

# Grantee Reporting Instructions

Overview



Robert Wood Johnson Foundation

## INTRODUCTION

We welcome you as a project director to the Robert Wood Johnson Foundation (RWJF) community of grantees. We suggest that you familiarize yourself with these requirements for reporting to RWJF. We hope they will provide you with helpful guidelines as you proceed with your project. Requirements for Annual Narrative Reports differ significantly from those for Final Narrative Reports.

If you have received a multiyear grant, we suggest that you review the Final Narrative Report questions at the start of your grant so you will be prepared to answer them when the grant ends. These instructions are part of this text, and also appear separately as Final Narrative Report Instructions.

If you are contemplating any changes in project scope or objectives, you should contact your program officer in advance to get approval in writing. Any changes that impact the budget may require a budget revision. (See *Grant Budget Revision Guidelines*.)

We want to hear from you if the project is succeeding, or if you find yourself facing unusual challenges at any time during your grant. Please alert your program officer and grants administrator about such concerns as soon as they become apparent, rather than waiting to tell us in your Annual Narrative Report.

For projects lasting more than one year, Annual Narrative Reports, together with financial reports are treated as confidential documents.

The Final Narrative Report takes the place of an Annual Narrative Report at the end of the final year of your grant. It is a substantive record of the activities conducted in all the years of your grant and how they met the goals set forth in your proposal.

The Bibliography is a separate document. It is submitted when you file your Final Narrative Report at the end of your grant. The Bibliography provides a record of publicly available products produced during the life of your project. (See *Bibliography Formatting and Submission*.)

E-mail your narrative reports and your grant products (as soon as they are available) to [grantreports@rwjf.org](mailto:grantreports@rwjf.org). Please review *RWJF Electronic Submission Standards* for complete electronic reporting instructions. Do NOT include correspondence in these e-mails as you will not receive a reply.

If you are a grantee within a national program with a national program office, also e-mail your reports and products to your contact at the national program office.

Once your grant has closed, at RWJF's discretion, material from your Annual Narrative Reports, your Final Narrative Report and your Bibliography may be used in a Grant Results report on your project. These reports are prepared by the Grant Results Reporting Unit (GRRU) in RWJF's Communications Office. They appear on RWJF's Web site at [www.rwjf.org/pr/grr.jsp](http://www.rwjf.org/pr/grr.jsp) and information in them may appear in other RWJF publications. Such reports are reviewed by grantees in advance to ensure that they are accurate and that RWJF's release of research findings does not interfere with their publication in peer-reviewed journals. These communications efforts are part of our commitment to be accountable for the use of tax-exempt funds, to publish information and lessons derived from our grants, to respond to inquiries, and for other public information purposes. Material in your Annual Narrative Reports and Final Narrative Report may thus assist those who can benefit from a record of your experiences and what you have learned.

RWJF also 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 send any such news 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. The news will be retained in our record of the grant and forwarded to your program officer. For questions please contact your grants administrator.

# Grantee Reporting Instructions

*Annual Narrative Report*



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## **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](mailto: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](mailto: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.

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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?
  - 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](mailto:grantreports@rwjf.org) as soon as they are completed. See *RWJF Electronic Submission Standards* for full instructions.

# Grantee Reporting Instructions

*Final Narrative Report*



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## **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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*Final Narrative Report*



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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*.

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## *Bibliography Formatting and Submission*



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### **BIBLIOGRAPHY—OVERVIEW AND PURPOSE**

If your grant has resulted in grant products in any of the bibliography categories listed below, please include a Bibliography with your Final Narrative Report.

- Your Bibliography is a separate document from your Final Narrative Report.
- The purpose of the Bibliography is to provide information about the products produced by a funded project, not about the receipt of the grant or the organization receiving the funding.
- The Bibliography is NOT a comprehensive listing of every product you have created. It is a record of certain kinds of products that are available to the public ONLY in the categories listed below.
- If products types are not listed in the Bibliography, send them to RWJF as described in *RWJF Electronic Submission Standards*, but do NOT include them in the Bibliography.
- When submitting the Bibliography, make sure to indicate, after each entry, the date you sent each product to RWJF. If you find you missed sending in a product (or think you may have), send it separately to [grantreports@rwjf.org](mailto:grantreports@rwjf.org). Do NOT send a duplicate copy of the product with the Bibliography.

