

## University of Iowa Professional Development Award Post-Award Report Instructions

Faculty members are required to complete a post-award report the semester after they finish a professional developmental assignment (Professional Development Award or Faculty Fellowship). (Note: All links in this document are available via ([provost.uiowa.edu/apply-professional-development-award](http://provost.uiowa.edu/apply-professional-development-award)))

### OVERVIEW

The report, which must be submitted online, consists of the **report form** and one attachment, a **narrative report**.

### START A POST-AWARD REPORT

To access the report form, log in to the Development Awards portal in the [Faculty Admin Center](#). The view will default to your “Application and Award History” page, which will show all applications you have submitted. If multiple applications are listed, find the one for which you need to submit a report (they will be in descending chronological order). The listing should include an “Award Activity” grid in which there is a “Submit Report” button at the far right. Click that button to start your report.

#### Online Report Instruction Summary:

1. Log in at [apps.its.uiowa.edu/faculty](http://apps.its.uiowa.edu/faculty)
2. Fill out the report form, including the abstract and list of products and outcomes
3. Attach required narrative report
4. Save form as DRAFT while working; when done, click "**Submit as Final**" to submit the completed report to your DEO(s)

Award Activity					
Year	Semester	Defer From	Defer/Decline	LOA	Report
2021-22	Spring semester			<input type="checkbox"/>	<a href="#">Submit Report</a>

### REPORT FORM AND REQUIRED ATTACHMENT

**I. Award Recipient Information:** Review and complete directory / appointment information.

**II. Project Information / Abstract**

Your abstract will be reviewed by the Board of Regents as part of the university’s report on developmental assignments. Please make sure your abstract meets the following requirements.

Instructions for abstracts:

- The abstract must be between 400 and 1,200 CHARACTERS maximum, including spaces.
- Use clear and concise language that would be understood easily by a layperson.
- Write the abstract in **third person** and in **active** voice (*e.g.*, Professor Smith completed research for her book on Shakespeare).
- Summarize the outcomes of the award or fellowship.
- Describe how the award has been or will be of benefit to teaching/students and the University of Iowa.
- Describe how the award has been or will be of benefit to the state of Iowa or society generally.
- Please refer to the award as a “Professional Development Assignment” or “PDA.” We are required to use this terminology in reporting to the Board of Regents.

### III. Products and Outcomes

Please list all products and outcomes of your developmental award under the headings provided: Publications (specify under review or in press); Presentations/Performances/Exhibits; Grants Submitted (specify pending or funded); Course Materials (specify prepared or revised); Other Products or Results. (Be specific with titles, journals, dates, locations, etc).

To enter an item, click “Add Product” to the right of the appropriate category. A dialog box will pop up in which to enter a brief description of that item. **Please do not enter more than one item in the box. To enter another, click “Add Product” again.**

III. Products and Outcomes

List all publications, exhibits, performances, presentations, grants pending or funded, course materials prepared, or other results of your developmental award project. Be specific with titles, journals, dates, locations, etc. **Please list each item only once in the category you think is most appropriate.**

Please enter items one at a time. *I.e.*, for **each individual product or outcome entry** click 'Add Product' to open the data entry form, enter information, and click 'Insert.' You should see each entry appear as a bulleted item in the list under the appropriate heading.

A. Publications - Shorter (e.g., journal articles, chapters)

1. Shorter works published/in press Add Product

### IV. Attachment

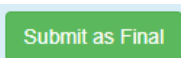
#### A. Narrative Report (maximum 5 pages, single-spaced)

Explain the project in terms that an educated reader from **outside** your field can understand. Specify:

- a. Description of activities: Describe your activities during the award period so that an educated layperson can understand what you did and appreciate its importance. Were you conducting research; locating archival materials; writing journal articles, a book, or a grant; reading current literature; composing music or painting? What was the topic of the research, article(s), book, grant, or reading? What was the special focus of the creative activity? If you traveled to locate sources, collaborated with colleagues, or present your work, please indicate where (e.g., which universities, libraries, conferences, galleries, etc.). If your travel was international, please indicate which countries.
- b. Impact on research/creative work: Describe the impact of the developmental activities on your research or creative work. For example, did you change the direction or focus of your work, extend your research domain, begin a new area of research or creative activity, learn a new technique, do preliminary work to obtain more or new funding?
- c. Impact on teaching: Specify the improvements in your teaching that will occur as a result of your award. For example, will there be new lecture notes, reorganization of a class or a new class, a textbook, new techniques, technology enhancement, a CD-ROM? Which courses will be affected by these improvements?
- d. Specific products: Describe books worked on or completed, papers under review or in press, a book prospectus, grant applications, exhibitions, invited talks, convention presentations, funded research, etc.

### SAVING AND SUMITTING

You can save your report as a DRAFT at any time while working on it. When you are done, be sure to click the “Submit as Final” button at the bottom right:



Your report will be forwarded to your DEO(s) for review and approval.