



THE WOMEN'S SOCIETY
of WASHINGTON UNIVERSITY

FOUNDED 1965

Final Report Guidelines

- **FINAL REPORT MUST BE SUBMITTED WITHIN FOUR WEEKS OF THE CONCLUSION OF THE PROJECT** or future funding will not be considered.
- Final Report must be typed on the following electronic form. Do not change the font size or style.
- Do not include attachments unless requested by the Women's Society.

For additional information:

Women's Society of Washington University
MSC 1228-414-2100
7425 Forsyth Blvd., St. Louis, MO 63105
P. 314-935-4647
Email: wswu@wustl.edu

To submit report:

Chair of Funding Committee
Women's Society of Washington University
wswu@wustl.edu



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FINAL REPORT

Department, program or organization:

Address:

Name of contact person:

Phone:

Title of contact person:

Email Address:

Project title:

Report date:

Please answer each of the following questions.

1. Briefly describe the project and specifically how the **stated purpose was met.**
2. List the criteria used to measure project success, including **specific measurable outcomes** from project activities and impact on the University community (e.g. number of participants, etc.).
3. Identify any **problems encountered** in project implementation and **lessons learned.**
4. Describe how **WSWU funding was recognized.**
5. Describe **future plans** for the project.



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FINANCIAL REPORT

Please give an itemized accounting of how funds were spent, including funds from WSWU and other sources.

Expenses	Projected	Requested from WSWU	Actual
1. Personnel	\$	\$	\$
a. salaries/payroll tax/benefits	\$	\$	\$
b. consultant or professional fees	\$	\$	\$
2. Non-Personnel	\$	\$	\$
a. space/rent	\$	\$	\$
b. equipment	\$	\$	\$
c. supplies	\$	\$	\$
d. travel	\$	\$	\$
e. other (please specify:)	\$	\$	\$
3. Donated Services and/or Materials (please specify:)	\$	\$	\$
4. Other (please specify:)	\$	\$	\$
Total	\$	\$	\$
Other Income Sources and Amount (please list):			
\$	from		
\$	from		
\$	from		
\$	from		
\$	from		
\$	from		
\$	from		
Net Income: \$			