

Required Reports (send by e-mail to summeracademies@osrhe.edu)

A final report must be submitted within 60 days of the conclusion of the project's activities. The final disbursement of the remaining program expenditures will be made **after all final reports are submitted and approved**. This final report must be submitted by e-mail to the Oklahoma State Regents for Higher Education by **September 30, 2011**. **Funds may be reallocated by the State Regents if final reports are not received in a timely manner.**

This report will be **submitted via e-mail** and will include:

1. The Participant List in the Excel format as **provided in the attachment**.
2. The Final Expenditures Report in the Excel format as **provided in the attachment** and will detail revenues and expenditures by accounting object.
3. The Written Report will:
 - a. Briefly summarize Academy activities and student response to activities – no more than 3 pages
 - b. Include an objective evaluation of the effectiveness of the project as measured against the program's objectives – no more than 2 pages
 - c. Include an abstract/summary of no more than 250 words
 - d. Include any published material relating to the Summer Academy program
 - e. Not include videos, computer discs, photo albums, etc., unless published or have been requested by State Regents staff.