FOLLOW-UP REPORT GUIDELINES

The report should be at least one TYPED page in length and have receipts attached.

Research Format
I. Introduction
   a. Title of project
   b. Provide a brief description of your research
      i. Summarize the purpose of your research, methods employed, results obtained and significance of the work.
II. Analysis of Outcome
   a. How did you benefit from this project?
   b. Analyze and interpret the results obtained
      i. Were the results expected, and why?
      ii. Were the results not expected, and why?
   c. What future work will or can be done based upon your results

Travel Format (Conferences)
I. Introduction
   a. Name of conference attended/presented at
   b. Provide a brief description of the organization who is hosting the conference
      i. Provide a brief description of what you expected to gain by attending/presenting at the conference
II. Experience Gained
   a. What educational and/or professional benefits did you gain from attending/presenting at the conference?
   b. Would you recommend other students in your discipline to attend/present at this conference?