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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 complete an after fair snapshot report within 20 days of your career fair and submit all final reports (narrative and financial reconciliation) by June 16, 2025.

In your narrative report, *submitted through the grant management portal*, please address the following questions:

1. Select the best description of the type of PIT Career Fair your institution held. Was it a single institution PIT Career Fair, a Multi Institution Career Fair (2 or more institutions) Regional Hub PIT Career Fair (specific to a named PITUN Regional Hub)?

2. **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. If you held a Regional or Multi-institution PIT Career Fair, please list the institutions that participated)

3. **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. Elaborate on efforts to expand employer outreach and ways to institutionalize future PIT career fairs.

4. **Data Collection** summarize the effectiveness of the career fair in terms of students, employers, NGOs, Industry and Governmental Agencies.

   a. **You will. Be asked for specific data for**:
      i. Students
         1. Total invited to fair
         2. Percent of invited who RSVP'd
         3. Total attended fair
         4. Percent of invited students who attended
      ii. Employers
         1. Total number invited to fair, Number who attended fair and percentage of employers that participated
         2. Percent of invited who RSVP'd, Employers who RSVP'd and percentage of the employers that RSVP'd that attend
      iii. NGOs, Industry and Governmental agencies

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      1. Number of NGOs, industry, and government agencies that were invited and the percentage of NGOs, industry, and government agencies that participated

    iv. Number and percentage of students who were offered internships, apprenticeships, and fellowships

    v. Number and percentage of employers who attended that offered internships, apprenticeships, and fellowships

    vi. Number of new PIT jobs identified through the career fair activities.

5. **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 Career Fair. 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.

6. **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.

    a. You will be asked basic demographic data on the participants of the PIT Career Fair.

7. **Network impact of Career Fairs** (250 word maximum) Describe how your PIT Career Fair project created shared resources or otherwise strengthened the community of employers committed to Public Interest Technology. Also elaborate on efforts to expand surface PIT to employers and the types of outreach that was most beneficial.
    a. Number of new employer partnerships developed because of the career fair.
    b. (200 word maximum) List the names of the new employer partnerships developed as a result of the PIT Career Fair

8. **Institutionalization of Public Interest Technology** (250 word maximum) Describe how your project will contribute to Public Interest Technology and PIT Career Fairs 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.

9. **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. Please explain any unforeseen expenses or other adjustments you have had to make to your proposed budget.
    c. **Artifacts and Open Educational Resources (OER)**: and other artifacts developed with grant funds.

     i.   A list of all intellectual property and assets purchased or created with the Grant.

    ii.   Any publications or media generated as a result of your project.

10. **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.***