**Reporting Process**

All LRCC-affiliated projects need to be reported on regularly. **One report is *required each semester until project completion***. To submit a report please fill out and electronically submit this document to Anaya Yates at ayates6@uwyo.edu.

Project Name:

Date:

1. Briefly describe the progress toward execution or completion of the project (250 words maximum).

2. Briefly describe any findings or outcomes to date.

* Detail how these findings or outcomes have been determined (250 words maximum).

*And/or*

* Provide any tables or figures (copy & paste) that would help illustrate findings or outcomes.

3. Briefly explain how any funding or other personnel resources have been used (150 words maximum).

4. Provide bibliographic information for any conference proceedings or publications that have resulted from the work.

*Reports will be used to share the work of the LRCC with the Literacy Faculty, the College of Education, the LRCC Advisory Boards, donors, and other stakeholders. Information about the projects will also be provided on the LRCC website.*