

**Learning and Teaching Centre**

**Final Report Template**

**Instructional Enhancement Grant**

**Title of your project**:

**Principle applicant:**

**Name:**

**School:**

**Department/Program**

**Phone:**

**Email:**

**Other team member(s):**

**Name:**

**School:**

**Department/Program**

**Phone:**

**Email:**

**Name:**

**School:**

**Department/Program**

**Phone:**

**Email:**

**Project Report Template**

Your project findings are not intended to be exhaustive. If you have collected a lot of data, please focus on those aspects of your work that you have found most insightful.

It is suggested the final report be about 2-5 pages in length. It may be longer if you intend to use your findings for publication or presentation at a conference.

Remember to retain a copy of your report for your own records. Send the final report to:

Instructional Development Committee

Faculty Development Coordinator

[bcit\_ltcinfo@bcit.ca](mailto:bcit_ltcinfo@bcit.ca)

*Note: As per parameters around Instructional Enhancement Grant disbursements, submission of final report is required prior to final disbursement.*

**Project Findings - Part 1.**

Please organize your findings in a way that makes sense to you, but remember to include:

1. A brief description on the intent of your original project. What was the problem you were trying to address or the question you were trying to explore? This will provide some context for the reader.
2. Please explain what kinds of data you collected and the methods used.
3. Provide a description of your findings, experiences and or results and,
4. Lastly your conclusion or recommendations of your findings.

**Changes and Implications - Part 2**

1. **Changes to the project plan**. During the project did you do anything differently than planned in your final grant proposal? If yes please describe and explain why?
2. **Changes in your teachin**g. Has this project led to changes in the design of other courses you teach or influenced your teaching philosophy? If yes please tell us.
3. **Learning from the unexpected.** Did anything in your project either go wrong or a shift in an unexpected direction? Did you see this unexpected event or result as a positive (an unanticipated benefit) or negative (frustration or failure?). What did you take away or learn from the experience?
4. **Influence of the project on the teaching of others**. Have the findings of your project influenced the teaching practice of others in some way or changed the design of other courses in your department/faculty? Please provide an example or two.
5. **Other influences, links or outcomes, spin-offs perhaps**. Have there been other effects related to the project for you, your team members or others (e.g., rewards or recognition, taking on a different role or position, mentoring of colleagues, involved in related projects, grants or groups?). If yes please provide an example or two.

**Thank you.**

For ease of completion, this template is presented in WORD format.

Complete all sections of the Final Report Template, save as a PDF, and forward the PDF to the attention of:

Instructional Development Committee

Faculty Development Coordinator

[BCIT\_ltcinfor@bcit.ca](mailto:BCIT_ltcinfor@bcit.ca)

Remember to retain a copy for your own records.