

**Exhibit D**  
**UNIVERSITY FUNDED FACULTY LEAVE FINAL REPORT FORMAT**

**Please Note:** Faculty members granted funded faculty leave must submit a written report of activities undertaken while on leave to the Senior Vice President for Academic Affairs/Provost and responsible Dean and Department Chair by the last class day of the first long semester following the completion of a funded faculty leave.

**1) Title Page** (limit: first page): Include the following information:

- a) **Project Title** (centered, top of page; bold 12 pt. font)
- b) **Recipient's Name** (centered, one line below title, 12 pt. font)
- c) **Recipient's Rank** (centered, below name, 12 pt. font)
- d) **Recipient's Department** (centered, below rank, 12 pt. font)
- e) **Recipient's E-mail Address** (centered, below department, 12 pt. font)
  
- f) **Project Abstract** (two spaces below recipient's e-mail address, single-spaced, 12 pt. font): Provide a brief (200 word limit) description of the results and significance of the ORCA project. Write this as you would want it to appear in a news release describing the project.

**2) Results** (limit: 2 pages): Discuss the results of the grant. If the project was completed as planned, provide details on the outcome or findings. Discuss the significance of the findings, exhibits, and/or performances to the academic discipline, the goals and objectives of the University, and/or the academic growth of the proposer. If the project did not proceed as planned, discuss the progress of the project, as well as any major modifications to the proposed plan of action. Whether the plan was completed as originally intended or not, describe any future work that could emerge from the project.

**3) FFL Project Outcomes** (limit: 1 page): List all presentations, exhibits, publications, and/or proposals that have been submitted or completed (i.e., peer reviewed) as a result of funding from FFL. If none were submitted, please explain.