

Quarterly & Final Report Outline

Overview

Each section of the report should include specific details from your project, keep in mind that your work is sent to the Environmental Protection Agency for future funding, and is used to make changes for the ongoing success of the LISSN.

Outline

Collaborators & Partners	Organizations and partners that you have collaborated with, how they are involved, their impact on your LISSN project.
Progress	Highlight impactful accomplishments for yourself and for your students, what has gone well, what has not gone so well.
Project Publications, Products, and/ or Presentations	This is where you attach electronic versions of any journal articles, reports, abstracts, social media posts including but not limited to LinkedIn, Instagram, etc.. Make sure that all links can be accessed when they are submitted.
Funds Leveraged	Include all sources of funding for your project, and the progress you have made with the funding received. What has been purchased and how has it benefitted your project.
Students	For EPA Reports, your report should include an approximate number of total participants for the project, including teachers, students, families, project partners, anyone who was involved. This should be accompanied by the total estimated number of students involved.
Images	Images should only be of students that have parental consent because these pictures are used in public spaces such as conferences and in publications. Make sure to have all consent forms in the case that we will need to collect copies of them.
Honors and Awards	Your projects and hard work are meant to be celebrated, include any recognition you have received for your projects in this space on the report.
Project Outcomes and Impacts	This is where you will talk about the benefits your school has experienced through the project and what will be done to keep the project sustainable. A short summary of your progress so far should be included and a reflection on the work you have done.