

# Grantee Reporting Instructions

*Final Narrative Report*



Robert Wood Johnson Foundation

## **FINAL NARRATIVE REPORT – OVERVIEW AND PURPOSE**

- The Final Narrative Report is filed at the end of your grant before it can close. If you have had a multiyear grant, it replaces the Annual Narrative Report for the last year. Include all the activities and accomplishments of the entire grant—including the final year—in your Final Narrative Report.
- The Final Narrative Report asks seven questions that are designed to elicit essential information about the results, findings and lessons from your project, and how well it met its stated goals or objectives.
- Support your answers with quantitative data, where they are available and appropriate; provide other supportive evidence where requested.
- Use *None* and *Not applicable* where appropriate.

## **FORMAT**

- The maximum length of a Final Narrative Report is 10 pages, including any charts and tables. The preferred length is five to seven pages.
- Use a 12-point font, one-inch margins and single-line spacing.
- Incorporate the seven questions as bold italic subheads.
- Do not include appendixes, attachments or exhibits in your report.
- The Bibliography is a separate report.

## **COVER PAGE**

- Do not send a cover letter.
- Prepare the cover page of the 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 **FINAL NARRATIVE REPORT** 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 by the entire grant. If the project has been granted a no-cost extension, indicate the time period of the extension in parentheses;
  - the total amount of the grant; and
  - the goal of the project as described in the proposal.

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## **BIBLIOGRAPHY**

The Bibliography submitted with your Final Narrative Report is a record of certain kinds of products available to the public (e.g., books, journal articles, reports, brochures, Web sites), national/regional events (e.g., conferences and workshops), and published presentations and testimony your project produced. If you produced any of these products, a Bibliography must be provided with the Final Narrative Report. See *Grantee Reporting Instructions: Bibliography Formatting and Submission* for more information.

## **SUBMITTING FINAL NARRATIVE REPORTS AND BIBLIOGRAPHIES**

Within 30 days of the end of your grant period please e-mail these documents to [grantreports@rwjf.org](mailto:grantreports@rwjf.org). Please review *RWJF Electronic Submission Standards* for complete electronic reporting instructions.

Attach an electronic copy of the Final Narrative Report and the Bibliography to your e-mail.

Put the ID# of the grant into the subject line of your e-mail followed by *Report and Bibliography*. If you are sending them separately, use *Report* and *Bibliography*.

Name your Final Narrative Report and Bibliography according to the naming conventions in *RWJF Electronic Submission Standards*.

Your grants administrator will be notified that your Final Narrative Report and Bibliography have arrived and will distribute them within RWJF.

If you are a grantee within a national program with a national program office, also submit one copy of your Final Narrative Report and your Bibliography to your contact at that office. Send your grant products to RWJF and the national program office as soon as they are completed.

## **FINAL NARRATIVE REPORT – QUESTIONS**

- 1. What measurable goals did you set for this project and what indicators did you use to measure your performance? To what extent has your project achieved these goals and levels of performance?** Briefly describe what the project actually did to meet its goals. If the goals of the project have not been met, explain what happened and why. If there were additional accomplishments, describe them, and explain how and why the activities that led to these accomplishments were undertaken. Be as specific as possible. Cover the areas described below that are applicable to your project:
  - If you conducted a review of literature to help direct your project, describe key findings and how they were used.
  - If you worked in collaboration or cooperation with other organizations or institutions, describe those arrangements and their importance to the project. If any of these organizations were subcontractors, please specify which ones, the amount of the contract(s) and the work the subcontractor(s) did on the project.
  - For a service project, indicate the number of people served in total during the project, and what, where and how services were provided, and over what time period. If services are continuing, indicate the number of people currently being served.
  - For a project making individual awards for training, leadership development or recognition, indicate the kinds of awards provided during the grant and the results of the awards, including any special accomplishments.

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- For a project that aimed to create institutional change, indicate the various activities and methods that have been undertaken to effect such change and their success in doing so.
  - For a communications project, describe the products produced, the number produced, the number disseminated and by what means, to whom, the size of the audience reached, when these activities took place, and the reaction received in the media (reviews and media coverage) and in the public sector. If a Web site was produced, provide the address, the name of the organization or individual that started the site, the date it went live, the number of people visiting it on a monthly basis, the content of the site and how it relates to the grant.
  - For an evaluation project, describe the evaluation methodology and the major findings from the evaluation.
  - For a research project, describe the subject matter of the research, the time period, the universe and the response rate (if applicable). If your research depended on existing data, describe how accessible you found the data; if existing data needed to be integrated with data collected by this grant, describe the ease or difficulty of that integration. Describe the major findings of your research. Use a bulleted format, with one bullet for each key finding.
2. **Did the project encounter internal or external challenges? How were they addressed? Was there something RWJF could have done to assist you?** Describe each challenge and the actions you undertook to address it.
- What was the effect on the project?
  - If a change negatively affected the project, how did you attempt to cope with it?
  - What could RWJF have done to assist you?
3. **Has your organization received funding from other foundations, corporations or government bodies for the project RWJF has been supporting?**
- If so, please give each funder's name, the amount provided and when it was provided. If you only know the total provided, put that total amount, what funders contributed to it, with any amounts you know for sure that any of these funders 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?
  - Did the project receive funding after RWJF's funded ended that allowed your organization to continue the work? Please describe the funding: What organization gave it, amount received and when the funding ends. Then describe the work being done with this funding.

