Summer Academy Final Reporting Instructions

1) Participant Report

    a.   Below is an example of information needed on the Summer Academy participant report. This report is to be submitted via the O-SAFE Secure File Exchange by September 15, 2023.

Use the Participant Report Excel template found at https://www.okhighered.org/grant-coordination/osrhe-grants.shtml#sa

EXAMPLE:

Last Name	First Name	Middle	SSN	Birthdate yyyymmdd	Address	City	Zip	County	School Name	Location of School	Pub/Prv/ Homesch	Grade Entering	Gender (M or F)	Race	Tribe
Brown	Cindy	Nell	111-11-1111	20070124	1234 Pecan Rd	Any town	76098	Any	Best	Anytown	Pub	10	F	AI/AN	Chickasaw Nation

        ***Race:** B = Black/African American; AI/AN = American Indian/Alaska Native; W = White; H = Hispanic/Latino; A = Asian; NHOPI = Native Hawaiian/Other Pacific Islander; Two = Two or more races; PNR = Prefer not to respond or none of these apply

2) Final Budget Report (Final Report of Expenditures)

Use the Final Budget Report template found at https://www.okhighered.org/grant-coordination/osrhe-grants.shtml#sa. **This is a new form**. Please do not use any previous versions. This report is to be submitted via the O-SAFE Secure File Exchange by September 15, 2023.

3) Written Report:

Written Report must have Name of Summer Academy, Institution, Dates of Academy, Director(s), Number of Students, Director's email address, Director's phone number <u>at the top of every page.</u>

       This report is to be submitted via the O-SAFE Secure File Exchange by September 15, 2023.

In your Written Report:

1. Briefly describe how you recruited students from underserved areas (no more than one paragraph).

2. Briefly summarize Summer Academy activities and student response to activities (no more than three pages).

3. Include an evaluation of the effectiveness of your Summer Academy program as measured against the program's objectives (no more than three pages).

4. Describe how your program met the Summer Academies Absolute Priorities (found in I.B). If your program did not address an absolute priority, please explain why. (No more than one page)

5. Describe any challenges you encountered in the planning and execution of your Summer Academy (no more than one paragraph).

6. Include any published material relating to the Summer Academy program.

7. Not include computer discs, hard copies, etc., unless requested by State Regents staff.