CAC Initiatives

Annual Report Outline

Cover page

- Title of Award
- Approved Funding (include detailed information about match and cost sharing if applicable)
- Period of Award
- Project Leaders (including departments/units)

Expenditures

- List, by general category, all expenditures associated with this project (list separately CAC-supported and matching costs)
  - General categories (and class roll ups) include:
    - Total Personnel (salaries and benefits) (100T)
    - Total Services, Information, and Communication (300T)
    - Total Supplies (400T)
    - Total Miscellaneous (600T)
    - Total Capital Transactions (700T)
  - Include Total Expenditures

Expenditures Narrative

- Further detail expenditures within each of the general categories. This includes individuals supported on these funds, the base and period of appointment.
- Graduate tuition should be detailed.
- Line item services, supplies, expendable or capital transactions.
- If the expenditures deviate from the original, approved budget please explain.

Project Narrative

- Describe project including met and unmet goals and objectives
  - Student impact
  - Facilities impacted
  - Integration and sustainability