

**Faculty of Arts**

**Conference Fund**

**FINAL REPORT FORM**

* Once your Faculty of Arts Conference Fund grant has been exhausted, and not later than the report due date indicated in your notice of award, you must submit a final report to the Associate Dean, Research.
* All final reports must be completed on this form and submitted electronically **in PDF format** to

[resarts@ualberta.ca](mailto:resarts@ualberta.ca)

* Your report should briefly outline whether or not the conference was successful, how the funding received was used to benefit the conference for which funding was granted, and how the Faculty of Arts Conference Fund support was recognized at the event. A balance sheet should also be included with your report.
* Applicants (and the group or conference with which they are associated) will not be eligible for future grants if final reports are outstanding from previous grants.

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| --- | --- | --- | --- | --- |
| **Name:** |  | | | |
| **Email Address:** | @ualberta.ca | | **Department:** |  |
| **Date of Award:** |  | | **Report Due Date:** |  |
| **Title of Conference:** | |  | | |

**Today’s Date:**