



University of Arkansas at Little Rock

Off-Campus Duty Assignment (OCDA)

Quarterly Report Final Report

Semester/Year

Name: _____ Date: _____

Department: _____

OCDA Project Title: _____

Instructions: Submit a copy of your quarterly and final reports to your Chairperson and Dean.

- 1. Give a comprehensive summary of your project including what has been accomplished and what remains to be completed.

- 2. If the project is not yet complete give a specific timeline for completion.

- 3. Please describe your plans for dissemination of your scholarship including publication, exhibition, installation, performance, or presentation.

- 4. Attach a copy of your completed scholarship or any documentation concerning the exhibition, installation, performance, or presentation of your scholarship, or explain why it is not possible to do so.

Applicant Signature

Date

PLEASE NOTE: If your OCDA project is not completed within sixty days of your return to campus you have a continuing obligation to report on the status of your project every three months until it is completed.

