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| **Academic Institution:** |  |
| **Project Name:** |  |
| **Project Start Date:** |  |
| **Is project wholly owned and operated by the team?** |  |
| **Reporting Period (Select One):** | February 23, 2025 – February 22, 2026 **OR** April 13, 2025 – April 12, 2026 |

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| --- | --- | --- | --- |
| **Standard Metrics**  These metrics are related only to the project(s) presented and represent work done between reported period above. | | | |
| Number of people directly impacted |  | Total revenue generated |  |
| Number of people indirectly impacted |  | Number of people reached |  |

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| **Project Overview** |

Use any of this space (below “Project Overview”) to talk about your project(s). We would recommend the following format and using the prompts as a guide:

1. **Need & Audience**
   * What need does this project address? (Explain why you decided to run this project)
   * What audience(s) did you target and why?
2. **Action Taken**
   * What activities did you undertake? (What did you do?)
   * What external partners, organizations, or stakeholders did you work with and why?
   * This is a great place to provide more info on ownership (if needed), lessons learned, new initiatives compared to previous years, etc.
3. **Impact**
   * Outline the overall impact your project had on participants
   * Include any important metrics not in the table above

**Note:**

* You must use the template provided to complete the report.
* You cannot change the size of the provided boxes, margins, or orientation of the template.
* Your report must remain 1-page single sided.
* You can use any font and add anything you would like below “Project Overview” (e.g. images, logos, etc.).
* You cannot delete metrics that are on the template, if they don’t apply to your project simply put a “0”.