

Project Report #2

1. Dated cover page

Include the title and date of the report, the name of the project, the names of the Lead Partner and other partners, and the period of time that the report covers (i.e. the term of the project). Also list the project director and co-director(s), if applicable. Include contact information for each.

2. Table of contents

List and provide starting page numbers for the report sections outlined below (i.e. Executive summary, Project activities description, Project evaluation, Expenditure report, Next steps, and Certifications).

3. Executive summary of the project (1-2 pages)

Briefly summarize project objectives, inputs, activities, participants, and outcomes.

4. Project activities description

List the major activities that occurred during the project and say whether or not they proceeded according to plan in terms of their nature, timing, and number of participants. Activities are actions, tasks, trainings, meetings, workshops, etc. that implement project strategies in order to achieve project objectives. Include numerical data (e.g. headcounts, duration of activities, etc.) when appropriate.

5. Project evaluation

Briefly describe the project's effectiveness at accomplishing its objectives to attain the overall goal of postsecondary student suicide prevention. To the extent such evidence is available, include quantitative and qualitative evidence in support of effectiveness claims.

6. Expenditure report

Attach an Expenditure Report using the spreadsheet template provided. Report all actual expenditures incurred during the entire duration of the project. The amounts on the Expenditure Report must be consistent with the amounts invoiced to WSAC for the project, including the project's final invoice.

7. Next steps

Explain how each postsecondary institution in your partnership will follow up on its project work after the project ends. Follow-up could take many forms, including but not limited to voluntary use of the Statewide Resource for Behavioral Health and Suicide Prevention.

8. Certifications

The undersigned certify, to the best of their knowledge, that this report is accurate and complete. If employed by a postsecondary education institution, the undersigned also certify that the institution they work for completed the data survey outlined in Substitute Senate Bill 6514 and plans to complete future data surveys resulting from the bill.

Project Director Signature

Print Project Director Name

Print Project Director Title

Print Date Signed

If applicable (add as many lines as necessary for multiple co-directors):

Project Co-Director Signature

Print Project Co-Director Name

Print Project Co-Director Title

Print Date Signed