USOAR Final Report Guidelines

Students who receive USOAR awards will have six (6) weeks from the completion of their project to complete and submit a final report. Reports must be turned in to the Office of Student Engagement and Experiential Learning located in Altgeld Hall 100.

Submission of a final report is a condition of the USOAR award. **Students who fail to complete and submit a final report will be required to refund the full amount of their award to NIU.**

A final report will only be considered complete once the following items have been received by the Office of Student Engagement and Experiential Learning:

- **Cover Sheet:** Final reports will not be accepted without a cover sheet (see next page) signed by both the student(s) and faculty supervisor.

- **Narrative report** (limit 5 pages) that should include the following sections:
  - A summary of your project and the results/outcomes
  - A discussion of how effectively you accomplished your original objectives
  - A discussion of the impact that USOAR had on your academic experience

Final reports should be written using **12-point Times New Roman font, double-spaced.** You should write your summary with a general audience in mind (i.e. faculty, students, and staff who may not be familiar with your particular field). You are welcome to include other materials in addition to your report (i.e. a published paper or final report written in conjunction with your faculty supervisor), but these **should not** take the place of your summary.

- **Expense Report:** Students must fill out the Expense Report spreadsheet, which can be found on the **Current USOAR Students** page of the USOAR website. Original receipts for travel expenses **MUST** be included with the final report.

- **USOAR Evaluation:** Your evaluation of the USOAR program will be kept confidential. Please keep in mind that we may want to quote excerpts from your final report to share with others and to publicize the USOAR program. If you prefer that your name not be used, please indicate this on the evaluation.

**The report must be signed by both the student and the faculty supervisor.** If a student fails to submit a final report, he/she will be billed for any award monies received, and will be ineligible to apply for a future grant.
## USOAR Final Report

### Narrative Report Formatting

| Cover Page          | • All final reports must be accompanied by a cover page.  
|                     | • You and your faculty supervisor must sign the cover page  
|                     | • If more than one student participated in this USOAR project, each student must fill out a separate cover sheet (Note: The faculty supervisor only needs to sign one cover page).  
|                     | • Reports without a cover page will not be accepted. |
| Length              | • The main body of the report should be no more than 5 pages. |
| Margins             | • Margins should be 1” |
| Font type and size  | • The type font and size for the proposal is Times New Roman, 12 pt. |
| Spacing             | • The report should be double-spaced |
| Justification       | • All items should be left justified |
| Literature citations| • Literature citations within the text should be properly cited in parentheses.  
|                     | • Please use an acceptable citation style (MLA, APA, Chicago Style, etc). |
| File format         | • Your document should be formatted as a Microsoft word document.  
|                     | • If you have chemical or mathematical symbols you should submit jpegs of the figures that contain these elements. |