

Preview Grant Report: You are required to submit a recap of your experience in a report within two weeks after the conclusion of your travel. This report may be shared with faculty who want to travel to these countries in the future. Please compose a summary that includes the following:

- purpose of your trip
- a daily itinerary with dates
- activities and locations
- key contacts
- meetings and their outcomes
- financial accounting or expense report of how the grant was spent
- advice for other faculty who contemplating or planning a study away course

Feel free to add any additional information or documents, especially photos.

Grant Applicant:

Signature

Date

Department Chair approval:

Signature

Date

Associate Provost for General Education and Global Engagement approval:

Signature

Date