

# FACULTY RESEARCH AND CREATIVE ENDEAVORS COMMITTEE

## COMPLETION REPORT INSTRUCTIONS

As of Fall 2022, all outstanding completion reports will be submitted using the FRCE Application Portal. The following outlines the steps for submission of the report and the process for uploading support documentation. Tables are also provided on the last couple pages of this document as a reference for outcome requirements based on awarded grant type (Type A, Type B, Type C) and academic year of award.

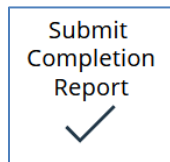
### Deadlines for FRCE Completion Reports

**September 7, 2022 (11:59 p.m.)** for September 21, 2022 meeting  
**October 5, 2022 (11:59 p.m.)** for October 19, 2022 meeting  
**November 2, 2022 (11:59 p.m.)** for November 16, 2022 meeting  
**February 1, 2023 (11:59 p.m.)** for February 15, 2023 meeting  
**March 8, 2023 (11:59 p.m.)** for March 22, 2023 meeting  
**April 12, 2023 (11:59)** for April 26, 2023 meeting

### Submission Instructions

Please log into the [FRCE Application Portal](#) found on the Office of Sponsored Program's (OSP) website once all materials outlined below are ready for submission. **It is important to have all materials prepared ahead of the submission as the FRCE Application Portal does not have the ability to save partially completed reports.**

When you are logged into the FRCE Application Portal, navigate to the "My FRCE Dashboard" and then to the "Research" tab. Once on the "Research Tab," if there is a completion report that needs to be submitted related to a funded award, the following symbol will be available beside the award summary information on the Dashboard:



Click on the "Submit Completion Report" symbol.

The completion report should now be available to update and submit.

The first question on the report is the following:

- Were you able to complete the project and meet the objectives, outcomes, and impacts set forth in the original proposal and guidelines in effect at time of award? Select yes or no. If you select no, you will be asked to explain why.

Please reference "**Complications to Completing Grant Requirements**" below for additional information related to this question.

If you select yes to the first question, a series of other questions will populate to be completed (we suggest first completing these in a word document and then copying into the text boxes in the application portal).

If a specific question is in reference to an outcome that is not required based on the year and type of award you received, please indicate NA in the text box and move to the next question. (Please refer to the tables on the last pages of the document to determine the outcome requirements.)

The specific questions asked in the Completion Report Template are as follows:

- Describe the results of the project in enough detail to specifically address the objectives, outcomes, and impacts set forth in the original proposal. Did you meet those goals? If not, why?
- Did a publication result from this funded project? If so, please describe this below and attach one copy of the publication with this report. Please state NA if not applicable.
- Did a presentation result from this funded project? If so, please describe below and provide proof attached to this report. Please state NA if not applicable.
- If this is a Type B grant with a submission requirement to an external funding agency:
  - Name of external agency proposal was submitted to
  - Title of proposal submitted to the external agency
  - Amount of external funding requested
  - Date of submission to external agency

Once all questions have been sufficiently answered, please upload all supporting documentation as **ONE** PDF document. The PDF should be saved as *Last Name, First Name Completion Report* (example: Doe, Jane, Completion Report).

Click the “Submit” button.

Congratulations your completion report has been submitted!

The report will be reviewed by the FRCE committee during a scheduled committee meeting based on the date and time of submission of the report.

### **Samples of Supporting Documentation:**

For a **discipline-appropriate publication** of a peer-reviewed journal article, book, monograph, script, artwork, broadcast media production, CD or DVD **OR** discipline-appropriate juried presentation such as an exhibit, recital, concert, production, or program within 18 months from the conclusion of the project.

- Supporting documentation could include an acceptance letter from the editor, galley proof, copy of publication, photographs of work of art or equivalent, playbills, event program, CD/DVD, etc.

For Type B Grants, **evidenced grant submission to an external funding agency** for an amount **at least double** the requested FRCE grant.

- To satisfy this requirement, all external grant proposals related to a Type B research award need to be submitted through ORGS. At the time of the completion report, ORGS will confirm submission of the proposal.

For Type C Grants that result in a project leading to a tangible scholarly or creative product, including but not limited to: an exhibition of creative works; a performance or series of performances; a book or monograph; or a peer-reviewed publication.

- Supporting documentation will include evidence of the scholarly or creative product.

**Complications to Completing Grant Requirements:**

- If the applicant has not been able to meet the requirements of the grant, provide a detailed explanation of why the research or scholarly/creative project did not result in the required outcomes. The applicant should provide evidence of comparable activities and/or alternate outcomes that were produced. Provide a justification as to why the committee should accept these alternate outcomes to justify an acceptable completion report. For example, if you were unable to publish in a discipline-appropriate publication, provide evidence of submission to publishers/venues, accompanied by rejection letters and peer comments, to demonstrate a good faith attempt to publish/present the work.

**FRCE Research Grant Outcome Requirements by Year and Grant Type**

**Type A**

Research Grant Type	Academic Year Awarded	Outcome Requirements
Type A	2005 - 2006	Presentation (Conference proceedings or abstracts do not qualify as evidence.) -and- Publication
	2006 - 2007	
	2007 - 2008	
	2008 - 2009	
	2009 - 2010	
	2010 - 2011	
	2011 - 2012	Presentation (Conference proceedings or abstracts do not qualify as evidence.) -or- Publication
	2012 - 2013	
	2013 - 2014	
	2014 - 2015	
	2015 - 2016	
	2016 - 2017	
	2017 - 2018	
	2018 - 2019	
	2019 - 2020	
	2020 - 2021	
2021 - 2022		
2022 - 2023		

**Type B**

Research Grant Type	Academic Year Awarded	Outcome Requirements
Type B	2005 - 2006	Presentation (Conference proceedings or abstracts do not qualify as evidence.) -and- Publication -and- Submission for External Funding
	2006 - 2007	
	2007 - 2008	
	2008 - 2009	
	2009 - 2010	
	2010 - 2011	
	2011 - 2012	
	2012 - 2013	Submission for External Funding (must be at least double the requested FRCE funding)
	2013 - 2014	
	2014 - 2015	Presentation (Conference proceedings or abstracts do not qualify as evidence.) -or- Publication  -and- Submission for External Funding (must be at least double the requested FRCE funding)
	2015 - 2016	
	2016 - 2017	
	2017 - 2018	
	2018 - 2019	
	2019 - 2020	
	2020 - 2021	
2021 - 2022		
2022 - 2023		

**Type C**

Research Grant Type	Academic Year Awarded	Outcome Requirements
Type C	2015 - 2016	Tangible Scholarly or Creative Product
	2016 - 2017	
	2017 - 2018	
	2018 - 2019	
	2019 - 2020	
	2020 - 2021	
	2021 - 2022	
	2022 - 2023	