**Assessment Grant Post-Project Report Guidelines**

Please submit an electronic copy of the final written report in PDF format to:

Amanda Gardner  
Assessment Specialist  
University Assessment and Accreditation

Email: [agardner6@atu.edu](mailto:agardner6@atu.edu)

Assessment Grant recipients will not be eligible for future grants until the final report is received and acknowledged. The assessment final report must follow the indicated format:

1. Title Page (Include the title of project, principal investigators, and contact information)
2. Restatement of Purpose and Objectives
3. A brief summary of the assessment methods used
4. Summary of findings
5. Conclusions and recommendations (include how your findings will be used to enhance student learning)

Please contact the Office of University Assessment and Accreditation

to schedule a date to present your findings to the Student Learning Assessment Committee in conjunction with your final written report submission.