University of Arkansas at Little Rock

**Off-Campus Duty Assignment (OCDA)**

**Quarterly Report**  **Final Report**

**Semester/Year**

Policy available online here: [Off-Campus Duty Assignments - 402.41](http://ualr.edu/policy/home/facstaff/off-campus-duty-assignments/)

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| **Name:** | | | | |  | | | | **Date:** |  | |
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| **Department:** | | | | | |  | | | | | |
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| **OCDA Project Title:** | | | | | | |  | | | | |
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| **Instructions**: Submit a copy of your quarterly and final reports to your Chairperson and Dean. | | | | | | | | | | | |
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| 1. | | | Give a comprehensive summary of your project including what has been accomplished and what remains to be completed. | | | | | | | | |
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| 2. | | | If the project is not yet complete give a specific timeline for completion. | | | | | | | | |
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| 3. | | | Please describe your plans for dissemination of your scholarship including publication, exhibition, installation, performance, or presentation. | | | | | | | | |
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| 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. | | | | | | | | |
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| Applicant Signature | | | |  | Date | | |
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| **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. | | | | | | | | |