

**SAMPLE FORMAT FOR PROGRESS REPORTS**  
**Student Development Programs**

Program Title: \_\_\_\_\_  
 Grant Number: \_\_\_\_\_  
 Program Director: \_\_\_\_\_  
 Institution: \_\_\_\_\_  
 Reporting Period: \_\_\_\_\_

- a. Overall summary of program highlights (limit: 2 paragraphs)
  
- b. Restate program goals and objectives and indicate progress accomplished towards each
  - Example:
    - Goal 1:
    - Objective 1:
    - Progress:
  
- c. Program pool and selection of program sponsored participants
  - i. Number of potential applicants
  - ii. Number of slots approved
  - iii. Number of appointments
  
- d. List of program activities (seminars, workshops, specific training, curriculum development, supplemental instruction, etc.)

**SUGGESTED EXAMPLE TABLE:**

<b>Academic Enhancement Activities</b> (Number of Participants)	<b>Research Technical and Professional Skills Workshops</b> (Number of Participants)
Supplemental instruction in mathematics (15)	Preparing a research poster presentation (30)
Chem to Chem peer tutoring (8)	Writing a research interest statement for graduate school entrance (27)
	Theoretical basis of PCR (29)
	Weekly research seminars (30)

- e. List of Student Research Experiences – per institutional program including: Location/Institutions, presentations, publications, etc

SUGGESTED EXAMPLE TABLE:

Institutions Summer Research Experiences (Location/Number of Students)	Participation in Scientific Meetings (Meeting Title/Number of Presentations)	Number of Student Publications in Peer Reviewed Journals (Journal / Number of Publications)*
Stanford University Neuro Summer Camp (3)	SACNAS (10)	Science (2)
Harvard Summer of Discovery (3)	Society of Neuroscience (2)	Journal of Undergraduate Research (3)

*\* a list of publications with the name of student participant as co-author highlighted in bold can be provided in a separate table*

- f. List of Synergistic Activities with Other Student Development Programs at the Institution

SUGGESTED EXAMPLE TABLE:

Student Development Program (Specify Funding Agency)	Synergistic Activities (Number of MORE Program Participants)
Undergraduate Research Mentoring Program (NSF)	Research seminars and research lab supplies (21)
Curriculum Improvement Partnership Award (NASA)	Tutoring and supplemental instruction in mathematics and physics (11)

- g. Evaluation
- i. Summary of Evaluator findings
  - ii. Program actions to respond to the evaluator's findings
  - iii. Institutional actions to address identified issues
- h. Program Outcomes (as applicable)
- i. Number of program participants completing degrees (BS, MS, PhD)
  - ii. Number of program participants enrolled in PhD programs (include Institution's Name)
  - iii. Number of program participants in professional degree programs (MD, DDS, EdD, etc)

- i. Institutional Outcomes (as applicable)
  - i. Number of non- program students completing degrees (BS, MS, PhD)