Compare your application with your completed project. Use additional space as necessary.

1. Describe when your project took place. Did it take place as scheduled in your application? If not, what happened and why?

   Our project took place on Friday (Mar 8, 2013) as scheduled in UCB 127.

2. Describe where your project took place. Is this the same location you identified in your application? If not, what happened and why?

   Project took place on campus in UCB 127.

3. What categories best describe your project as implemented? Check all that apply:

   Speaker X  Training  Workshop
   Technology  Audio Conference  Webinar

4. Provide a brief summary of what you did.

   Faculty were provided presentations from five (5) speakers on opportunities for research funding. The primary speaker, Dr. Machi Dilworth, is a retired Director of NSF. Four additional presenters provided information on other funding opportunities. Faculty interacted with one another, and with the speakers, to discuss more specific information and concerns related to research.

5. Did you meet the objectives for this event as proposed in the application? Explain.

   Yes. Our objectives were as stated above, and also included fostering collegiality and creating relationships across disciplines.

6. Describe how your project addressed the UH Hilo Strategic Plan.

   The project addressed the Strategic Plan as explained in our application.

7. How did you advertise your event and describe effectiveness of those methods.

   Congress members were tasked with recruiting faculty to attend the event, and emails were sent. Announcements created by the UHH Conference Center were sent to all
facultymembers. 53 faculty took advantage of the event—a few more than the number attending our Fall Faculty Forum.

8. How many people did you reach directly through your project? ___53___

9. Were your attendees part of your proposed target audience?

Yes.

10. What is different in the units or University because of your project?

A large amount of positive feedback We’re assuming that awareness of funding issues, and collegiality across disciplines, have both increased.

11. Provide a detailed budget describing how you used your professional development funds. Attach a copy of all expenses.

Sodexo $1,135.40
Conference Center fee $500.00

**Professional Development Fund Final Report Certification**

- Our signatures below indicate that we and those involved in the planning group and project referenced above certify that this Final Report, including all attached documentation is accurate.

- Our project had a direct professional development impact on UH Hilo faculty and/or staff.

- We understand that information regarding any and all parts of our project may be posted on the Chancellor’s Professional Development website.

Mark Panek, Mike Shintaku, Jim Beets,—Faculty Congress 14 Mar 2013

Print Recipient Name & Department Signature Date

Print Approving Authority Name* Signature Date

*The approving authority is the individual with fiscal responsibility over the account to which the Professional Development Funds were allocated to.
The Research Corporation of the University of Hawaii  
2800 Woodlawn Drive, Suite 200  
Honolulu, HI 96822  

UH Hilo CCECS Conference Service Center

INVOICE #: 1749-2525  
Date: March 5, 2013

TO: University of Hawaii at Hilo  
ATTN: Jenny Wakida  
200 W. Kawili Street  
Hilo, HI 96720

Event: 2013 UH Hilo Faculty Forum  
Date: March 8, 2013

<table>
<thead>
<tr>
<th>Description of Service</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>UHH Conference Center Coordination 2013 UH Hilo Faculty Forum: Supporting Your Research and Scholarship at the University of Hawaii at Hilo</td>
<td>1</td>
<td>ea</td>
<td>$ 500.00</td>
</tr>
</tbody>
</table>

TOTAL CHARGES: $ 500.00

I certify this invoice is true and correct:

[Signature]

Lorraine Kai, Admin/Fiscal Support Assistant  
UHH-CCECS Conference Service Center

Please charge to: RCUH Project #0001749; Budget Category #0019; Invoice #1749.2485

I certify that:
(a) this expenditure supports the project or program indicated, and
(b) as contractually authorized, all the materials, supplies and services have been received in good order and condition.

Signature of Principal Investigator

Date

Signature of Fiscal Officer

Date

Please make check payable to:  
Research Corporation of the University of Hawaii  
Conference Center Project #1749  
200 West Kawili Street  
Hilo, HI 96720

Revised: 9/2012
<table>
<thead>
<tr>
<th>Description</th>
<th>Customer Ref.</th>
<th>AMOUNT</th>
<th>SALES TAX</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>309674</td>
<td>09/18/2013</td>
<td>519501</td>
</tr>
</tbody>
</table>

**Terms**

Hilo, HI 96720
Sodexo America LLC
200 West Ka`uili Street
P.O. Box 3000
Hilo, HI 96720

**Notes**

- Taxable items include:
  - Food and beverages
  - Catering services
- Tax exempt items include:
  - Cleaning services
- Sales tax rate: 4.16%

**Invoice**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$1,935.40</td>
</tr>
<tr>
<td></td>
<td>$1,935.40</td>
</tr>
<tr>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>$599.08</td>
</tr>
</tbody>
</table>

**Signature**

[Signature]

**Date**

[Date] 8/19/18

**Paid**

[Stamp: Paid]