

## **Research Fellowship and Grant Final Report Guidelines**

We ask that you consult the following guidelines for general format for your final report on your fellowship or grant research. These are not hard, fixed guidelines, just preferences to give you a framework to get started on your report.

- Length: 5-7 pages  
Spacing: 1-1.5 line spacing  
Font: Times New Roman or similar 10-12 pt font  
Margins: 1 inch  
Figures: All figures should be black and white and included within the specified margins. If color figures are included, please try to make them legible with black and white reproduction if possible.  
Title: You do not need a separate title page; the title should appear at the top of the first page followed by the author's name, department and institution (i.e., Physics and Astronomy Department, University of Wyoming), award type and award year (i.e., Undergraduate Fellowship 2009).  
Page numbers: Please number the pages  
References: Follow the scholarly style for research papers in your field, or use the author(s) name and date of publication [i.e., (Jones 2000)]

Please e-mail the final report to [wsgc@uwyo.edu](mailto:wsgc@uwyo.edu) within 60 days of completing the research project. The e-mail should be labeled with the author, award type, and award year (i.e., Name-Undergraduate Fellowship 2009).

These are possible headings and sub-headings for the report with variations in italics. Other variations to this format will also be accepted if appropriate for your project.

- **Abstract**
- **Introduction**
  - *Previous Work/Review of Literature*
- **Procedures**
  - *Materials and Methods/Methods*
- **Results**
  - *Data Analysis*
  - *Preliminary/Initial Results*
- **Discussion**
- **Conclusions**
- **Future Work**
  - *Continuing Development*
- **Acknowledgements** (i.e., WY NASA Space Grant Consortium)
- **References**

If you have any questions about the report requirements or the format, please contact us at (307)766-2862, [wsgc@uwyo.edu](mailto:wsgc@uwyo.edu), or come by the Space Grant offices in the Physical Science Bldg, Rooms 208 and 210.

# **Some Really Cool Research Project**

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Undergraduate Fellowship 2009

## **ABSTRACT**

This is a brief overview of the project you worked on. It should summarize the motivation and the major findings of this project report.

## **INTRODUCTION**

Introduce the topic you are working on. Give enough background so a scientist who is not in your field can understand what the idea is behind your project. Feel free to include tables and figures in your report (we prefer any figures are presented in black and white, or are still understandable if they were printed in black and white).

## **[METHODS/RESULTS/DISCUSSION/CONCLUSIONS/FUTURE WORK]**

These are other suggested section headers to use for the body of your report. Feel free to use whatever sections are most appropriate for the discussion of your project in this report.

## **ACKNOWLEDGEMENTS**

Be sure to thank/acknowledge any support (either monetary, in-kind, or advice) that you received for this project.

## **REFERENCES**

List the full citations for any papers or other sources you cited in your report. Refer to a journal/report in your field to determine how to format these. At the least include: Author(s), year, journal name, volume number, page(s).