



Indiana Campus Compact

Research *With* and *About* Community Engagement Narrative and Fiscal Reporting Guidelines 2019 – 2022

We recommend that you utilize this document as a fillable template in order to prepare your report. If you have questions, please contact Laura Weaver, Director of Professional Development and Engaged Learning at laura@incampuscompact.org.

Submission Guidelines

- All reporting documentation (including artifacts and appendices) are to be submitted via the [Indiana Campus Compact Engagement Portal](#) and must be submitted under the Primary Investigator’s profile.
- Files are to be saved as either a Microsoft Word (.doc or .docx), PDF file (.pdf), or print quality JPG photos (300 dpi resolution, .jpg), and labeled with the Primary Investigator’s last name and reporting term (e.g., Doe.Report 2019.pdf or Doe.ProjectPhoto1.jpg).
- Fiscal Reports must be uploaded via the Indiana Campus Compact Engagement Portal via the Primary Investigator’s profile and in accordance with the Fiscal Reporting Guidelines.
- Fiscal Reports must be signed by the Primary Investigator and the Fiscal Officer prior to being submitted.

If you have questions regarding the *Actualizing a Culture for Community Engagement* Grant Reporting Guideline, please contact Laura Weaver, Director of Professional Development and Engaged Learning at laura@incampuscompact.org.

Reporting Schedule

Project Dates		
Report	On or Before	Reporting Period Dates
Midterm Narrative & Fiscal Report 2		dates
Midterm Narrative & Fiscal Report 2		dates
Final Narrative & Fiscal Report		dates

NOTE: Please submit unique unduplicated engagement data with each report.

Formatting & Items of Note

Formatting

All reporting documents must adhere to formatting guidelines of the current edition of the Publication Manual of the American Psychological Association (APA Style Guide) and include a reference page and appendices where appropriate. Documents must be double spaced, use Times New Roman font, and include page numbers throughout.

Items of Note

- **Required Items:** Items marked with an asterisk (*) are required reporting outputs for all funded projects. All Primary Investigators should be prepared to enter a response/provide an example to these prompts.
- **Not Applicable Items:** Not every reporting output/engagement category will apply to your funded project. Where appropriate, please enter (or select) N/A for “not applicable”.

- **Numerical Date:** When entering numerical data, only enter zero (0) when indicating that none of an indicated population was engaged. If the prompt is not applicable to your funded project leave the prompt blank.
- **Possible Answer Options:** For some of the items below, especially where a list or drop-down menu is indicated, we have provided a short list of possible answer options, this should not be interrupted as the only possible answers/examples for these prompts. Response options will also include “N/A—not applicable,” and “Other.”
- **File Types:** Files are to be saved as either a Microsoft Word (.doc or .docx), PDF file (.pdf), or print quality JPG photos (300 dpi resolution, .jpg), and labeled with the Primary Investigator’s last name and reporting term (e.g., Doe.Report 2019.pdf or Doe.ProjectPhoto1.jpg).
- **Uploading Multiple Files:** To upload multiple files at once, you must first put all the files into a zipped folder and then upload that zipped folder to the [Engagement Portal](#). Zipped folders may contain a combination of file types (e.g., .pdf, .jpg, .docx, .pptx). This is useful for uploading appendices and/or multiple photo files. Instructions for how to create a zip folder are available via the [Windows 10 support website](#) and the [Mac OS support website](#).

Reporting Outputs

The reporting outputs below represents the information that will be collected via the [Indiana Campus Compact Engagement Portal](#) at various points during your funded project, and are listed here to help you prepare to enter the information electronically via the Portal.

Pro Tip

We recommend creating your report as a Microsoft Word document (or similar) as you gather and prepare your information to submit into the [Engagement Portal](#). Detailed instructions on how to submit your report in the [Indiana Campus Compact Engagement Portal](#) can be found on the [Indiana Campus Compact website](#). Please contact Laura Weaver, Director of Professional Development and Engaged Learning for a fillable Microsoft Word version of this report document. When using the fillable Microsoft Word version of this document, you are able to click on the **orange** text throughout this document and either enter text or select an item(s) as it appears in the online reporting tool.

All reporting documents, including the outputs outlines below, are to be submitted electronically via the [Engagement Portal](#) under the Primary Investigator’s profile. For a schedule of when reporting documents are to be submitted, please see the [Reporting Schedule outlined above](#).

