

Grantee Reporting Instructions

Annual Narrative Report



Robert Wood Johnson Foundation

ANNUAL NARRATIVE REPORT—OVERVIEW AND PURPOSE

We have devised a simple set of five questions for the Annual Narrative Report.

- Questions 1–4 ask you to tell RWJF about how your project is meeting its established goals, activities you have engaged in to date to meet those goals and any that have not been completed on schedule, and other issues you are addressing. We expect you to report to us any changes from the planned activities that were described in your proposal. Upon reading your answers to these questions, your program officer may contact you for additional information.
- Question 5—asks you to submit grant products electronically to RWJF at grantreports@rwjf.org as soon as they are complete. See *RWJF Electronic Submission Standards*. We only want your Bibliography with your Final Narrative Report. See *Grantee Reporting Instructions: Bibliography Formatting and Submission*.

FORMAT

- The maximum length of an Annual Narrative Report is two pages, with a preferred length of one page.
- Use a 12-point font, one-inch margins and single-line spacing.
- Incorporate the first four questions as bold italic subheads.
- Do not include appendixes, attachments or exhibits in your report except as noted below.

COVER PAGE

- Do not send a cover letter.
- Prepare the cover page of your report on an electronic version of your institution's or organization's letterhead.
- Include address, telephone number and e-mail address, if these are not included on your letterhead.
- If you do not have an electronic version, enter your organization's name, address, phone, fax and e-mail in the top left-hand corner of the cover page.
- Date the page.
- Head it **ANNUAL NARRATIVE REPORT** (Year 1, 2, 3, etc.), followed by:
 - the title of the project;
 - for projects within national programs, the name of the program;
 - the five-digit RWJF grant ID#;
 - the dates covered in the report;
 - the total amount of the grant; and
 - the goal of the project as described in the proposal.

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SUBMITTING ANNUAL REPORTS

Upon notification from RWJF, please submit the report to grantreports@rwjf.org.

- Put the ID# of your grant and the word *Report* in the subject matter field.
- Attach an electronic copy of the Annual Narrative Report to the e-mail.
- Name your Annual Narrative Report according to the report naming conventions in *RWJF Electronic Submissions Standards*.

Your grants administrator will be notified that your report has arrived and will distribute it within RWJF. Based on the information you provide, your program officer may contact you to ask for clarification or additional information during the course of your grant.

If you are a grantee within a national program with a national program office, also submit one electronic copy of your Annual Narrative Report to the national program office.

ANNUAL NARRATIVE REPORT – QUESTIONS

1. What did you accomplish during this reporting period? How did these accomplishments help you reach the goal of your project? If relevant, what indicators or benchmarks were used to determine your progress? Briefly describe the activities carried out this reporting period to meet these goals, as described in your proposal.

- For a service project, indicate the number of people served during the year and being served currently, and the services that are provided, where and how. If the service project is only in the planning or development stage, indicate what has been accomplished to date.
- For a project making individual awards for training, leadership development or recognition, indicate the kinds of awards provided during this year and the results of the awards, including any special accomplishments during the year.
- For a project that aims to create institutional change, indicate the various activities and methods that have been undertaken to date to effect such change, and describe any changes that have occurred.
- For a communications project, describe the products produced or in production, how they are being or will be disseminated, the numbers distributed (if applicable), the size of the audience reached (if applicable) and the response (reviews, media coverage, etc.).
- For an evaluation project, describe the milestones to date in gathering and analyzing information, and preliminary findings to date from the evaluation.
- For a research project, describe the stage the project has reached in the research process and what has been accomplished during the year, including any preliminary findings.

2. What, if any, proposed activities were not completed? Briefly describe those activities, the reasons they were not completed and your plans for carrying them out.

- If the activities completed differ from your proposal, what caused these changes?
- Were activities delayed and if so, why?
- Will these activities be completed? When and how?

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- Are there any activities you will not be able to complete during the course of your grant?
3. **Has your organization received funding from other foundations, corporations or government bodies for the project RWJF is supporting?**
 - If so, please give each funder's name, the amount provided and when it was provided.
 - If the support is in-kind and you can estimate the dollar amount, provide that figure; if it is in-kind and you cannot estimate the amount, do not include it here.
 - Did RWJF funding help leverage this other funding or was it unrelated?
 4. **Is there anything else you want to tell RWJF?** Please include an addendum to the report. Feel free to tell us about any other unexpected issues, concerns or successes you have had during this reporting period.
 5. **What was produced during the reporting period?** Please describe the main products produced in this year. We ask that you submit these products to grantreports@rwjf.org as soon as they are completed. See *RWJF Electronic Submission Standards* for full instructions.