

**TITLE III GRANT
QUARTERLY REPORT**

Date Submitted:

Name of Activity:

Activity Director:

Report Period:

SUMMARY OF CONTENTS

1. Description of Program

2. Major Objectives in Measurable Terms (use attached form)

3. Results Attained During Project Period (use attached form)

4. Inventory Report

5. Support

6. Documentation

SIGNATURES

Activity Director _____ Date _____

Dean/Grant Director _____ Date _____

I. DESCRIPTION OF PROGRAM

1. What is the rationale for this activity?

Discuss and substantiate any changes. If none, indicate that, and no further discussion is needed.

2. Activities

(1) Describe any changes in personnel and give rationale for same.

(2) Institutional Impact:

(1) Describe the positive impacts, direct as well as indirect, that grant activities are having on other areas of the University. The intent is to describe the ripple effect of your activity within the institution.

(2) Catalogue the ways the University is contributing to the grant, particularly the expertise of non-grant personnel. Some contributions are specified in the grant e.g. the deans time at meetings, etc.) Other contributions, however, are not so specified and yet occur both naturally and frequently: a consultation with a curriculum expert, or technical assistance rendered in preparing a report.

(3) Describe any cooperative activities with other units of the University (non Title III) and/or with other Title III activities, and indicate their impact on the institution.

II. MAJOR OBJECTIVES IN MEASURABLE TERMS

1. List the major objectives that the activity was designed to address.

2. Identify the specific and measurable improvement(s) or anticipated result(s) the activity was designed to address.

3. Indicate, succinctly, the situation that existed prior to the initiation of the objective. For example, if the activity was to improve retention among freshmen, what was the freshman attrition rate the year before the grant was awarded?

III. RESULTS ATTAINED DURING PROJECT PERIOD

1. Describe the difference(s) or improvement(s) that were realized as a result of the activity.

2. Provide any evidence or documentation to support the conclusion that the improvement/difference realized in the procedure(s), program(s), or service(s) were beneficial to the institution.

3. Describe any objective(s) designated for completion past originally proposed date and or project period.

IV. INVENTORY REPORT

V. SUPPORT

1. Budget Analysis

Are you on target in utilizing grant funds? If not, explain any discrepancies.

2. Institutional Support

Describe any expenditures from your division (or comparable administrative unit) that directly supports Title III activities. This could include the loan of personnel; purchase of equipment or supplies; purchases of services; provision of travel funds, etc.

VI. DOCUMENTATION

Attach to your report materials to document anything you have described in parts I and III, etc. i.e., minutes of meetings, brochures, paperwork (purchase requisitions, etc.).