

SFF 2019 Instructions for Final Reports Due May 15, 2020

Summaries of these reports will be included in ASIANetwork's report to the Freeman Foundation. Complete reports are made available to the Foundation.

The reports are an opportunity for student skill development in writing. Faculty mentors should work closely with their students on the reports before submission.

Note: *A mentor's stipend may be forfeited if the final report is more than 30 days late. Mentor stipend checks will be issued in July 2020.*

I. Final project report *(Use preliminary report as a guide)*

Student essay *(one essay per student, single space, 2-3 pages).*

- a. Project activities since September 15
- b. Reflections on how SFF Core Ideas #1-#4 have been achieved
- c. Reflections on how SFF experience affected plans for the future

Faculty mentor essay *(one report per team, single space, no more than 4 pages)*

- a. Project activities in 2019-20, e.g., meetings with students, research, presentations, publicity, etc.
- b. Assignments made to students for 2019-20
- c. Student activities specifically related to Core Idea #3 and #4
- d. Project impact on the students regarding SFF Core Ideas.
- e. Suggestions for future SFF mentors

II. Project end product report *(one report per team to be written by faculty mentor or jointly written by faculty mentor and students, single space, no more than 4 pages)*

- a. Substantive outcomes and findings of the project
- b. Supporting materials, e.g., digital copies of or links to student individual or coauthored papers, videos, websites, etc.

III. Permission to Publish

Include a statement giving ASIANetwork "permission to publish" excerpts from this final report on our web site. Include the title of the project and the names of all faculty and student members of the team. Individual member signature not necessary.

IV. Abstracts for publication

These abstracts must be carefully proofed and ready to be posted on the ASIANetwork website and sent to the Freeman Foundation. Faculty mentors should work with their students closely on the abstracts before submission.

- a. Each student provides a 250-350 words abstract of their essay. This abstract will be posted on the ASIANetwork website.
- b. Each faculty mentor provides a 250-350 words abstract on the project impact on his/her teaching, research, or other professional activities. This abstract will be included in a report to the Freeman Foundation.

V. A Detailed Financial Report

- a. The financial report should be done by using the sample report provided at the SFF orientation or following your institution's financial report protocol.
- b. Include signature of financial officer responsible for the grant in the report.
- c. Submit receipts following your institution's guidelines. Do not send receipts to ASIANetwork unless requested.
- d. **Unspent grant money** must be returned to ASIANetwork by check payable to ASIANetwork and sent to:

Dr. Zheyu Gai
Department of Political Science
Director of ASIANetwork Freeman Student-Faculty Fellows program
Washington & Jefferson College
60 South Lincoln St.
Washington, PA 15301

Please compile the above information in **three word files** as follows:

File 1- Parts I, II, and III

File 2- Part IV

File 3- Part V

Email the three files to Dr. Zheyu Gai at zgai@washjeff.edu by **May 15, 2020**.