

American Philosophical Society
104 South Fifth Street
Philadelphia, PA 19106-3387

TO ALL RECIPIENTS OF LEWIS AND CLARK FUND GRANTS

The Society's Research Department requires two reports from you: a financial report and a project report. They are **due upon completion of the grant-supported portion of your research**. Please send them as **MS Word (preferred over PDF)** attachments as soon as possible after the funds disbursed to you by the Society for the part of your research supported by our award have been expended, preferably within one month.

If the completion of the work for which the award was made extends beyond the time stated in the original budget, please submit a **request for an extension** in an **interim report**, giving an indication of the reason for the delay and a new end date for final expenditure of the funds.

1) the **FINANCIAL REPORT** states precisely how the funds were spent (travel, lodging, equipment, etc.)

2) the **PROJECT REPORT** can total up to three pages. The inclusion of maps and photographs as supplemental material is encouraged. If applicable, give the precise location of the field work using GPS coordinates. Your narrative should be a detailed statement of the research carried out and its significance. All materials will be archived in the American Philosophical Society's Library.

At the top of each page, give your name, the name of the grant program, the amount and date of the award, and the project title.

DO NOT include receipts with the financial report; keep them for your own purposes. If you need to return unspent funds to the Society, contact us first, to explain the circumstances; please do not simply send a check.

PREFERRED MEANS OF TRANSMISSION

An attachment, in Word, sent to GrantsandFellowships@amphilsoc.org

It is important that the Society be kept up to date on publications issuing from its grants programs. Therefore, recipients are requested to send the Society a copy of a grant-supported publication. If the publication is in an area our Library accessions, it will be added to the American Philosophical Society's collections.