FUND FOR TEACHERS

2019 Post Fellowship Reporting Checklist

Post Fellowship Reporting is part of the Fund for Teachers fellowship award obligations. Below is a checklist to assist you as you complete these requirements. All Post Fellowship Reporting must be completed online (www.fft.fundforteachers.org) by **September 12, 2019.**

Have you completed your:

❑ **Expense report (Teams may submit one report):**

- o   Completed using the FFT Online System
- o   In possession of receipts for all expenses
- o   Upload scanned copies of your receipts, in one PDF file. If you need tips on how to manage this process, please contact FFT.
- o   All expenses reported in US dollars.
  - ▪ You can use the expense report system's conversion calculator, or
  - ▪ Hand annotate each receipt with the US dollar amount and clearly indicate on your receipt packet what exchange rate you used.
- o   All receipts are numbered according to line item number from the online system report
- o   TEAMS: Each team member must login to the system to digitally sign the report

❑ **Passport:**

- o   Answered questions for all sections
- o   Proofread for spelling or grammatical errors
- o   Upload only photos that best reflect your fellowship experience (we encourage photos that include you and/or your students)

❑ **Plan for Implementation of Learning (Teams may submit one report):**

- o   Uploaded into online system via the Fellow Free Space

❑ **Fellow Survey:**

- o   Completed in one sitting
- o   Each Fellow completes his/her own

Your program may have additional requirements. Please consult your PFR Guidelines for a complete list. When all of your post fellowship reports have been submitted successfully you will receive an email confirmation.