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. |