**Free and Open Source Project Fund Final Report - Template**

**Project Overview**

* Project Title
* Project Summary: Briefly describe the project, its objectives, and the open source software it focused on.
* Target Audience: Who are the primary users or beneficiaries of the project? Are there secondary groups that benefit?
* Code Repository: Please include links to publicly available code repositories.
* Project Activities and Progress
* Work Completed: Clearly outline the activities undertaken during the grant period. Did you achieve all your planned goals? If not, explain why and what was accomplished instead.
* Technical Milestones: Discuss any specific technical milestones achieved, such as code releases, documentation updates, or bug fixes. Quantify accomplishments with metrics where possible (e.g., user growth, code contributions).
* Challenges and Solutions: Share any challenges encountered during the project and how you addressed them.

**Outcomes and Impact**

* Project Impact: Describe the positive impact of the project on the University community, the open source software ecosystem, or any other relevant groups. Use concrete examples and data to support your claims where possible.
* Community Engagement: Did you actively engage with the open source community through contributions, conferences, or workshops? Share details and metrics of participation.
* Sustainability / Future Plans: Explain how the project will be sustained beyond the grant period. Are there plans for future development, funding, or community support? Is there potential for further impact?
* Lessons Learned: Share key takeaways and insights gained from the project.
* Attachments: Include relevant documents such as screenshots, code samples, documentation updates, or presentations.

**Financial Information**

* Grant Expenditures: Provide a detailed breakdown of how the grant funds were used. This should be consistent with the approved budget in the grant proposal.
* Budget Variance: Explain any significant deviations from the original budget.