FINAL REPORT GUIDELINES
ENERGY BOOST SEED GRANT PROGRAM

All recipients of Energy Boost seed grants are required to submit a final report to the Advanced Energy Institute (AEI) within three months of completion of the funding period.

Reports should be prepared using 11-Point Times New Roman font. Final reports consist of the following:

1. A final report cover sheet with all required signatures and the text of the abstract of your original proposal
2. A two-page, single-spaced narrative describing the project outcomes using the following headings:
    a. Summary: Summarize the results, findings, or conclusions of your project.
    b. Publication's list: List all publications, posters, published abstracts, exhibits, or presentations—past, present, or pending—that developed from the award (including those prepared by students or others involved in the project). When acknowledging AEI as the fund source, use the following language:
        - *This work was supported by a grant from the SIU Advanced Energy Institute, which gratefully acknowledges funding awarded through the Advanced Energy Resource Board.*
    c. External funding: Submit copies of all documentation submitted to OSPA regarding external funding opportunities. That would include a list all external funding sought, including grants--funded, not funded, or pending--resulting from your Energy Boost award; provide proposal title, sponsor, amount requested and/or BP# of the award.
        - Awardees will also be asked to update information regarding outcomes by completion of brief annual surveys for up to three years after completion of their seed grant.

NOTE: Remember that a proposal MUST be submitted to an external funding source no later than twelve months from the project start date. Failure to meet this requirement will jeopardize access to further internal funds administered by AEI.

Please submit your final report to energy@siu.edu, Advanced Energy Institute, 405 W. Grand, MC 4623.