Project Information—*Required Reporting

Grant Report For—*drop down*

Select Research With and About Community Engagement

Report Type—*drop down*

Options include: Mid Term Report, Final Cumulative Report

Report Period—*text entry;*

Enter the dates your report covers, either yearly report dates or full funding period for the Final Report.

Project Executive Summary—*text entry, 4,000 character maximum; photo upload*

This summary is to cover the activities that occurred during the current reporting period. Select two photos (300 dpi resolution, .jpg) that are representative of this project as a whole. Photos should be saved to a zipped file prior to being uploaded.

Click or tap here to enter text.

Marketing Statement—*text entry, 4,000 character maximum; photo upload*

This statement should be appropriate for use in media releases and for Indiana Campus Compact promotional purposes, including but not limited to social media postings, print and digital materials, and funding and annual reports. Examples include: stories of impact, transformative occurrences—student, faculty, staff, community, or institutional, and/or how the work is/will continue. Select six media appropriate photos (300 dpi resolution, .jpg) to accompany this statement. Photos should be saved to a zipped file prior to being uploaded.

Click or tap here to enter text.

Media Mentions—text entry, 2,400 character maximum; document and photo upload

Provide the name of any publication outlet and provide the link to the media mention for all instances of publicity related to this funded project. If the media mention occurred in print, please scan each occurrence and upload them as a single file (.pdf format preferred).

[Click or tap here to enter text.](#)

NOTE: Please submit unique, unduplicated data at each reporting interval. For example, only report the number of stakeholders (e.g., students, community members, faculty, professional staff) that were engaged during the reporting period. Do not include stakeholders (e.g., student, community members, faculty, professional staff) that were engaged during a previous reporting period, but not engaged during the current period. **This applies for each section subsection within the Engagement Details and Reporting Outputs section.**

Engagement Details

Populations Engaged— **Required Reporting*

Provide numerical data for all applicable areas. If the areas is not applicable please enter zero (0). You must enter something for each output.

Number of undergraduate students engaged	<i>number</i>
Number of graduate students engaged	<i>number</i>
Number of college or university faculty engaged	<i>number</i>
Number of college or university professional staff engaged	<i>number</i>
Number of college or university senior administrators engaged (dean or higher)	<i>number</i>
Number of college or university departments engaged	<i>number</i>
Number of community members engaged <i>This number refers to the number of individuals from the population/sample/or geography that this funded project engaged, <u>not</u> individuals from your campus population or community partner organization(s).</i>	<i>number</i>

Connected Courses

If you did not have any credit-bearing experiences connected to this funded project, please skip this category. Provide the following information for three (3) courses (e.g., credit-bearing experiences) connected to this funded project. If more than three (3) credit-bearing courses are connected to this funded project, please list three (3) here and then include the others as an appendix to the narrative report.

- Course 1 Information
 - Area of Study—drop-down menu; select one
Answer options include: Agriculture; Biological and/or biomedical sciences; Business; Communication, journalism, or related programs; Education; Engineering; Health professions, administration, or related programs; Information technology and/or computing sciences; Legal professions and studies; Physical sciences; Psychology; Public administration or social service profession; Social sciences and/or history; Theology or religious vocations; Visual and/or performing arts; Other; Unknown
[Click to choose an item.](#)
 - Mode of Instruction—drop-down menu; choose one
Answer options include: Correspondence course; Distance synchronous video; Face-to-face classroom-based; Internship/Practicum/Clinical—on campus; Internship/Practicum/Clinical—off campus; Online (100%) asynchronous; Other; Unknown
[Click to choose an item.](#)
 - Pedagogical Practice Implemented—drop-down menu; select all that apply; answer options include:
 - Capstone
 - Common intellectual experience (e.g., common read)

