



## Howery Teaching Enhancement Grant

### Mid-year Report Requirements

As mentioned in your Howery Teaching Enhancement Grant acceptance letter, all grantees are required to provide a mid-year report and a final report.

Below you will find the guidelines for mid-year. The requirements for your Final Report can be found on the ASA website.

#### Mid-year Report

*Due 6 months after your grant start date.*

The report should be divided into three parts and should be no more than three pages long.

**Part One:** should provide a status report of the project activities to date.

**Part Two:** should describe the activities planned for the second half of the grant period.

**Part Three:** of the report should provide a detailed accounting of how TEF funds have been used to support completed activities and how they will be used in the second half of the grant period.

Also mentioned in your acceptance letter, we ask that you continue to notify us in writing concerning project outcomes (e.g., papers, publications, and additional grants) that were not complete by the end of the duration of the grant period. Please cite the award in all publications/products that stem from this project. The appropriate cite should reference "The American Sociological Association's Howery Teaching Enhancement Grant."