

## Richmond Scholar Final Grant Report

Within 60 days of completing the activity funded by a Richmond Scholar Enrichment Grant, please submit a final report of one page, single spaced, which includes the following:

- Describe the outcomes and objectives for your grant activity. How did these meet or fall short of your expectations?
- Discuss your growth and development (professionally, academically, or personally) from participation in your grant activities. What were your biggest challenges or setbacks and how did you address these?
- Would you recommend this activity or use of funds to future Richmond Scholars? Why or why not?
- Description of any discrepancies or changes between proposed use of funds and actual use of funds.
- If you have any photos of your experience, please attach one or two of these as well!

Along with the **Final Grant Report**, please submit a final or revised **Budget Template** showing the actual costs for the proposed activity. **In addition, you must submit copies of all required receipts.** Receipts are required for the following expenses:

- Any non-disposable equipment (computers, cameras, electronics, etc.)
- Airfare/Train tickets between home/UR and grant site
- Conference registration
- Course registration (tuition/fees)
- Training/Instruction/Certification
- Any individual purchase not mentioned above over \$100

We do NOT need receipts for grant funds intended to support unpaid research or internship experiences funded at a weekly stipend rate.

These documents may be submitted via email to [scholarsoffice@richmond.edu](mailto:scholarsoffice@richmond.edu).

**It is the responsibility of each grant recipient to submit final documentation within 60 days of the end of grant activity. Failure to submit final reports may result in necessitating students' return of grant payments to the university.**