APPENDIX F:
SUMMARY REPORT INFORMATION

I. A Site Visit Overview, including participant names and institutions, and information about the site visit, will be entered automatically by the CE Intranet.

II. Areas of Focus:
- Highlight unique aspects of the project
- Describe lessons learned and any unintended consequences — providing a few examples of what has worked well or what was tried and didn't work
- Offer ideas for enhancements and continued progress

III. Intended and Actual Outcomes: Note any discrepancies between what was expected in the initial project plan and what has transpired.

IV. Spotlights and Unique Products/Practices: Featured on the CE Intranet for the benefit of all grantees. Describe in detail 2-3 noteworthy models or practices that can be replicated elsewhere.

V. Emerging Trends for Future Discussion: Listed generically on the CE Intranet. Identify those issues common to participating grantees that warrant further discussion or technical assistance.

VI. Suggestions from the Visiting Team: Make note of specific suggestions for the Host Institution and any items for technical assistance.

The Summary Report is due on the CE Intranet 10 days after the Site Visit