

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:** Kick-Off Meeting – Mid-January
UGA Earth Week – Week of April 22 (Earth Day)
Semester in Review – Spring Semester Reading Day
Final Project Report – 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:

Project Description

Describe your grant-funded project in one page or less.

Include what you did, why you did it, how it contributed to goals in UGA's 2020 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

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.

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 at these events or activities. Also to the extent possible, include any statistics regarding social media engagement.

Project-specific Metrics

Each grant project is unique. Most 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; gallons of water conserved; pounds of CO₂ equivalent emissions avoided, etc.). Many projects will include social benefits such as # of individuals, children or families served. List any specific metrics that help to convey the impact or success of your program.

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

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.