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**4. When considering the design and implementation of this project, what lessons did you learn that might help other grantees implement similar work in this field?** Please do not discuss specific findings or results of the project. Instead consider your process of implementing and executing this project, including, for example:

- What steps you took during the planning stages to:
  - involve key stakeholders; and
  - allow for changes in key objectives in response to changes “on the ground.”
- What elements of your implementation strategy worked, or did not work, and why?

**5. What impact do you think the project has had to date? Who can be contacted a few years from now to follow up on the project?** Describe what you believe to be the impact of the project, providing evidence for all statements (e.g., publication in major journals, citations of the project in literature, major press coverage, adoption of the model by other organizations). For example:

- Has the project contributed in some significant way to general knowledge about a subject? Or to a change in conventional wisdom?
- Has it increased the public’s access to information?
- Has it created a new model for delivering services or conducting research?
- Has it informed the work of other professionals or organizations?
- Has it informed the work of other researchers?
- Has it changed an institution so that it is better able to fulfill its mission?

Give us the name and contact information of someone who can be contacted in a few years if RWJF wants to follow up on the impact.

**6. What are the post-grant plans for the project if it does not conclude with the grant?**

Include a description of the following that are applicable:

- Changes in operations and scope.
- Replication or use of findings.
- Names of other institutions you expect to involve.
- Plans to support the project financially, including grants you are seeking or have received and/or a business plan to become self-supporting.
- If you obtained matching funds during the grant, has this affected your ability to obtain financial support for the project’s continued operation as the grant ends?
- Communications plans.

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RWJF has an ongoing interest in the effects and accomplishments of your project over the long run and welcomes updates on the continuation, dissemination or replication of your work after your grant is closed. Please e-mail any such news, marked with the grant ID#, to [grantreports@rwjf.org](mailto:grantreports@rwjf.org) with a copy to [GRRU-admin@rwjf.org](mailto:GRRU-admin@rwjf.org) so any posted Grant Results report on the project can be updated. Your news will become part of the record of your grant and automatically be forwarded to your program officer.

## 7. With a perspective on the entire project, what have been its key publications and national/regional communications activities? Did the project meet its communications goals?

- If there have been no communication efforts, say so, and give the reason.
- If there have been national or regional communications activities, describe them here, noting the size of the audience they reached and their significance (e.g., publication in a peer-reviewed journal, speech at a national conference, a press briefing, an unusual and important request for copies of a book or a report). Then describe any plans you may have for the future.
- If your communications activities were local in nature, summarize them here. Such activities include presentations about the project to any number of local organizations or media coverage about the project from an array of local media. For example:
  - “Project staff made 50 presentations about the project across the state of Idaho to organizations such as B’nai B’rith, Area Agencies on Aging and local AARP chapters.”
  - “The project received coverage in 12 newspapers in New Jersey, including the *Montclair Times*, the *Verona/Cedar Grove Sentinel* and the *Summit Express*.”
- If you have produced any products (e.g., books, journal articles, reports, brochures, CDs, DVDs, Web sites) about the project, conducted conferences or workshops, made presentations that were published in proceedings or gave testimony before a governmental body, you are required to submit a Bibliography. The Bibliography does not cover all categories of grant products requested by RWJF. (Instructions for submitting the Bibliography, including categories of entries and entry formats are available in *Grantee Reporting Instructions: Bibliography Formatting and Submission*.)
- For video, audio and all software produced under the grant, if you are sending hard copy, please also mark each item with a two-line description of the contents and when it was produced. These products will become a part of the complete permanent record of your grant.

First review *RWJF Electronic Submission Standards* which describes in detail the products to submit and how to do so. Then read *Bibliography Formatting and Submission* and the bibliography formats to write your Bibliography.

If, after the grant is closed, an article, report or book is published, the project receives media coverage, or there are other significant communications activities, please send them to [grantreports@rwjf.org](mailto:grantreports@rwjf.org) with a copy to [GRRU-admin@rwjf.org](mailto:GRRU-admin@rwjf.org), following the instructions in *RWJF Electronic Submission Standards*. GRRU will update any Grant Results report on the project. If you need to send physical copies of products, follow the instructions in *RWJF Electronic Submission Standards*.