

Eastern Illinois University
Undergraduate Research/Creative Activity Summary Reflection

A summary reflection must be submitted to the Honors College Office, Booth House immediately following all undergraduate research or creative activity. The Council on Undergraduate Research, Scholarship, and Creative Activity requires this reflection in order to maintain an account of past grant recipients and identify the actual use of awarded grant money. Both you, and your faculty mentor, may be ineligible for future grants if you fail to submit this report. Please include the following information in the submission.

Guidelines for the Summary Reflection (Although you are not limited to these points, each of the following should be addressed within the report.)

- **Title page** (include your name, faculty sponsor, department, project title and the time period in which the Undergraduate Research/Creative Activity award was made);
- **Introduction** (identify the process and methods of your project, what you did and why);
- **Data and calculations** (if necessary to your research; please include any charts or graphs that would easily present your findings or studies) *For research projects only*;
- **Results and Conclusions** (thoroughly explain your conclusions and results of the research) *For research projects only*;
- **Dissemination** How are you sharing the results of your project? List any conferences, articles or other means of sharing what you discovered or created;
- **Reflection** What have you learned about yourself as a student and a person by conducting this scholarly or creative project?

*****The reflection must be submitted to the Dean of the Honors College by the end of the semester in which it was awarded: for example, if your award is for spring semester research, the Summary Reflection must be submitted by the last day of classes that spring semester. If the research or creative activity is still not completed at this time, please submit a progress reflection, addressing as many of the topics above as possible. Failure to submit a Summary Reflection will result in the refusal of future grants and may result in a hold being placed on your records. *****