

Version 1: Draft of proposed template, Russ Westphal, 2015-09-23

Version 2: Revised version, Steve Klisch, 2015-10-01

Version 3: Revised version, Steve Klisch and Jim Meagher, 2015-12-10

Version 4: Revised version, Steve Klisch, 2017-08-23

The Final Reports are used to develop a consistently formatted and professional document that will be posted on the ME Department web page devoted to the Donald E. Bently Center (<https://me.calpoly.edu/bently-center/>).

Instructions:

1. Please use the template on the following pages to prepare a 1- to 3-page Final Report of your activities resulting from Donald E. Bently Center support.
2. Please note that in the “Publications and other Deliverables”, “Student Impact”, and “Proposals and other Leverage” sections, “deliverables”, “student impact”, and “leverage” may be broadly interpreted to include items that you consider to be relevant. You are encouraged to add and/or re-name the sub-headings in those sections as you see fit.
3. Regarding the proper length of the Final Report, the following guidelines are suggested:

Total WTUs awarded	Final Report Length
< 6	1 page
6 - 11	2 pages
> 11	3 pages

4. Please submit the Final Report in .doc or .docx file format to the Bently Center Director.

FINAL REPORT FOR BENTLY CENTER AWARD (2016-2017)

Awardee (please do not modify these primary headings (style=Heading 1))

Name, Title, Mechanical Engineering, [email address](#)

Award

Total units (# in 2016 Summer quarter, # in 2016 Fall quarter, # in 2017 Winter quarter, etc.)

Summary of Accomplishments

Please provide a brief restatement of the proposed work with a summary of what was accomplished with the Bently Center support.

Please indent following paragraphs with a 0.25-inch tab. This section is where any miscellaneous activities and/or accomplishments (not covered in the sections below) may be included.

Publications and other Deliverables (students in bold)

(please do not modify the style of the secondary headings (style=Heading 2) below but add, remove, and/or re-name the titles of secondary headings as desired)

Peer-reviewed conference papers

1. Item 1.
2. Item 2.

Peer-reviewed journal papers

1. Item 1.
2. Item 2.

Secondary heading

1. Item 1.
2. Item 2.

Student Impact

(please do not modify the style of the secondary headings (style=Heading 2) below but add, remove, and/or re-name the titles of secondary headings as desired)

Supervision of student projects

1. Student 1 (add any information desired such as DEPARTMENT, DEGREE LEVEL, University, STATUS, PI Name, dates of student involvement, names of co-advisors).
2. Student 2 (add any information desired such as DEPARTMENT, DEGREE LEVEL, University, STATUS, PI Name, dates of student involvement, names of co-advisors).

Secondary heading

1. Text.
2. Text.

Secondary heading

1. Text.
2. Text.

Proposals and other Leverage

(please do not modify the style of the secondary headings (style=Heading 2) below but add, remove, and/or re-name the titles of secondary headings as desired)

Active awards during the period of support

1. **Agency** (PI Name, co-PIs names)

dates; \$amount

Title: Text. **Aims:** Text. **Status:** submitted XXXX, funded.

2. **Agency** (PI Name, co-PIs names)

dates; \$amount

Title: Text. **Aims:** Text. **Status:** submitted XXXX, funded.

Proposals submitted during the period of support

1. **Agency** (PI Name, co-PI names)

dates; \$amount

Title: Text. **Aims:** Text. **Status:** submitted XXXX.

2. **Agency** (PI Name, co-PI names)

dates; \$amount

Title: Text. **Aims:** Text. **Status:** submitted XXXX.

Secondary heading

1. Text.
2. Text.