

## IAS Collaborative Conveners: Year End Instructions Spring 2017

It is approaching the time for you to submit your final report to the IAS and prepare for fiscal year end. Please read these instructions carefully.

1. The collaborative's **final report** should consist of three parts, in this order:

- *A one-paragraph summary of your collaborative's activities and work this year.* Include in this summary one sentence that encapsulates your project. **This paragraph will go directly into our annual report.** Please keep in mind that this paragraph should be written for a general audience.
- *Discussion of your activities, goals, and outcomes.* This can be 1-2 pages. Please address these questions: What were the initial goals of your collaborative? Did you achieve them? Did any of your goals change as a result of working in collaboration? What were the collaborative's ultimate outcomes? (Note that useful conversations within your group are an acceptable outcome.) What public engagement activities (if any) did you undertake, and how successful were they? (Please note who your engagement partners were.) What connections within and beyond the collaborative group were made that would probably not have happened without the collaborative?
- *Separate list of activities.* This is where you should include the details of your events.

Please send your report to Susannah via email attachment ([slsmith@umn.edu](mailto:slsmith@umn.edu)) by **Monday, May 22**. If you send it before then, all the better. This report will be sent in full to the Provost. The summary paragraph will go into our annual report, and other portions may be excerpted in our annual report and on the website as well.

2. For the **financial close**, please submit all requests for payments of any kind as soon as possible, and by **Monday, May 22** at the latest. If you plan to have any activities in June that will require any financial transactions, please let Susannah know NOW so that we can plan for getting the payments done before all systems are shut down for close (usually about a 2-week period).

If you have planned some activity in the summer or fall (e.g., a conference organized for October, or payments for work done over the summer), please let Susannah know about this NOW. Your current funding is available through the end of December, 2017. (Please also note that you are under no obligation to spend all your funds, and it is okay if you don't.)

You can find instructions on how to navigate the financial system at <http://ias.umn.edu/programs/collaboratives/information/> (click on "Managing Your Budget"), in case you need to check your collaborative account balance.

3. **Additional information for the IAS.** In addition to your formal report, we would appreciate the following:

- Stories, photos, links, or the like that will help us tell stories on our website and in our annual report that demonstrate what the IAS does and how it affects and effects research, creative work, and critical connections. Sketchy ideas are fine—we don't want to make you do extra work on this, but would appreciate basic material that we can work with.
- Informal feedback about your experience here that can help us improve our operations here. You may want to include any issues or problems you had that you don't particularly want the Provost to read about but do want to share with us—all this will be gratefully received.

Please contact Susannah at [ssmith@umn.edu](mailto:ssmith@umn.edu) if you have any questions.