s should submit a final report to include the following information:

Overview

Project Description

Describe your grant-funded project in one page or less, including: what you did, why you did it, how it contributed to goals in UGA's Strategic Plan, who was involved, who benefited, and if it is completed or ongoing.

Project Expenses

List project expenses, delineated into the same categories as required in the grant proposal application: Personnel, Equipment, Supplies / General Expenses

Outcomes

Academic Impact

List any academic courses that benefited from your grant project (i.e. interacted with your grant project as part of a class-related project); include course title and faculty. List any other academic-related benefits.

Research Value

List specific research questions addressed or new applications of research at UGA (if applicable).

Engagement

- a) List partnerships formed or enhanced through this project.
- b) List beneficiaries of this project.
- c) List any outreach events, activities, or media in which your grant project was featured. To the extent possible, include specific numbers of individuals that engaged with your project through these events or activities. Also to the extent possible, include any statistics regarding social media engagement.

Project-specific Metrics

Each grant project is unique. Many projects will include measurable outcomes regarding specific resource conservation (i.e. dollars saved / return on investment; pounds of materials diverted from the landfill; kWh electricity generated or conserved; pounds of CO₂ equivalent emissions avoided; etc.). Most projects will also include social benefits such as # of individuals or organizations served. List any specific metrics that help to convey the impact or success of your project.

Photo / Video Documentation

All P.I.'s are required to provide a minimum of (1) photo or video depicting your project, preferably showing students & others engaged with your project. If video(s) were created, please provide a link to the video. (Note: All submitted videos &/or photos may be used by the Office of Sustainability to promote your project and the Campus Sustainability Grants program.)

Project Assessment & Next Steps

Assess and reflect on your experiences in developing a Campus Sustainability Grant proposal and implementing your project. Briefly describe new insights you gained related to your personal, professional, or academic development. Provide recommendations for structures, processes, and/or resources that would be useful for continuity of the work that you started to further advance sustainability goals at UGA.