### **COVER PAGE**

Create a Bibliography cover page with the date and BIBLIOGRAPHY, followed by the title of the project, the RWJF grant ID# and the dates covered by the Bibliography.

### **BIBLIOGRAPHY CATEGORIES**

Books including monographs.

Book Chapters

Articles written by project staff about the project's results and/or findings, including abstracts, articles in journals (including special issues and supplements), blogs, commentaries, editorials, Internet publications, Internet postings, magazine articles, newsletter articles, newspaper editorials, letters to the editor.

Reports including evaluations, fact sheets, fellows' reports, issue briefs, newsletters created for the project, policy reports, profiles, research highlights, special reports, syntheses, white papers. Also includes:

Charts and Data such as chart books, chart packs, data reports, maps, survey results.

Education and Instruction Materials such as manuals, primers, toolkits, training guides.

Audiovisuals and Software including CDs, DVDs, applications, toolboxes.

Survey Instruments only those created for the project; do not include adapted surveys.

Datatapes as required under some grants; the tape is sent to the Inter-university Consortium for Political and Social Research (ICPSR) at the University of Michigan.

Web Sites for the project.

Sponsored Conferences and Workshops by the project staff for the project.

Presentations and Testimony only at national meetings where a presentation appears in a published proceeding or is accompanied by a PowerPoint® document or other formal materials; and testimony at the federal and state level.

# Grantee Reporting Instructions

## *Bibliography Formatting and Submission*



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Some general guidelines for entries and formats:

- Use the italic headings that follow as bibliography entry headings.
- Use postal two-letter state abbreviations.
- Follow dateline city conventions and do not include state abbreviations for dateline cities listed, such as New York, Washington, Chicago and Los Angeles.
- Eliminate the uppercase “The” in the titles of newspapers and journals, as in *New York Times*, *Journal of the American Medical Association*, *New England Journal of Medicine*.

### ADDITIONAL GUIDELINES FOR PUBLICATIONS

- List publications alphabetically by author. When there are multiple listings for one author, put in publication date order, from oldest to most recent.
- Put published articles first. Then list those that have been accepted but not published (use the words *In press*, *date*, after the name of the journal or the publisher).
- Finally, list those that are being submitted for publication or are listed as unpublished (use the words *Unpublished*, *date*, after the name of the book, book chapter or article).

### *Books*

Include books written or edited by project staff and produced as a result of the grant.

- Name of author(s) or editors(s). *Title of book*. Place of publication: Publisher, year of publication (or the words *In press*, *date*, if a commitment has been made by a publisher but the book has not yet been printed).

#### *Example of a book:*

Feinstein AR. *Multivariable Analysis: A Guide for Nonstatisticians*. New Haven, CT: Yale University Press, 2008.

#### *Example of a book accepted but not yet published:*

*Unintended Consequences*. A collection of papers by former Health Policy Fellows. Washington: National Academy Press. *In press*, 2009.

#### *Example of an unpublished book:*

*Community Health Leaders: A Collection of Heroes*. Unpublished, 2008.

If a book with multiple authors is produced as part of the grant, first list the book as shown above, then list the chapter number, then the title of each chapter in quotes, followed by a comma and the author’s first then last name. Use bullets, ending each bulleted item with a period.

#### *Example of a book produced as part of a grant:*

Altman SH, Reinhardt UE and Shields AE (eds). *The Future U.S. Health Care System: Who Will Care for the Poor and Uninsured?* Chicago: Health Administration Press, 2007.

