

## Exhibit B: Supplemental Reporting Guidance for Career Fair Challenge Grantees

PIT-UN is interested in understanding how you used the Challenge funds and the impact you were able to achieve during the grant period. The Network is equally interested in learning about your successes and challenges, and would like to hear what you learned in the process. Please provide candid, reflective responses to the questions below. The information you share as part of your final report will help inform PIT-UN's future strategy and programs.

As part of the Grant Agreement, you are required to submit all supplemental reporting by December 15, 2023.

In your narrative report, [\*submitted through the grant management portal\*](#), please address the following questions:

1. **Project summary** (250 word maximum): Provide a clear and concise statement summarizing the work your institution(s) completed during the duration of the grant period. Clearly indicate if your career fair was a Regional Consortium or a Multi-Institution Consortium in your summary.
2. **Progress towards outcomes and benchmark objectives** (500 word maximum): Describe how the career fair met the Core Elements and Outcomes specified in the RFP, the activities you engaged in during the grant period to accomplish these objectives, and any progress towards the outcomes or impact that you were hoping to achieve.
3. **Data Collection** specifically, describe the effectiveness of the career fair in terms of:
  - a. Students
    - i. Total invited to fair
    - ii. Percent of invited who RSVP'd
    - iii. Total attended fair
    - iv. Percent of invited students who attended
  - b. Employers
    - i. Total number invited to fair, Number who attended fair and percentage of employers that participated
    - ii. Percent of invited who RSVP'd, Employers who RSVP'd and percentage of the employers that RSVP'd that attend
  - c. NGOs, Industry and Governmental agencies
    - i. Number of NGOs, industry, and government agencies that were invited and the percentage of NGOs, industry, and government agencies that participated
  - d. Number and percentage of students who were offered internships, apprenticeships, and fellowships
  - e. Number and percentage of employers who attended that offered internships, apprenticeships, and fellowships
  - f. Number of new PIT jobs identified through the career fair activities.
4. **Lessons Learned and Challenges** (400 word maximum): If you were able to accomplish your objectives, please describe what you saw as the key drivers or enabling

conditions of that success. If applicable, please share a specific instance or event that illustrates the impact of your project. Highlight any challenges, expected or otherwise, or lessons learned throughout the grant period. Describe any adjustments or changes you made to your activities to address challenges as they arose.

5. **Equity, diversity, and inclusion:** (400 word maximum) Describe how your project meaningfully addressed the barriers to equity and access related to Public Interest Technology that you identified in your original grant proposal. If your project was not able to address said barriers as meaningfully as intended, please describe why and how you plan to overcome them in the future.
6. **Network impact of Career Fairs** (250 word maximum) Describe how your project created shared resources or otherwise strengthened the community of employers committed to Public Interest Technology.
  - a. Number of new employer partnerships developed as a result of the career fair
7. **Institutionalization of Public Interest Technology** (250 word maximum) Describe how, if at all, your project will contribute to Public Interest Technology becoming institutionalized within your university (i.e., through committed university funds, support from leadership, or collaboration between departments, faculty, or other groups). If you do not anticipate Public Interest Technology will become institutionalized in the short- or long-term, please explain why.
8. **Attachments:** In addition to the report narrative, please submit the following attachments:
  - a. **Financial report** detailing final accounting of budgeted vs. actual expenditures of all grant funding, including the entire project budget and all sources of revenue and expenditures (including grassroots and direct lobbying expenditures, if applicable), in addition to this Grant.
  - b. **Artifacts and Open Educational Resources (OER):** and other artifacts developed with grant funds
    - c. A list of all intellectual property and assets purchased or created with the Grant.
    - d. Any publications or media generated as a result of your project.
9. **Certification:** *All [GRANTEE NAME] activities were and are consistent with charitable purposes under Sections 501(c)(3) and 509(a)(1), (2) or (3) of the Internal Revenue Code, and [GRANTEE NAME] complied with all provisions and restrictions contained in this Agreement, including, for example and without limitation, those provisions related to lobbying and political activity.*