

# REPORTING TEMPLATE

## CAMPUS ALBERTA GRANT FOR INTERNATIONAL LEARNING (CAGFIL)

### NOVEMBER 2018 – ROUND OF FUNDING

Please use this template as a guide for final reporting due as a condition for receiving CAGFIL program funding. Submitted comments should be concise and informative.

Reporting must include the items listed below. Reporting may include photos, student presentations or any additional points of interest you wish to share with Alberta Advanced Education (the Ministry). In particular, the Ministry is interested in any international partnerships or future opportunities for collaboration that may have been initiated as a result of this program.

Final reports are due within six weeks following the completion of the international travel component of the supported education abroad program(s). Your institution's Designated Institutional Representative (DIR) is responsible for coordinating and compiling the final CAGFIL report as well as for submitting the report to the Ministry. Faculty and staff should submit all reporting requirements to the DIR prior to the reporting due date.

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Reports must include the following:

- Overview of program activities and any outcomes
- List of participating students eligible for funding
  - including confirmation that students met the eligibility requirements set out in the CAGFIL Program Overview
- Total number of students enrolled in the program
- Financial statement of program expenditures
  - including signed confirmation by a financial officer that grant funds were used for their intended purpose
- Photos, student presentations, or other points of interest (optional)

For any additional questions or concerns, please have your institution's DIR contact:

Ms. Erin Reynar, Senior Program Officer, Alberta Advanced Education at [erin.reynar@gov.ab.ca](mailto:erin.reynar@gov.ab.ca) or (780) 638-4712.