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- Chapter 1. “Health Care for Poor and Uninsured in the Future—Why It Won’t Be Business as Usual,” Stuart H. Altman, Uwe E. Reinhardt and Alexandra E. Shields.
- Chapter 2. “Uninsured in America: The Causes and Consequences,” Diane Rowland, Judith Feder and Patricia Seliger Keenan.

### *Book Chapters*

Include book chapters written by project staff that are published in a book that was not produced by the grant.

- Name of author(s) of chapter. “Title of chapter.” In *Title of book* in which chapter appears, Editor name (ed). Place of publication: Publisher, year of publication (use *In press*, if manuscript is accepted but not yet published).

### *Example of a book chapter:*

Ginzberg E. “Summing Up.” In *The Regionalization of Personal Health Services*, Saward EW (ed). New York: Milbank Memorial Fund, 2008.

### *Articles*

Limit these to articles written by project staff for journals, magazines, webzines or editorial pages of newspapers. Do not include newsletter articles unless published in newsletters not issued by the grantee organization. Do not include works in progress. Do not include information about where an unpublished article has been submitted.

- Author(s) names. “Title of article.” *Title of publication*, Volume number (issue): inclusive pages, year of publication. Also appears at *Web site location to access article*.

### *Example of an article:*

Adams LA, Mitchell E and Pierce HJ. “Health Policy and Access to Medical Care.” *Journal of the American Medical Association*, 277(8): 215–233, 2007. Also appears at [www.medjournal.org](http://www.medjournal.org).

### *Example of article that has been accepted but not published:*

Steigerwalt JM. “Use of Outpatient Mental Health Services by Adolescents in Pittsburgh.” *American Journal of Public Health*. In press, 2009.

### *Example of article that has been written but not accepted for publication:*

Sendroff SM. “Hard of Hearing Elderly Present Special Challenges for Adult Day Care.” Unpublished, 2008.

### *Example of article published only on a Web site:*

“Measuring the Quality of Care in Palliative Care Services: An Interview with Irene Higginson, Ph.D.” In *Innovations in End-of-Life Care*, January/February 2009 issue. Appears at [www2.edc.org/palliative](http://www2.edc.org/palliative).

### *Reports*

Include reports about the project (e.g., evaluation reports, fact sheets and issue briefs) published by the grantee organization.

- Name of author(s) or editors(s). *Title of report*. Place of publication: Publisher, year of publication. Web site location to access report.

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### *Example of an edited report:*

Anders R, Gerbman F and Howe D (eds). *Quality Assurance in Health Care Today*. Washington: Brookings Institution, 2007. Also appears at [www.brookings.org](http://www.brookings.org).

### *Example of a report without an author:*

*Primary Care in New York City*. New York: United Hospital Fund, 2008.

### *For fact sheets and issue briefs produced as part of the project:*

*Title of fact sheet or issue brief*. Organization publishing the fact sheet or issue brief, date issued.

### *Example of a fact sheet:*

*Children's Health in California, 2007*. Children Now, June 2008.

### *Audiovisuals and Software*

Include audios, CDs, DVDs and software programs produced as part of the project.

- *Title of production*, brief description of the audio, CD, DVD or computer software. Place of publication: Publisher, Date of publication or airing.

### *Example of an audio:*

*Hospital-Sponsored Group Practice: Ingredients for Success*, a 150-minute CD. Chicago: American Hospital Association, 2009.

### *Example of a video:*

*Out of Order*, four 30-minute videos on DVD on the health concerns of Generation X. Los Angeles: Rock the Vote. Aired on MTV, May 21–22, 2008.

### *Example of software:*

*Body Systems and Patient Care, Computer-Assisted Learning Lessons Project*, an interactive computer program on CD-ROM. Northampton, MA: Smith College, 2007.

### *Survey Instruments*

These are surveys conducted as part of the project.

- “Title of survey,” Organization that fielded the survey, date fielded.

### *Example of a survey instrument:*

“The Older Workers Survey,” Harris Interactive, fielded May–August 2008.

### *Datatapes*

Include datatapes produced as part of the project.

