RELEASE TIME FOR RESEARCH
Final Progress Report

Faculty who received Release Time for Research should report on their progress at the end of the academic year in which the award is made. Please complete the RTR Final Progress Report form through *Interfolio*. Please also be sure to update and provide copies of any manuscript drafts and/or published work and any planned, submitted or funded grants produced during this period under the respective Faculty Activity Reporting "Activities" sections of *Interfolio*.

AY 24-25 RTR Final Progress Report Form Fields – due June 30, 2025:

1. Project Title

2. Project Summary –provide a short overview of the project that briefly describes the research purpose and objectives *(200-word maximum)*

3. Activities & Progress –provide a statement on research activities undertaken to date and report on achievements. Include specific details about progress and accomplishments on the activities outlined in your approved proposal for AY 23-24. *(300-word maximum)*

4. Indicate status on the following:

	In Progress	*Scheduled*	*Complete*
Data Collection			
Data Analysis			
Draft Manuscripts			
Conference Presentations			
Submission of Publications/Scholarly/Creative Work			

5. For non-traditional scholarship (i.e. works of art, including performing, visual, or literary arts), please explain the status of your creative work separately from the chart above.

6. Resulting Publications/Scholarly Work – You must report your scholarly contributions (e.g., publications, conference presentations, books, creative works, grants) under the respective Faculty Activity Reporting "Activities" section of *Interfolio*. *(Faculty member will select checkbox to confirm this is complete).*

EXAMPLE