ACSF Academic Venture Fund – Reporting Guidelines

AVF reports should be submitted as Word or PDF documents.

SECTION I
Please keep this section concise, 4 pages maximum, include the following items:

- PROJECT TITLE
- PARTICIPANTS – List names and departments of all faculty, researchers, postdocs, students, staff. Identify any individual who received salary or stipend support from ACSF funds.
- PROJECT LOCATION – List location(s) of all major project activities.
- BRIEF ABSTRACT – 100 words or less, non-technical
- RESULTS – Provide a one-page summary of project results. Non-technical, suitable for use in ACSF informational materials such as the annual report.
- IMPACTS – Provide a three-slide PowerPoint summary of the impacts of the results reported (see PPT Template). Non-technical, suitable for posting on the web.
- PARTNERSHIPS – Identify any internal or external partners or teams that were important to this project, whether these previously existed or were developed during the project.
- OTHER FUNDING – List any external grants, or applications that have contributed to this project. Also list any current, or potential follow-on funding from any source.
- NEXT STEPS for this project – where is your team headed?

SECTION II

- PUBLICATIONS – List all project publications in disciplinary, interdisciplinary, or popular press, with web links whenever possible.
- BRIEFINGS & INTERVIEWS – List any project related policy briefings or press interviews in which you or your team has participated.
- PROJECT WESBITE – provide links to you project website(s), if any exist.

SECTION III

- FINANCIAL SUMMARY – Provide a one page cumulative financial summary of project expenses to date. If the project has been completed and all financial transactions processed then any unspent funds should be returned to ACSF.