



Ohio State Sustainability Fund Project Reporting Requirements

The Office of Energy and Environment (OEE) is dedicated to advancing education, research, innovation, and resource conservation related to energy, the environment and sustainability. OEE relies on reporting to evaluate progress toward the goals and objectives of the initiatives, projects, or events supported by the Ohio State Sustainability Fund. Reports enable OEE to:

1. Maintain a detailed historic record of the impacts of the Ohio State Sustainability Fund;
2. Keep the PPCS informed as the PPCS provides review and advice on the use of the Sustainability Fund;
3. Communicate news of the Sustainability Fund throughout the university as appropriate; and
4. Ensure that there is a detailed and visible financial record, thereby promoting good stewardship of those funds.

Recipients of funding are required to provide periodic progress reports on both the financial and implementation status of their projects. These reports allow the funded organization to share the progress, successes, and challenges encountered while implementing the funded project. Reporting also ensures that there is a detailed and visible recording of the use of the university funds, which thereby promotes good stewardship of those funds. Finally, the reporting also enables our office to gather information on the impacts of the funded projects and communicate this information to the university community. Actual reporting requirements may be adapted to the specifics of each project supported by the Sustainability Fund; however, in general, the following reports should be submitted by the project director.

Minimum Reporting Requirements:

1. A brief email with the date the project commences and the estimated date of completion
 2. A mid-range report for project durations over six (6) months
 3. A final report within thirty (30) days of project completion. Final reports should include the following information:
 - a. Project Name
 - b. Funding Purpose
 - c. Amount Awarded
- I. NARRATIVE

Provide a brief narrative about the project goals, activities, progress, achievements and outcomes, including as applicable:

A. PROGRESS AND RESULTS

Describe the progress made toward the goals and objectives as stated in the fund request and summarize the key evaluation results related to the funding.



B. SUCCESSES AND CHALLENGES

Describe the significant successes and challenges experienced related to the funding.

C. LESSONS LEARNED

Address programmatic, evaluative, or organizational changes that will be made based upon these lessons learned.

D. IMPACT ON SUSTAINABILITY

Share the project's impact on making the University and its campuses more sustainable, particularly noting how the project aligns with the [University's Sustainability Goals](#).

II. FINANCIALS

Provide a detailed report on project expenditures and if there is any surplus.

Reports should be submitted via email to the Office of Energy and Environment at energy.environment@osu.edu