- Critical (e.g., emancipation from oppression through awaking critical consciousness)
 - Experiential or project-based learning
 - First year experience
 - Flipped Classroom
 - Internship
 - Learning community
 - Living-learning community
 - Mentored research
 - Service-learning and/or community-based
 - Study abroad, international, diversity, global-based learning
 - Writing intensive
 - Other
 - Unknown
- Course 2 Information
 - Area of Study—*drop-down menu; select one*
 Answer options include: Agriculture; Biological and/or biomedical sciences; Business; Communication, journalism, or related programs; Education; Engineering; Health professions, administration, or related programs; Information technology and/or computing sciences; Legal professions and studies; Physical sciences; Psychology; Public administration or social service profession; Social sciences and/or history; Theology or religious vocations; Visual and/or performing arts; Other; Unknown
Click to choose an item.
 - Mode of Instruction—*drop-down menu; choose one*
 Answer options include: Correspondence course; Distance synchronous video; Face-to-face classroom-based; Internship/Practicum/Clinical—on campus; Internship/Practicum/Clinical—off campus; Online (100%) asynchronous; Other; Unknown
Click to choose an item.
 - Pedagogical Practice Implemented—*drop-down menu; select all that apply; answer options include:*
 - Capstone
 - Common intellectual experience (e.g., common read)
 - Critical (e.g., emancipation from oppression through awaking critical consciousness)
 - Experiential or project-based learning
 - First year experience
 - Flipped Classroom
 - Internship
 - Learning community
 - Living-learning community
 - Mentored research
 - Service-learning and/or community-based
 - Study abroad, international, diversity, global-based learning
 - Writing intensive
 - Other
 - Unknown
 - Course 3 Information
 - Area of Study—*drop-down menu; select one*
 Answer options include: Agriculture; Biological and/or biomedical sciences; Business; Communication, journalism, or related programs; Education; Engineering; Health professions, administration, or related programs; Information technology and/or computing sciences; Legal professions and studies; Physical

sciences; Psychology; Public administration or social service profession; Social sciences and/or history; Theology or religious vocations; Visual and/or performing arts; Other; Unknown

[Click to choose an item.](#)

- Mode of Instruction—*drop-down menu; choose one*
Answer options include: Correspondence course; Distance synchronous video; Face-to-face classroom-based; Internship/Practicum/Clinical—on campus; Internship/Practicum/Clinical—off campus; Online (100%) asynchronous; Other; Unknown
[Click to choose an item.](#)
- Pedagogical Practice Implemented—*drop-down menu; select all that apply; answer options include:*
 - Capstone
 - Common intellectual experience (e.g., common read)
 - Critical (e.g., emancipation from oppression through awakening critical consciousness)
 - Experiential or project-based learning
 - First year experience
 - Flipped Classroom
 - Internship
 - Learning community
 - Living-learning community
 - Mentored research
 - Service-learning and/or community-based
 - Study abroad, international, diversity, global-based learning
 - Writing intensive
 - Other
- Unknown

Connected Co-Curricular Experiences

If you did not have any co-curricular experiences connected to this funded project, please skip this category. Provide the following information for three (3) co-curricular (e.g., non-credit bearing) community-engaged experiences connected to this funded project. If more than three (3) co-curricular experiences are connected to this funded project, please list three (3) here and then include the others as an appendix to the narrative report.

- Co-curricular Experience 1: Title of Co-Curricular Experience—*text entry*
[Click or tap here to enter text.](#)
 - Select a category that best represents this experience—*drop-down menu*
Answer options include: Alternative break (fall, spring, or otherwise); Civic, voter, or democratic engagement; Communications/literary publication; Community service/volunteerism; Cultural/diversity training; First Year Experience; Greek life; Honor societies; Leadership training and development; Major/discipline related; Mentorship-mentoring; Non-credit bearing internship; Performing, visual or fine arts; Philanthropy—donation drive or similar; Recreational; Residential life—living/learning community; Sports—intramural, drop-in fitness; Summer bridge program; Student government; Student-focused boards/councils/task force; Study abroad; Other (*text entry*); Unknown
[Choose an item.](#)
- Co-curricular Experience 2 Title of Co-Curricular Experience—*text entry*
[Click or tap here to enter text.](#)
 - Select a category that best represents this experience—*drop-down menu*
Answer options include: Alternative break (fall, spring, or otherwise); Civic, voter, or democratic engagement; Communications/literary publication; Community service/volunteerism; Cultural/diversity training; First Year Experience; Greek life; Honor societies; Leadership training and development; Major/discipline related; Mentorship-mentoring; Non-credit bearing internship; Performing, visual or fine arts; Philanthropy—donation drive or similar; Recreational; Residential life—living/learning community;

Sports—intramural, drop-in fitness; Summer bridge program; Student government; Student-focused boards/councils/task force; Study abroad; Other (*text entry*); Unknown

Choose an item.

