



Proposal and Final Reporting Formatting Instructions
Final Reporting Requirements including
Final Budget and Project Photo Requirements
SUMMER 2021

SUBMISSION INSTRUCTIONS

FOR STUDENT PROJECT LEADERS

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

All Proposals and Final Reports with submitted photos are to be published on our website and not subject to further revisions nor be deleted for any reason. Final Report title must match Proposal title submitted.

Please note: communication between students writing proposals for this program and the Davis UWC Scholars office is prohibited. Please contact your on-campus Projects for Peace Liaison with all questions. Any communication received by this office will be forwarded to the on-campus PfP Liaison.

FOR CAMPUS CONTACTS

The two-page proposal and one-page budget must be submitted electronically via email to info@davisuwcscholars.org no later than **February 8, 2021**. Include the subject line "Projects for Peace Proposal" when submitting. The Budget Template can be used as the one-page proposed budget outline. References are not required but if submitted, should be submitted separately from the written proposal.

Final Reports must be submitted electronically via Dropbox to the Davis UWC Scholars Program office no later than **September 13, 2021**. After you have reviewed and approved the Final Reports, please request our Dropbox link via email to 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 components of the Final Report for each project: (Part A) Final Written Report, (Part B) Final Expenditures Budget Spreadsheet, and (Part C) High Quality Photographs.

Since we are sharing our Dropbox link with our Digital Media Producer and other campus colleagues for annual reporting requirements, a link to our Dropbox is required for all uploads.

FORMATTING INSTRUCTIONS for written Proposals and Final Reports

Page Margins	Top 1" Right 1" Bottom 1" Left 1"
Font	Arial 10 pt.
Header	Title of Project (Final Report title 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

PART A. FINAL WRITTEN REPORT

Section I: Narrative (ideally two pages, not to exceed three pages)

We will have updated instructions/questions posted by August 1, 2021

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

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. All expenditures to be reported in U.S. dollars and must show fully expended.

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 2021 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