- “Name of datatape,” Organization conducting the research, dates of research on the tape. Status of its preparation for Inter-university Consortium for Political and Social Research (ICPSR).

### *Example of a datatape:*

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“National Survey of Chronically Ill Americans,” Harris Interactive, March–June 2007.  
Sent to ICPSR April 2002.

### *Web Sites*

Include only Web sites produced as part of the project or sections devoted to the project appearing as part of an existing grantee Web site. If a report, article or presentation produced by project staff appears on any Web site, it does not belong in this category; instead, list the entry in the appropriate preceding section.

- *Web address.* A brief description of the site. Place of origin: organization or individual whose site it is.

### *Example of a Web site:*

[www.medsch.wisc.edu/painpolicy/](http://www.medsch.wisc.edu/painpolicy/). Web site created to facilitate public access to information about pain relief and public policy. Madison, WI: Pain & Policy Studies Group of the University of Wisconsin Comprehensive Cancer Center.

### *Sponsored Conferences*

Limit these to only those conferences held as part of the project. List entries chronologically from oldest to most recent. Count but do not list details on keynotes, panels, concurrent panels or workshops. If one conference was presented in four places, list it once with the four dates. Include the availability of proceedings through a publisher and on the Web.

- “Title of conference,” Date, Place. Attended by how many people from how many organizations including examples of organizations attending. Number of presentations, number of plenary panels and number of workshops. Proceedings available at Web location.

### *Example of a sponsored conference:*

“2008 National Media Education Conference, Media Education: A Paradigm for Public Health,” June 28–July 1, 2008, Colorado Springs, CO. Attended by 451 registrants representing 361 organizations from 31 states and six countries. Examples of organizations represented include the Centers for Disease Control and Prevention, the American Academy of Pediatrics and Rocky Mountain Public Broadcasting. Three keynote presentations, eight panels and 41 workshops. Proceedings available at [www.nmec.org](http://www.nmec.org).

### *Sponsored Workshops*

Include here interactive meetings held as stand-alone events as part of the project, or as sponsored workshops within conferences held by other organizations; workshops held as part of sponsored conferences are not included here. List entries chronologically from oldest to most recent.

- “Title of workshop,” Date, Place. Attended by how many people from how many organizations including examples of organizations attending.

### *Example of a sponsored workshop:*

“Covering Children’s Television,” September 29, 2007, Washington. Attended by 16 newspaper and magazine critics, columnists, editors and network public relations executives.

### *Presentations and Testimony*

These are presentations given by project staff at other organizations’ conferences, meetings or workshops, or testimony given at legislative hearings or to governmental agencies. List entries chronologically from oldest to most recent. Only include presentations made to national organizations where the presentation is

# Grantee Reporting Instructions

## *Bibliography Formatting and Submission*



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available in a conference proceeding or has PowerPoint® or other formal materials. Indicate the availability of the proceeding, including the Web address if it is available online.

For testimony, include whether there was a written invitation, and if so, who issued the invitation.

For all presentations and testimony, place in chronological order from oldest to most recent.

- Name of presenter(s), “Title of presentation,” at the Title of conference or meeting or name of governmental body testimony was made to, Name of the organization holding the conference or meeting, Date meeting held or testimony given, Place meeting held or testimony given. Title of Proceeding, available from Name of organization, or available online at *www.nameofwebsite.org*. For testimony, add name of requestor and date of request.

### *Example of a presentation:*

Joan M. Teno, “Measuring Quality of Care for Persons Diagnosed with Life-Limiting Illness,” at the Annual Meeting of the Gerontology Society, June 9, 2007, Corvallis, OR. Proceedings available at *www.gerontology.org*.

### *Example of testimony:*

Gary Petersmeyer and Walter Wallaby, “The Facts on SSI’s Support of Disabled Children,” to the Senate Finance Committee, September 15, 2007, Washington. Written request from committee chair, Sen. Peter Piper, August 10, 2007.