

**Tree Research and Education Endowment Fund
Research Grant Interim and Final Report Template**

Interim Report:

1. Project title and summary from original application (400 word maximum)
2. Summary of actual progress compared to proposal timeline and goals (500 word maximum)
3. Actual expenditures incurred to date and any variances against approved budget (250 word maximum)
4. Summary of project highlights or findings to date, in layman's terms, that can be published in TREE Fund publications (500 word maximum). *TREE Fund does not wish to jeopardize your eligibility to publish your project results. Please ensure that this summary only includes information that TREE Fund may publicize at this time.*
5. Publications to which you have submitted/published and professional presentations made to date.

Final Report:

1. Project title and summary from original application (400 word maximum)
2. Summary of final progress compared to proposal timeline and goals (500 word maximum)
3. Explanation of any variances against approved budget (250 word maximum)
4. Dissemination plan for the academic community (150 word maximum)
5. Dissemination plan for the practitioner community (150 word maximum)
6. Description of project final outcomes or findings, in layman's terms, that can be published by TREE Fund (500 word maximum). *TREE Fund does not wish to jeopardize your eligibility to publish your project results. Please ensure that this description only includes information that TREE Fund may publicize at this time.*
7. Publications to which you have submitted/published and professional presentations made to date.
8. How the receipt of funding from TREE Fund impacted your project (250 word maximum)
9. Specify any other grants that were leveraged through this initial TREE Fund grant
10. Did grant provide funding for students: Masters, Undergrad, PhD?
11. Required Attachments:
 - a. At least two print production quality images of project
 - b. Reconciled final expense report vs. approved budget