# Instructions

Complete all sections of this Word document, after conclusion of your funded research experience. Then, based on the deadline in your award letter, send to [ugresearch@purdue.edu](mailto:ugresearch@purdue.edu) the following within one e-mail: This form, at least one photo from the funded experience, and photos of the receipts (keep receipts in case physical copies are needed). If you have any question, please contact [ugresearch@purdue.edu](mailto:ugresearch@purdue.edu).

Note that text boxes will expand to accommodate the length of text needed, but please limit your open-ended responses to 500 words or less.

# Activity Information

|  |  |
| --- | --- |
| Name: |  |

|  |  |
| --- | --- |
| Funded Activity: |  |

|  |  |
| --- | --- |
| Date(s) of Funded Activity: |  |

|  |  |
| --- | --- |
| Activity Website or Supplemental Online Information: |  |

# Accounting of Funds Used

Describe how the OUR grant funds were used by describing the grant activity(ies) with the corresponding amount that was spent from the grant. Receipts must match these amounts if the grant allows reimbursement for incurred costs.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of Expense** | **Description of Expense** | **Receipt Available?** | |
|  |  | Yes | No |
|  |  | Yes | No |
|  |  | Yes | No |
|  |  | Yes | No |
|  |  | Yes | No |
|  |  | Yes | No |
|  |  | Yes | No |
|  |  | Yes | No |
|  |  | Yes | No |
|  |  | Yes | No |

# Acknowledgement to Donors for Funding

Donations provided to the Purdue OUR directly support students such as through the grant you received. Please take some time to acknowledge these donors in the space below that can be compiled in a final report to current and potential donors. As a guide, you should consider 6-10 sentences focusing on these areas: what the activity was, what happened – especially something special or “different” that made your experience memorable, and how the activity will benefit your future successes and goals.

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# Photo(s) of Your Experience

For accountability of the experience and donor stewardship, please attach a clear image of you completing the funded activity to the email you submit. This photo will be included in an annual report to donors.

# Reflection Prompts to Address of Your Experience

Reply to each of reflection prompts below to connect the experience with your overall goals and learning.

1. What knowledge and skills were gained due to the completion of this experience?

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|  |

1. Based on what you wrote in #1, how did this grant impact these knowledge and skill gains?

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|  |

1. What are your future goals and how does completion of this grant-funded activity support these goals?

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| --- |
|  |

# Marketing & Communication Approval (Optional)

In addition to including your acknowledgement message and photo for the funding to donor, we would like to highlight students who are actively engaged in undergraduate research. May we use your responses and photos in various media (e.g., website profiles, brochures, social media) to highlight the work of Purdue students?

Yes, you may use my photos and responses in various media.

No, you may not use my photos and responses in various media beyond the donor annual report.

Maybe. Please contact me for more information about how these are utilized.