- Co-curricular Experience 3 Title of Co-Curricular Experience—*text entry*
Click or tap here to enter text.
 - Select a category that best represents this experience—*drop-down menu*
Answer options include: Alternative break (fall, spring, or otherwise); Civic, voter, or democratic engagement; Communications/literary publication; Community service/volunteerism; Cultural/diversity training; First Year Experience; Greek life; Honor societies; Leadership training and development; Major/discipline related; Mentorship-mentoring; Non-credit bearing internship; Performing, visual or fine arts; Philanthropy—donation drive or similar; Recreational; Residential life—living/learning community; Sports—intramural, drop-in fitness; Summer bridge program; Student government; Student-focused boards/councils/task force; Study abroad; Other (*text entry*); Unknown
Choose an item.

Connected Community Organizations— **Required Reporting*

Provide the following information on up to four (4) community organization(s) engaged here through this funded project. If more than four (4) community organizations are connected to this funded project, please list four (4) here and include the others as an appendix to the narrative report.

- Community Organization 1: Organization Name—*text entry*
Click or tap here to enter text.
 - Area, issue, or industry partner is addressing—*text entry*
Click or tap here to enter text.
 - Organizational mission statement—*text entry*
Click or tap here to enter text.
 - Sector of the organization this project is connected with—*text entry*
Click or tap here to enter text.
 - Zip code where the organization is located—*numerical entry*
Click or tap here to enter text.
- Community organization 2: Organization Name—*text entry*
Click or tap here to enter text.
 - Area, issue, or industry partner is addressing—*text entry*
Click or tap here to enter text.
 - Organizational mission statement—*text entry*
Click or tap here to enter text.
 - Sector of the organization this project is connected with—*text entry*
Click or tap here to enter text.
 - Zip code where the organization is located—*numerical entry*
Click or tap here to enter text.
- Community organization 3: Organization Name—*text entry*
Click or tap here to enter text.
 - Area, issue, or industry partner is addressing—*text entry*
Click or tap here to enter text.
 - Organizational mission statement—*text entry*
Click or tap here to enter text.
 - Sector of the organization this project is connected with—*text entry*
Click or tap here to enter text.

- Zip code where the organization is located—*numerical entry*
Click or tap here to enter text.
- Community organization 4: Organization Name—*text entry*
Click or tap here to enter text.
 - Area, issue, or industry partner is addressing—*text entry*
Click or tap here to enter text.
 - Organizational mission statement—*text entry*
Click or tap here to enter text.
 - Sector of the organization this project is connected with—*text entry*
Click or tap here to enter text.
 - Zip code where the organization is located—*numerical entry*
Click or tap here to enter text.

Areas of Outcomes—*Required Reporting

Choose a response for at least two (2) different areas of outcomes delineated below. You will have the opportunity to further articulate about the outcomes of this funded project in the narrative report uploaded as part of this reporting process.

- **Area 1:** Intended outcome(s) for, or changes in, course or co-curricular event, program, or organization.
drop-down menu; select all that apply; answer options include:
 - Altering or improving syllabus
 - Beginning partnership(s) with community
 - Strengthening partnership(s) with community
 - Improving partnership(s) with community
 - Improving assessment practices
 - Other
- **Area 2:** Intended outcome(s) or effects on students
drop-down menu; select all that apply; answer options include
 - Attitudinal changes
 - Behavioral changes
 - Changes or shifts in values
 - Cognitive development
 - Educational attainment (degree or credential)
 - Intellectual development
 - Moral development
 - Psychosocial changes or development
 - Quantitative competence
 - Subject matter competence
 - Verbal competence;
 - Other
- **Area 3:** Intended outcome(s) for unit or institution—*select all that apply*
 - Aligning units or institutional goals/objectives
 - Alignment of community engagement and anchor-based initiatives
 - Deepening the work occurring within the unit to incorporate critical community engagement
 - Developing systems for tracking and monitoring community engagement efforts
 - Fulfilling the institutional strategic plan
 - Further normalizing or institutionalizing community engagement
 - Improving existing systems for tracking and monitoring community engagement efforts
 - Informing the unit or institutional mission or vision
 - Providing training for those interested in and engaged in community engagement activities
 - Unifying community engagement work across all units of the institution
 - Other
- **Area 4:** Intended outcome(s) for faculty—*select all that apply*
 - Develop and artifact for promotion and/or tenure
 - Develop a presentation
 - Developed a publication
 - Increased professional development (knowledge, skills, and abilities) on a specific community engagement topic(s)

