

Improvement Grants Final Report Information

Revised January 2020



At the completion of an Improvement Grant project, the Project Leader must submit a Final Report to the Quality Advancement Unit. This report provides information about the project's outcomes and any improvements arising from it, as well as the potential benefits to the wider University that were identified through the project.

The Final Report will include a Project Summary as well as more specific information about:

- how the project was carried out
- outcomes and improvements resulting from the project
- the success of the project in meeting its stated aims and objectives
- how the project has fostered the Cycle 6 Academic Audit focus on teaching, learning, support and outcomes for students, and the University's Strategic Direction to 2020.

An outline of how the Improvement Grant funds were used and any changes from the projected budget should also be provided. Any unspent funds should be returned to the Quality Advancement Unit.

If for any reason the project is expected to exceed the completion date advised in the Improvement Grant application form, the Project Leader must contact the Quality Advancement Unit to renegotiate an appropriate timeframe for reporting.

If the expected project completion date is more than 12 months, the Quality Advancement Unit may request an interim report after one-year detailing progress achieved to date.

The Quality Advancement Committee (QAC) receives reports on grants made and projects completed. The Project Summary from the Final Report is used for reporting to the Committee. The Project Summary or a project overview/snapshot may be published on the Quality Advancement website. The Project Leader/team may also be invited to speak about the project at a Quality Forum.

The [Final Report Form](http://www.otago.ac.nz/quality/grants/index.html) can be downloaded at <http://www.otago.ac.nz/quality/grants/index.html>

Further Information:

If you have any further questions about the Final Report or reporting process, please contact:

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