

FY20 Perkins Program Improvement Grant Final Report Guidelines

All documents must be submitted electronically with all signatures, no later than **August 15, 2020** to Vera Brown at vbrown@ksbor.org or Tobias Wood at twood@ksbor.org. Once your report is approved, you will receive the final copy with KBOR signatures.

I. Final Report Documents

Each institution must submit the following required final report forms:

1. The following forms are part of the original FY20 Application and/or Progress Reports. Please add progress narrative or dollar amounts where appropriate and submit these forms:
 - Perkins Program Improvement Activity and Progress Report Appendix I
 - Final Budget Matrix Form Appendix L
 - Final Budgeted Breakdown of Expenses Appendix M
 - Professional Development Report Appendix N
2. The following forms are unique to the final report:
 - Final Expenditure Report for Equipment <\$5,000 Appendix P
 - Final Expenditure Report for Equipment >\$5,000 Appendix Q
 - Final Narrative Report – **must be submitted in Word format** Appendix R
 - Program Income Report Appendix S
 - Advisory Committee Meeting Dates Appendix V
 - Copy of minutes from one (1) meeting per program Appendix W
 - Time & Effort Reports Appendices X, Y, Z

II. Perkins Accounting

Perkins funds cannot be encumbered or expended across fiscal years. For example, funds in the current fiscal year cannot be expended or encumbered for travel occurring in the following fiscal year. See the Handbook for further details.

Grant funds which are not expended or encumbered by June 30, 2020 must be returned to KBOR no later than **August 15, 2020**. Please make checks out to “KBOR” or “Kansas Board of Regents.”

Send to:

Attn: Connie Beene

Kansas Board of Regents
1000 SW Jackson, Suite 520
Topeka, KS 66612