



## **FINAL REPORT SUBMISSION INSTRUCTIONS SUMMER 2022**

Final Reports for any open 2020, 2021, and 2022 Projects for Peace are due **September 21, 2022**.

Deadlines for individual campuses may be earlier than this date. Final reports must include:  
A) a narrative report, B) an expenses report, and C) three photos, with descriptions.

### **FOR STUDENT PROJECT LEADERS**

Your final report materials should be submitted to your campus liaison by your institution's due date. Follow the guidelines outlined in this document. Incomplete reports or documents not in compliance with guidelines may be returned for revision. Final reports may be published on our website and cannot be revised.

Please note: Contact your on-campus Projects for Peace liaison with all questions. Any communication to Projects for Peace staff from a grantee will be forwarded to the campus liaison.

### **FOR CAMPUS LIAISONS**

Final reports must be submitted to the Projects for Peace office no later than September 21, 2022. All materials should be reviewed by the campus liaison for accuracy and completeness and named according to the naming conventions below.

Projects for Peace staff will provide each campus liaison a link to upload the materials. If you have not received anything from us, request your link at [projectsforpeace@middlebury.edu](mailto:projectsforpeace@middlebury.edu). Questions are welcome anytime.

### **FINAL REPORT MATERIALS**

**IMPORTANT:** Campus Liaisons should submit Parts A, B, and C of the Final Report outlined below as one ZIP file, to the link provided by email. For each project you should upload one ZIP file. If you are unsure of how to make a ZIP file, instructions are located at the end of this document.

#### **PART A. NARRATIVE REPORT**

Ideal length is two pages; must not exceed three pages. Keep in mind that the final report narrative may be posted on the Project for Peace website and therefore available to the public. Student grantees are encouraged to review resource materials related to ethical storytelling available on Pathways prior to writing their narrative.

## 1) FORMATTING INSTRUCTIONS

Page Margins	Top 1" Right 1" Bottom 1" Left 1"
Font	Arial 10 pt.
Header	<ul style="list-style-type: none"> <li>● <b>Title of Project:</b> Project title on the final report should match the project title on the proposal. In the rare instance when this is not possible, include a brief statement indicating the previous title and reason for change.</li> <li>● <b>Country/ies where project took place</b></li> <li>● <b>Nominating College, University, or Institution</b></li> <li>● <b>Designated project leader name and all student team member names:</b> For each student, please list their home country, college/university, and UWC school attended, if applicable. As a reminder, all listed participants must provide a Project Student Funding Agreement.</li> <li>● <b>Associated project blog, website, or social media accounts, if applicable.</b></li> </ul>

## 2) CONTENT INSTRUCTIONS

Please address each question/item below separately, in turn.

### Summary

- A two-sentence summary of your project

### Project Description

- How did you decide what issue(s) you wanted to address and what approach(es) or strategies you chose to implement in your project?
- Why did you choose your host site? In what ways did local relationships support you or contribute to the project?
- What changes or adjustments did you make to your original plans, and why?
- Did other fundraising efforts contribute to your project? What were they?
- Are there opportunities for continuing your work on this issue? If so, please describe.

### Reflection

- How do you define peace?
- In what ways might your project contribute to peace? What changes occurred? Short-term? Long-term?
- What did you learn about the dilemmas, challenges, or conflicts that underlie the targeted issues or utilized approaches/strategies?
- Has your project changed the way you think about the world? How has the project changed, challenged, or inspired you?

Personal Statement

- A brief statement, suitable for use as a quotation, addressing the value of this project and what you have learned. Indicate the student's name (yours or your teammates') for quote attribution.

**PART B. EXPENSE REPORT SPREADSHEET**

The Budget/Expense Form Template, which should be used to report actual expenses, and instructions are available on the [Forms](#) page of the Projects for Peace website and on Pathways. All expenditures are to be reported in U.S. dollars; the submitted expense report should demonstrate full expenditure of grant funds. Receipts may be required by the campus liaison, but should not be submitted to Projects for Peace.

**PART C. THREE PHOTOGRAPHS**

Submit at least three and no more than ten photographs which represent your project and a short description in the format described below. All photos submitted may be considered for inclusion in digital and print publications. Student grantees are encouraged to review resource materials related to ethical storytelling available on Pathways.

Photograph Format

- All photographs must be in PNG or JPEG format.
- All photographs must be larger than 1 megabyte, preferably larger, to meet resolution needs.

Photo Description Document

- In a separate document, using the same header as in the narrative, provide a 1-2 sentence description of each of the submitted photographs.
- Include who is in the photos (names optional), what is depicted, and the country and state/region/town where it was taken.
- This description should be in DOCX (Word doc) or PDF format.

Submission Format

- Required photos and the description document should be submitted together in a ZIP file with Parts A and B of the Final Report.

**FILE NAMING CONVENTIONS**

Kindly name the materials according to the following conventions, abbreviating where helpful. The four digit project number can be found [here](#) or see the Projects page on the Projects for Peace website.

Narrative Report	<b>ProjectYear#project number_institutionname_projecttitle_narrative</b> example: 2022#0000_MiddColl_PeaceThroughArts_narrative
Expense Report	<b>ProjectYear#project number_institutionname_projecttitle_expenses</b> example: 2022#0000_MiddColl_PeaceThroughArts_expenses

Photographs	<b>ProjectYear#project number_institutionname_projecttitle_photo1[..2..3, etc]</b>  example: 2022#0000_MiddColl_PeaceThroughArts_photo1 example: 2022#0000_MiddColl_PeaceThroughArts_photo2
Description	<b>ProjectYear#projectnumber_institutionname_projecttitle_description</b>  example: 2022#0000_MiddColl_PeaceThroughArts_description
Zip Folder	<b>ProjectYear#projectnumber_institutionname_projecttitle</b>  example: 2022#0000_MiddColl_PeaceThroughArts

#### Creating and Submitting a ZIP file

- Make a new folder, and name it according to convention above.
- Drag the various documents in Parts A, B, and C into the folder.
- Right-click the folder and choose "Compress [Folder Name]." That will convert the folder into a ZIP file.
- The ZIP file can then be submitted through the link provided by Projects for Peace staff to Campus Liaisons.