

CUEF Report Standards Check List

Students who have been awarded CUEF funds are required to submit a brief report following the event. If a group activity, please submit a collaborative report. Please include the following information in the report:

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Section A

- CUEF Application Number (as provided to the Sponsor)
 - Name(s) of participant(s)
 - Student number(s)
 - Start date of conference/seminar/convention/workshop
 - End date of conference/seminar/convention/workshop
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Section B (Conferences/ Seminar/ Convention/ Workshops)

***Maximum of two pages (2) for the written report for events attended by individuals or a group is required. The report shall include the following aspects of the event.**

- Introduction to Conference/Workshop**
(Some areas to include in the report)
 - a. What is the conference/workshop regarding?
 - b. How often does this event occur (one time, monthly, quarterly, annually)?
 - c. Have you attended this conference/workshop previously?
 - d. How did you hear about it?
 - e. Is this conference/workshop related to your field of study?

- Student(s) Expectations**
(Some areas to include in the report)
 - a. What were your expectations and goals from attending this conference/workshop?
 - b. What did you gain from this experience?
 - c. Networking opportunities?

- Will This Conference/Seminar/Convention/Workshop Experience be Transferable to Other TRU Students**
 - a. Are future students able to use the information you have gathered (i.e. data distribution, presentations, or seminars, etc)?

Section C (All funded projects)

- Email electronic copy of the report to lbutt@tru.ca at the Office of the Vice-Provost, Students**