- Interpersonal development
- Learn about community
- Other
- **Area 5:** Intended impact(s) on community—members or organizations—*select all that apply*
 - Better relationship(s) or partnership(s)
 - Connection(s) to other community group(s)/network(s)
 - Change in policy or practice
 - Community/individual empowerment
 - Continued education/learning
 - Improve conditions (e.g., mental health, housing, food security)
 - Improving operation(s) (e.g., accounting, fundraising, marketing, data systems)
 - Public recognition
 - Capacity-building (e.g., increased ability to serve clients/meet mission)
 - Increase or improve resources (e.g., financial, staff, volunteer, information, publication)
 - Outreach or education about higher education institution
 - Provide insight into organization’s programs and/or services
 - Provide volunteers
 - Service to community (organization or people)
 - Other

Outputs of this Funded Project—*Required Reporting

Provide the number of the following types of tangible products that were developed as a result of, or in relation to, this funded project. If none, please enter zero.

Peer-reviewed journal article (published or accepted/in-press)	<i>number</i>
Peer-reviewed book chapter (published or accepted/in-press)	<i>number</i>
Peer-reviewed document—other type (published or accepted/in-press)	<i>number</i>
Peer-reviewed manuscript—any type (submitted, waiting review—not accounted for above)	<i>number</i>
Peer-reviewed presentation—local or state conference or convening	<i>number</i>
Peer-reviewed presentation—regional conference or convening	<i>number</i>
Peer-reviewed presentation—national conference or convening	<i>number</i>
Peer-reviewed presentation—international conference or convening	<i>number</i>
Invited presentation—local, state, regional, national or international conference or convening	<i>number</i>
Research brief	<i>number</i>
White paper	<i>number</i>
Testimony to inform policy or practice	<i>number</i>
Brochure	<i>number</i>
Website or webpage	<i>number</i>
Creation of start-up business or social venture	<i>number</i>
Patent, license, copyright material	<i>number</i>
Earned media (e.g., interview with media: local, state, nation, international)	<i>number</i>
Other (please specify) <i>Click or tap here to enter text.</i>	<i>number</i>

Output Upload: Be prepared to share (upload) the resources, webpages, documents, or other tangible products that have resulted from this funded project. These tangible products can be uploaded as individual files within a zipped folder and those that are available electronically, can be included as a Reference list with links to their locations.

Fiscal— *Required Reporting

All Items in this section are required.

To Date: Actual Grant Funds Expended—Numerical entry

[Click or tap here to enter text.](#)

This is the actual grant dollar amount expended on this project during the funding cycle. This amount should match the amount reported on the Fiscal Reimbursement Form uploaded. Do not include any institutional cash match funds, or additional outside funds spent to support this project.

To Date: Actual Institutional Cash Match Funds Provided—Numerical entry

[Click or tap here to enter text.](#)

This is the actual institutional cash match amount provided toward this project during the funding cycle. This amount should match the amount reported on the Fiscal Reimbursement Form uploaded. Do not include any grant funds requested, or additional outside funds spent to support this project.

To Date: Has additional external funding been acquired to support this project?

[Choose an item.](#)

Fiscal Reimbursement Form Upload

Upload the Fiscal Reimbursement Form. The Primary Investigator and Fiscal Officer must sign this document prior to submission. Only Adobe PDF documents are accepted.

Narrative Report Uploads— *Required Reporting

In addition to the data collected regarding stakeholders engaged, outcomes, and outputs, you are required to submit periodic narrative reports, as well as a final narrative report. **All narrative reporting documents are to be submitted electronically via the [Engagement Portal](#) under the Primary Investigator's profile.** For a schedule of when reporting documents are to be submitted, please see the [Reporting Schedule outlined above](#).

