



## IUGA OBSERVERSHIP GRANT – FINAL REPORT GUIDELINES

Dear IUGA Observership Grant Recipient,

Congratulations on having completed your IUGA Observership. We hope your experience was both rewarding and productive. It is the aim of IUGA to enhance urogynecologic knowledge worldwide, and we feel programs such as these contribute to this goal.

In order to gain a more in-depth perspective of each recipient's experience, it is mandatory to complete a final observership report and **submit it to the IUGA Executive Office no later than 60 days following completion of your observership**. This report will be reviewed by the Education Committee and is also posted on the IUGA website to provide insight into the observership grant program.

The final report should include the following:

- Name
- Dates of observership
- Host site, host name, and contact information
- The educational experience of the observership related to the specific area of expertise of the host site
- Specific skills learned
- Any specific research that was accomplished
- How this experience has benefitted the observer's career
- How the experience impacted the observer personally
- Photos
- If problems were encountered, include an explanation with suggestions for improvement or change
- Provide any other comments you feel will be relevant to the continuing growth of the IUGA observership grant program
- Provide a full itemized account of use of the funds awarded by IUGA, including receipts, where appropriate.

Please submit your final report to the IUGA Executive Office via email to [office@iuga.org](mailto:office@iuga.org). If you have any questions regarding submission of your final report, please contact the IUGA office.