

HOFFMAN RECEIPIENT REPORTING REQUIREMENTS

In order to assess the value of our summer research programs, make improvements to them and secure further funding to support them, it is critical that the Dean of the Faculty's Office secure specific feedback on each summer research project from each participant. We include your reports for our own reporting to the Hoffman Foundation.

What Do We Need from You? We need a research project abstract and a narrative statement describing the research project, prepared in the form of a letter to the Hoffman Foundation.

When Do We Need the Information? We need all abstracts and letters submitted by September 15. We request timely submission of the reports because of our own reporting requirements to our funding agencies.

Abstract. Describe in a concise paragraph the nature of your work and your research goals for the summer. Please include the names of all project personnel and all sources of funding. Do not use the abstract originally submitted; report on what you actually did.

Narrative Statement. This short narrative statement about your summer research opportunity (one to two pages) should be prepared in the form of a letter to the Hoffman Foundation, which seeks to hear directly from you about your experiences. These letters should be submitted to the Dean of the Faculty's office and we will send them in one package to the Foundation, along with a letter from President Hansen.

Please address your letter to:

Mrs. Doris C. Chaho
President
Maximilian E. and Marion O. Hoffman Foundation, Inc.
970 Farmington Avenue, Suite 203
West Hartford, CT 06107

Your letter to Mrs. Chaho should describe your project goals and your role in the research effort. Be sure to inform her if your summer research will be continued during the academic year, as a senior thesis or independent study. If you are a 2009 graduate, discuss how this opportunity will assist you as you pursue employment or graduate education, if applicable.