

**Principal Investigator (PI) Instructions:** Please fill in Section 1 and complete the following questions in the provided text box. Appendices may be attached to report.

Please submit your report to the Kellogg Legacy Grant Endowment email address at: [kellooglegacy@cpp.edu](mailto:kellooglegacy@cpp.edu). If you have any questions or need assistance with preparing your report, please contact Keith Forward, [kmforward@cpp.edu](mailto:kmforward@cpp.edu).

**Section One: Project Information**

Project Title:		
Department:		
Individual submitting report with title:		
Individual email:		
Project Investigator (PI):		
Project Investigator email:		
Foundation project #:		
Reporting period	From:	To:
Date of Change/Extension Request Form Submission (if applicable)		

**Section Two: Report on Progress Toward Project Goals.**

1. Please provide an updated brief project description and overview (50-word description maximum).
2. Describe the project’s accomplishments and overall effectiveness, and discuss lessons learned and how they will inform future proposals.
3. Describe the target population/stakeholders served by this project, including characteristics or groups, if applicable (e.g., undergraduates or architecture students or low-income groups). Additionally, if this were a direct service program, how many individuals were served or benefited directly? If this was not a direct service program, who benefited, and what was the intended impact?
4. How did the project support/advance the University Strategic Plan? Please indicate the strategic plan initiative the project was aligned with.
5. What were the quantitative and qualitative metrics of success? Where were these metrics modified during the project? What were the baseline and current metrics?
6. Describe the activities of the project. Did these activities follow the proposed timeline activities? Have any changes affected the project budget? Was the project under-, on-, or over-budget?
7. Describe the current sources of funding and/or plans to secure additional funding to support this project being self-sustaining by the end of the grant period?
8. How might the project or its results be used or adopted elsewhere, in the university or beyond? How has the work been disseminated, or how is it planned to be disseminated? Provide publication citations and links as appropriate.



**Kellogg Legacy Endowment Grant  
Annual Report Template**





