FACULTY RESEARCH AND CREATIVE ENDEAVORS COMMITTEE

2024-2025 COMPLETION REPORT INSTRUCTIONS

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.

Submission Deadlines for FRCE Completion Reports

September 4th for September 18th meeting
October 2nd for October 16th meeting
October 30th for November 13th meeting
January 29th for February 12th meeting
**March 5th for March 19th meeting**
March 26th for April 9th 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**.

In preparing a completion report, applicants should remember that the FRCE Committee is comprised of faculty and staff from diverse departments and colleges. Please note that completion reports must be written using **non-technical** language. Reports should be understandable to an educated layperson. Completion reports that are so technical that they cannot be generally understood by all committee members will not be reviewed.

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:
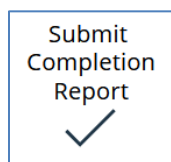
Click on the "Submit Completion Report" symbol.

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. The portal does not have a save button.)

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

Please note that Type B grant applicants are required to submit for external funding through the Office of Sponsored Programs in an amount at least double of the FRCE award.

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). Please note that the portal will not accept more than one document, and it will not accept non-PDF documents.

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.

Due Dates and Overdue Completion Report Policy

There are two due dates assigned to completion reports each year to simplify the process. These dates will be August 15th and December 15th. Your completion report due date will be whichever day falls after the 24-month mark of completing you project. (Ex: a project was completed March 2022, so the due date for the completion report would be August 15th, 2024.)

Applicants are ineligible for all FRCE funding types when a completion report is overdue. Once turned in and approved, the applicant is eligible for funding again and good standing is restored.

Applicants may contact the FRCE (frce@cmich.edu) for consideration of a one-time extension until the next completion report due date in extenuating circumstances only. No other extensions to completion report due dates will be granted.

Samples of Supporting Documentation:

For a **discipline-appropriate publication** of a peer-reviewed journal article, book, monograph, script, artwork, broadcast media production, CD/DVD **OR** discipline-appropriate juried presentation such as an exhibit, recital, concert, production, or program within 24 months from the conclusion of the project. The supporting documentation could include an acceptance letter from the editor, gallery 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 awarded FRCE grant is required.
- To satisfy this requirement, all external grant proposals related to a Type B research award need to be submitted through the Office of Sponsored Programs (OSP). At the time of the completion report, OSP will confirm submission of the proposal.
- If the submitted proposal is awarded, this fulfills the outcome requirements, and the publication or publication outcomes are no longer needed to successfully closeout the project in good standing.

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	
	2012 - 2013	Presentation (Conference proceedings or abstracts do not qualify as evidence.) -or- Publication
	2013 - 2014	
	2014 - 2015	
	2015 - 2016	
	2016 - 2017	
	2017 - 2018	
	2018 - 2019	
	2019 - 2020	
	2020 - 2021	
	2021 - 2022	
	2022 – 2023	
	2023-2024 2024-2025	Presentation (Conference proceedings or abstracts do not qualify as evidence.) -or- Publication in a Q1 or Q2 journal (required outcome for STEM fields)

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 submitted through OSP
	2006 - 2007	
	2007 - 2008	
	2008 - 2009	
	2009 - 2010	
	2010 - 2011	
	2011 - 2012	
	2012 - 2013	Submission for External Funding submitted through OSP (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 submitted through OSP (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	
	2023-2024	Presentation (Conference proceedings or abstracts do not qualify as evidence.) -or- Publication in a Q1 or Q2 journal **-and-** Submission for External Funding submitted through OSP (must be at least double the requested FRCE funding)
	2024-2025	Presentation (Conference proceedings or abstracts do not qualify as evidence.) -or- Publication in a Q1 or Q2 journal **-and-** Submission for external funding through OSP (must be at least double the requested FRCE funding and related to the original scope of work) **If the above submitted proposal is awarded, the requirements for a presentation or publication no longer apply.**

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	
	2023 - 2024	
	2024 - 2025	