



## FINAL REPORT INSTRUCTIONS SUMMER 2018

### SUBMISSION INSTRUCTIONS

#### **FOR STUDENT PROJECT LEADERS**

Your Final Report should be submitted to your Campus Contact for review by the date determined by your school. Follow the guidelines outlined in this document. Final Reports not in compliance with our guidelines may be returned for re-formatting.

#### **FOR CAMPUS CONTACTS**

Final Reports must be submitted electronically via Dropbox to the Davis UWC Scholars Program office no later than **September 14, 2018**. After you have reviewed and approved the Final Reports, please request a Dropbox link via email to [info@davisuwcscholars.org](mailto:info@davisuwcscholars.org). Include the subject line "Projects for Peace Final Report" when making your request. Once granted access to the Dropbox folder, please upload the three Final Report parts, for each project: (Part A) Final Written Report, (Part B) Final Expenditures Budget Spreadsheet, and (Part C) High Quality Photographs.

### PART A. FINAL WRITTEN REPORT

#### **1) FORMATTING INSTRUCTIONS**

<b>Page Margins</b>	Top 1"	Right 1"
	Bottom 1"	Left 1"
<b>Font</b>	Arial 10 pt.	
<b>Header</b>	Title of Project (must match "Project Proposal" title) Country where project took place Sponsoring College Designated Project Leader name and all student team member names For each student, please list their: (a) home country (b) college/university (c) UWC school attended, if applicable Associated project blog or website, if applicable	

## 2) CONTENT INSTRUCTIONS

### Section I: Narrative *(Please answer each question below separately, in turn)*

- a. Ideally two pages not to exceed three pages in length
- b. A two-sentence summary of the goals of your project
- c. Did other fund-raising efforts contribute to your project? What were they?
- d. How did you come up with the idea for your project?
- e. Why do you think the issue your project is responding to exists?
- f. Why did you choose your host site to work in?
- g. What was it like to work in your host site?
- h. Did you feel at any point that the project was not going to work? In what ways?
- i. What were the challenges you encountered in communicating with people?
- j. How do you define peace?
- k. How does or will your project contribute to peace? Short-term? Long-term?
- l. Has your project changed the way you think about the world? How has it changed you?
- m. Please provide a 1-2 personal statement sentence, suitable for use as a quotation, addressing how and why this project was valuable and what was the most important thing you learned as a result. Indicate the student's name (yours or your teammate's) for quote attribution.

### Section II: Photographs

- a. Paste 2-3 photographs on one page
- b. Submit original jpeg files of the same 2-3 photographs to your Campus Contact, to be uploaded to the Dropbox folder

### Section III: Google Form Questions

- a. As part of the final report, please click on the link below and complete our research survey that will help in assessing our program: [Google Form Link](#).

### PART B. FINAL EXPENDITURES BUDGET SPREADSHEET

- a. Instructions and Budget Form Template available online under [Forms](#). Please use this form to submit your final budget.

### PART C. HIGH QUALITY PHOTOGRAPH REQUIREMENTS

In addition to the required 2-3 photos to be included in Part A/Section II, you may submit up to 25 additional photographs to further illustrate your project. All photos submitted may be considered for publication in our upcoming 2018 Annual Report. Please follow these instructions:

- Provide original photos in jpeg format. A jpeg image file should be no smaller than 1 megabyte, and should preferably be larger to meet resolution quality
- Your camera should be 6 megapixels or greater (do not use a cellphone to capture images)
- Set capture size to the largest available on your camera. If possible, set resolution to fine.
- Shoot many photos in order to provide greater choice and quality
- **DO NOT** compress or change resolution of images before submission