Items of Note

- **Formatting:** All reporting documents must adhere to formatting guidelines of the current edition of the Publication Manual of the American Psychological Association (APA Style Guide), and include a reference page and appendices where appropriate. Documents must be double spaced, use Times New Roman font, and include page numbers throughout.
- **Questions:** If you have questions regarding the *Actualizing a Culture for Community Engagement* Grant Reporting Guidelines, please contact Laura Weaver, Director of Professional Development and Engaged Learning at laura@incampuscompact.org.
- **File Types:** Files are to be saved as either a Microsoft Word (.doc or .docx), PDF file (.pdf), or print quality JPG photos (300 dpi resolution, .jpg), and labeled with the Primary Investigator's last name and reporting term (e.g., Doe.Report 2019.pdf or Doe.ProjectPhoto1.jpg).
- **Uploading Multiple Files:** To upload multiple files at once, you must first put all the files into a zipped folder and then upload that zipped folder to the [Engagement Portal](#). Zipped folders may contain a combination of file types (e.g., .pdf, .jpg, .docx, .pptx). This is useful for uploading appendices and/or multiple photo files. Instructions for how to create a zip folder are available via the [Windows 10 support website](#) and the [Mac OS support website](#).

Pro Tip

We recommend creating your narrative report in Microsoft Word document (or similar) as you gather and prepare your information to submit into the [Engagement Portal](#). Detailed instructions on how to submit your report can be found on the [Indiana Campus Compact website](#).

Midterm Narrative Report 1— *Required Reporting; single document upload

This report covers project activities from *dates*. It should be approximately 6 pages, double spaced, excluding appendices, and should follow the format below. Include tables, charts and/or bulleted lists where appropriate.

Research Purpose, Study Design, and Accomplishments

- Briefly discuss the purpose of your research study and the current research question(s). Include how the purpose and research questions connect with the [overall mission \(goals/strategic plan\) of Indiana Campus Compact](#) and/or the [Research With and About Community Engagement Grant](#). If the purpose of your study has changed from what was originally proposed, please discuss the change(s) and how each came about.
- Briefly describe your research methodology (e.g., design, approach, sample population and plan, data collection methods). Include the progress your research team has made towards data collection.
- Discuss any other primary activities and/or accomplishments achieved during the reporting period, including important milestones. If appropriate, indicate which goal(s) and/or objective(s) the activities and/or accomplishment are connected.
- When looking ahead to the next reporting period, please indicate what aspects of the research study your team plans to accomplish.

Collaborative Efforts

- Describe the collaborative efforts of the research team. Include the following as appropriate:
 - any changes to the original research team members;
 - examples of cross-collaboration between various units within the institution and/or between the institution and community collaborators; and
 - any areas that have been identified where further collaborative work (or focus) is needed.

Engaged Scholarship

- Discuss any products/outcomes that have been developed/disseminated during the reporting period. This an opportunity to discuss individual and/or collaborative efforts that were reported in the [Outputs section](#) of this report (e.g., conference presentations, publications). If you have efforts/products to report, please include a reference list where applicable.

Midterm Narrative Report 1 Appendices *

The following appendices (where appropriate) represent activities from *dates*.

- Project work plan/timetable, adjusted as appropriate—**required**, document upload
- IRB submission and/or approval documentation—**required**, document upload
- Research data collection instruments (Preliminary or Finalized)—**required**, document or zipped folder upload
- Creative or scholarly works produced—*uploaded in a zipped folder*
- Conference presentations, abstracts, proposals, and/or programs—*document or zipped folder upload*
- Course syllabi and connected assignments— *document or zipped folder upload*
- Course evaluation data—*document upload*
- Student and/or community partner reflections—*document or zipped folder upload*
- Additional scanned media mentions and/or list of additional media mentions links—*document upload*
- Project photos—*uploaded as .jpg files in a zipped folder*
- Other appropriate appendices (e.g., additional connected courses, co-curricular experiences, and/or partner organization information, course materials, and/or community presentations)—*uploaded in a zipped folder*

Midterm Narrative Report 2— **Required Reporting; single document upload*

This report covers project activities from *dates*. It should be approximately 4 to 6 pages, double spaced, excluding appendices, and should follow the format below. Include tables, charts and/or bulleted lists where appropriate.

Research Study Progress

- Discuss any other primary activities and/or accomplishments achieved during the reporting period, including important milestones. If appropriate, indicate which goal(s) and/or objective(s) the activities and/or accomplishment are connected.
- Discuss any adjustments that have been made to the research methodology, study instruments, sample population or plan, and/or data collection procedures. All data collection tools are to be uploaded in the [Appendices](#) section.
- Discuss your data analysis procedures and at what stage your research team is at in the analysis process.

