

“ EXAMPLE ONLY ”
Online Project Final Report

Step 1: Identify your project

1.1 * Enter the "Project Code" provided by the IEEE Foundation

1.2 * Enter the project title you provided in your grant application form.

Robotics Competition for High School Students

Step 2: Identify yourself

2.1 Your name and contact information

Title* First Name* *(up to 20 characters)* Last Name* *(up to 20 characters)*

Email address * *(up to 50 characters)*

Telephone number * *(up to 20 characters)*

Fax number *(up to 20 characters)*

Mailing address * house number, street, city, state or province, postal code, country *(up to 180 characters)*

Dr. Contact Person
Dean of Engineering
Office #, Building #
VVV University,
XXX Street
City, State/Province, Mail Code ##
ZZZ Country

2.2 If there are any changes to your project team, please provide details and an explanation for the changes. *(up to 300 characters)*

Due to the work load, a fourth person was added to the project team:
Mrs. Fourth Team, a high school teacher in XXX City High School. She has worked with the project in the first trial and has excellent experience.

Step 3: Please provide the final report for your project in the following sections - these sections are numbered to correspond to sections 3.11 to 3.16 in your application form where you detailed your project. Please refer to your grant application when you are completing the following sections.

3.11 * Explain what you have achieved with your project *(up to 1500 characters)*

The Minister of Education has provided \$10,000. Unfortunately, we were only able to raise \$3,800 from local industry. The project expenditures were adjusted to stay within the funds available. The small scale competition was successful. Based on that experience, we sought more volunteers among practicing engineers and high school teachers. The Province competitions were held on schedule. However, due to the lack of experience, there were problems in some school districts. It is obvious that better guidelines and rules are needed. The student kits worked well. However, the directions need to be improved for clarity. Training of volunteers was successful for the most part. In most every school district, we now have key volunteers for next year. The Minister of Education was very pleased with the project and has offered matching funds for next year's competition in YYY Province. Seed money has been committed to start the project in two other provinces next year.

With the exception of the slight shortfall of funds from local industries, and a few problems in some schools, the project was very successful. Changes in the guidelines and rules have been made. Also, the materials for volunteers have been revised.

3.12 * Summarize the completion of your project in terms of the steps and projected dates that you provided in your application. You may have modified some dates - please use the actual ones. *(up to 1500 characters)*

1. Get \$10,000 from Province Minister of Education: 15 Dec 2007 FUNDS RECEIVED
2. Secure \$4,500 from industry: 15 Dec 2007 RECEIVED \$3,500 Additional \$300 Received 3 Oct 2008
3. Operate final trial competition: 30 May 2008 COMPLETED
4. Prepare promotional material: 30 Jun 2008 COMPLETED
5. Announce Province wide competition: 30 Aug 2008 COMPLETED
6. Create guidelines, rules and regulations: 30 Sep 2008 COMPLETED 30 Oct 2008
7. First Status Report to the IEEE Foundation: 30 Sep 2008 SUBMITTED ON TIME
8. Develop student kit parts list: 30 Sep 2008 COMPLETED 14 Nov 2008
9. Train teachers and engineering volunteers: 30 Oct 2008 COMPLETED 10 Dec 2008
10. Mail kits to schools: 30 Nov 2008 COMPLETED 8 Jan 2009
11. Practice competition: 15 Feb 2009 COMPLETED 1 Mar 2009
12. Visit competition sites: 15 Mar 2009 COMPLETED 18 Apr 2009
13. Conduct competitions: 30 Apr 2009 to 30 May 2009 COMPLETED 9 Jun 2009
14. Second Status Report: 30 May 2009 SUBMITTED 2 Jul 2009
14. Assess evaluations and request Minister of Education funding for 2010 competitions: 30 Jun 2009 COMPLETED 21 Jul 2009
15. Prepare materials for distribution to other countries and regions: 30 Jul 2009 COMPLETED 11 Oct 2009
16. Submit final report: 30 Dec 2009 SUBMITTED 12 Jan 2010

- 3.13 * **Detail how your project has been successful using the measures you described in your application form.** *(up to 800 characters)*

In the original application, the goal was to have robotics contests in 10 High Schools with at least three teams of 5 students each. We exceeded this goal. There were 14 schools with an average of 4 teams per school. There were 315 students involved. Also, there were 59 practicing engineers helping more than 50 teachers and staff members from the schools. As a result, many students, teachers and staff members learned a great deal about the engineering profession. The Minister of Education has decided to support the project next year in YYY Province. He has also agreed to provide funds to start the project in two additional provinces of the country.

- 3.14 * **If your project will result in an ongoing activity after the project is completed, explain what is being done to ensure its continuity.** *(up to 800 characters)*

As noted previously, the Minister of Education has offered to match local funding in YYY Province next year and is making seed money available to start the project in two other provinces. The Ministry is also providing funds to assist the project team in planning for next year. Also, talks are underway to involve other professional societies in the project.

- 3.15 * **Use this formatted Excel **spread sheet** to provide a final financial statement for your project, showing the current status of all income and expenses, including all sources and amounts of funding.** Please refer to the project budget that was approved by the IEEE Foundation. Send your updated financial statement as an email attachment to **foundation-office@ieee.org** immediately following submission of this final report form.

- 3.16 * **Take the cash flow spreadsheet that you submitted with your grant application, or latest status report, and update it to produce the final cash flow - following the same format as before, then send it as an email attachment to **foundation-office@ieee.org** immediately following submission of this final report form.**

NOTE: If these two completed Excel spreadsheets are not sent to the IEEE Foundation as noted above, your final report will NOT be processed.

- 3.17 * **Describe how IEEE members or IEEE Organizational Units or others could benefit through the replication or extension of this project.** *(up to 1500 characters)*

The project was very successful. There were a few problems with the first event in several high schools. These difficulties could be overcome through better documentation, additional instruction for volunteer engineers and better training for high school teachers and staff members. Local industries were very supportive. We raised \$3,800.00 toward our goal of \$4,500.00 from business and industry. Now that the program has demonstrated success, we are confident that we could raise even more money next year. The Minister of Education for ZZZ Country was very pleased with the project. He has offered matching funds for next year in YYY Province. He has also agreed to provide seed money to start the project in two other provinces in ZZZ Country. The project introduced high school students and their teachers to practicing engineers. The project could be replicated in other countries and IEEE regions. All of the documents on the parts kits, team training, and competition rules have been rewritten to incorporate what we learned from the first full-scale competition. We will be glad to share all of the documentation with other groups. The project has been very beneficial to the practicing engineers who assisted with the project. They established new relationships that may lead to additional business opportunities for their companies.

Step 4: A copy for your records

You will automatically receive an email message containing a copy of your submission. However, since this form is designed in a printer-friendly format, you can use the PRINT button on your browser if you wish to make a printed copy of your completed form before you press the "Submit this form" button below.

Step 5: Submit your Report.

By pressing the "Submit this form" button, I certify that all information I have provided is correct to the best of my knowledge. I understand that IEEE funding may be cancelled if this is not the case.

or