**NAME/TITLE OF PROJECT:**

**DEPARTMENT:**

**COLLEGE:**

**TEAM LEADER/PI NAME:**

**TEAM MEMBERS/COLLABORATORS:**

**EMAIL:**

## INTRODUCTION

* Please provide a short summary of the project/initiative.

## OUTCOMES AND IMPACTS

* The actual versus expected outcomes, including strategic impacts and how they were measured.
* Details on how the funding was utilized, including any additional funding sources.

## PLAN

* Planned next steps or future work, and the sustainability plan for the project beyond the PIF investment.

## JUSTIFICATION

Completed only if requesting a project extension or carry forward fund balance.

* If requesting a project extension and/or carrying forward a fund balance, please provide the specific amount requested to be carried forward, a clear justification for the request, and a detailed plan outlining how the carried forward funds will be utilized.