Collaborative Efforts

- Describe the collaborative efforts of the research team. Include the following as appropriate:
 - any changes to the research team members;
 - examples of cross-collaboration between various units within the institution and/or between the institution and community collaborators; and
 - any areas that have been identified where further collaborative work (or focus) is needed.

Engaged Scholarship

- Discuss any products/outcomes that have been developed/disseminated during the reporting period. This an opportunity to discuss individual and/or collaborative efforts that were reported in the [Outputs section](#) of this report (e.g., conference presentations, publications). If you have efforts/products to report, please include a reference list where applicable.

Midterm Narrative Report 2 Appendices*

The following appendices (where appropriate) represent activities from *dates*.

- Project work plan/timetable, adjusted as appropriate—**required**, document upload
- IRB submission and/or approval documentation—**required**, document upload
- Research data collection instruments (Preliminary or Finalized)—**required**, document or zipped folder upload
- Creative or scholarly works produced—*uploaded in a zipped folder*
- Conference presentations, abstracts, proposals, and/or programs—*document or zipped folder upload*
- Course syllabi and connected assignments— *document or zipped folder upload*
- Course evaluation data—*document upload*
- Student and/or community partner reflections—*document or zipped folder upload*
- Additional scanned media mentions and/or list of additional media mentions links—*document upload*
- Project photos—*uploaded as .jpg files in a zipped folder*
- Other appropriate appendices (e.g., additional connected courses, co-curricular experiences, and/or partner organization information, course materials, and/or community presentations)—*uploaded in a zipped folder*

Final Narrative Report— **Required Reporting; single document upload*

This report covers project activities from *dates*. It should be approximately 8 to 10 pages, double spaced, excluding appendices, and should follow the format below. Include tables, charts and/or bulleted lists where appropriate.

Research Study Accomplishments

- Discuss the major goals and objectives of the research study and what was accomplished in relation to each goal and objective.
- If the research study included opportunities for training and/or professional development (either implemented by the research team or outside consultants) please describe the opportunities and their impact on the stakeholders and study.

Research Study Data Analysis and Findings

- Discuss how the data was analyzed and note any changes from the original analyzation plan.
- Discuss the key findings from data collected as it relates to the study purpose. Additionally, please include any other findings that may align with the [overall mission \(goals/strategic plan\) of Indiana Campus Compact](#).
- A full findings report/data report is to be uploaded as part of the [Final Report Appendices](#).

Impact and Outcomes

- Describe the ways in which the research findings and outcomes have had an overall impact. Examples of impact may include distinctive contributions, major accomplishments, innovations, successes, and/or changes in practice or behavior that has come about as a result of the study.
- Describe the impact your project had on the following areas, where appropriate (provide specific examples/evidence):
 - student learning and development;
 - advancing anti-racist, diversity, inclusion, and liberation initiatives;
 - cultivating authentic relationships between community organizations and/or community members and campus stakeholders;
 - furthering individual unit/departmental goals around the normalization community engagement;
 - furthering broad institutional goals around the normalization of community engagement;
 - community partner organization(s) and the population(s) they engage, as well as the community issue being addressed; and
 - society at large.

Engaged Scholarship

- Discuss any products/outcomes that have been developed/disseminated during the reporting period. This an opportunity to discuss individual and/or collaborative efforts that were reported in the [Outputs section](#) of this report (e.g., conference presentations, publications). If you have efforts/products to report, please include a reference list where applicable.

Final Narrative Report Appendices*

The following appendices (where appropriate) represent activities from *dates*.

- Project work plan/timetable, adjusted as appropriate—**required**, document upload
- IRB submission and/or approval documentation—**required**, document upload
- Research data collection instruments (Preliminary or Finalized)—**required**, document or zipped folder upload
- Full data findings report—**required**, document or zipped folder upload
- Creative or scholarly works produced—*uploaded in a zipped folder*
- Conference presentations, abstracts, proposals, and/or programs—*document or zipped folder upload*
- Course syllabi and connected assignments— *document or zipped folder upload*
- Course evaluation data—*document upload*
- Student and/or community partner reflections—*document or zipped folder upload*
- Additional scanned media mentions and/or list of additional media mentions links—*document upload*
- Project photos—*uploaded as .jpg files in a zipped folder*
- Other appropriate appendices (e.g., additional connected courses, co-curricular experiences, and/or partner organization information, course materials, and/or community presentations)—*uploaded in a zipped folder*