

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](#))

Email your narrative reports and your grant products (as soon as they are available) to grantreports@rwjf.org. Please review RWJF **Electronic Submission Standards** for complete electronic reporting instructions. Do NOT include correspondence in these emails as you will not receive a reply.

If you are a grantee within a national program with a national program office, also email 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 Program Results Report on your project. These reports are prepared by the Program Results Reporting Unit (PRRU) in RWJF's Communications Office. The reports appear on RWJF's website at www.rwjf.org/programresults and information contained in them may appear in other RWJF publications as well. Such reports are reviewed by grantees

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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 with a copy to PRRU-admin@rwjf.org so any posted Program 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.

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Annual Narrative Report

ANNUAL NARRATIVE REPORT

Overview and Purpose

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

- Questions 1–6 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, as well as 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 7 asks you to submit grant products electronically to RWJF at grantreports@rwjf.org as soon as they are complete. See the RWJF **Electronic Submission Standards**. We do not want your Bibliography until you submit your Final Narrative Report. See the Bibliography Formatting and Submission section of this document.

Format

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

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 email 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 email in the top left-hand corner of the cover page.
- Date the page.
- Title 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;

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- 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.

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 field of the email.
- Attach an electronic copy of the Annual Narrative Report to the email.
- 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? Did you use indicators or benchmarks to determine your progress?** Briefly describe the activities carried out this reporting period to meet the goals, as described in your proposal. Briefly describe indicators or benchmarks used and progress to date. If you worked with any subcontractors, please indicate who they are and what did they do for the project. If they produced products, make sure to send them to grantreports@rwjf.org.
 - **If you conducted a review of the literature** to help direct your project, briefly summarize the information in the subject area you researched.
 - **For a service project**, indicate the number of people served during the year and being served currently, 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.

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Annual Narrative Report

- **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.

For all grantees conducting polls and surveys, please note:

To provide reliable and objective information that meets the highest standards for scientific integrity, RWJF-funded polls and surveys must conform to the Code of Professional Ethics and Practices of the American Association for Public Opinion Research (AAPOR), which are available at http://www.aapor.org/Standards_and_Ethics.htm.

The RWJF standards are based on the AAPOR standards, the Polling Standards of the New York Times and ABC News' Polling Methodology and Standards updated in 2010, http://www.aapor.org/Standards_and_Ethics.htm.

Consistent with the AAPOR Code, RWJF-funded polls and surveys should:

- Identify the name(s) of the lead researcher(s), their organizational affiliation(s) and all sponsors/funders of the research.
- Employ research tools and methods suitable for the topics and questions being investigated.
- Fully describe the population under study; eligibility requirements; sample recruitment methods and sampling frame, including sample size and power calculations; relevant informed consent and privacy protection procedures; response rates (computed according to AAPOR standard definitions); and data collection and analytic methods in sufficient detail to allow others to understand and critique the research.
- Be based on a probability sample.

RWJF will release poll and survey data only if:

- Data comply with poll and survey standards as described above; and
- Data comply with scientific integrity standard review process as described below.

Process for Scientific Integrity Standard Review:

A poll or survey will be considered to have met the scientific integrity standard if it has been published in one or more peer-reviewed journals and may be released without further scrutiny.

For all other materials, the following process is required:

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- An RWJF communications officer in partnership with a Research & Evaluation (R&E) officer must review and approve the material for balance and accuracy and to assure high reporting standards. (Communications and R&E officers should be given at least 48 hours' notice—longer if the document is long and complicated.)
 - The release must provide details on how the poll or survey met the standards described above under Standards for Polls and Surveys.
 - The release should provide access to a copy of the full questionnaire or survey tool and include the following information:
 - dates of data collection
 - sampling error and response rate
 - complete marginal data
 - sources of weighting parameters and methods by which weight were applied
- The terms poll and survey should be used only to describe work that has met the above standards.
- For a project engaged in advocacy around policy change, describe the activities in this time period and their accomplishments to date.

For All Grantees Engaged In Advocacy Activities, Please Note:

As you prepare your report, please remember that RWJF values a nonpartisan and open-minded approach that is respectful of all views. In addition, RWJF funds cannot be used for direct or grassroots lobbying or for intervention in any campaign for public office.

In the descriptions of your work, please refrain from language that may be considered by some to be derogatory or partisan. In addition, if you are describing your successes in achieving policy changes through the passage of legislation, describe how you used RWJF funds for non-lobbying activities (e.g., you used RWJF funds to develop and distribute nonpartisan research and analysis that established the need for the legislation or engaged in public education campaigns that did not include “calls to action”).

If you are describing communications with legislators or grassroots campaigns that were funded with RWJF dollars, please provide sufficient information for RWJF to determine that no funds were used for lobbying. (For example, if you describe providing technical assistance or testimony to a legislative committee, please specify that you did so in response to the committee's written request for technical assistance or that this work was supported by non-RWJF resources.) If you wish to describe lobbying activities (e.g., meeting with legislators to encourage passage of a bill or conducting a grassroots letter-writing campaign urging a legislative body to pass a bill) that you conducted with other funding to complement your RWJF-funded work, please specify that such activities were funded by non-RWJF sources. If your project is part of a national program that bears the RWJF name, you may not engage in these activities even if funded by others because it could be

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construed as RWJF engaging in lobbying. If you have any questions about preparing your report, please refer to the RWJF website or contact your RWJF program officer.

2. **Do you have any stories that capture the impact of this project?** If so, please share one to two. Examples of what we are interested in include stories of people/communities the project has helped; lives that have changed; work that led to policy change, such as legislation or regulation; and research breakthroughs. You may include the stories as an appendix
3. **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?
4. **Did RWJF assist or hinder you in any way during this time period?** For example:
 - Have RWJF's instructions and messages been consistent or have you gotten different messages from different RWJF staff (e.g. communications and program, or program and financial)?
 - Has RWJF helped you develop relationships with other grantees, programs, centers or institutions working toward RWJF's strategic objectives?
 - Has RWJF provided technical assistance or directed you to useful technical assistance?
5. **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?
6. **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.
7. **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 instructions.

If you have given testimony before any legislative body (local, state or federal), you must attach a copy of the Cover Sheet to the testimony when you send it to grantreports@rwjf.org. Please note that copies of testimony that are not accompanied by a completed Cover Sheet will be rejected.

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If your project received print or internet coverage during the time period covered by the annual narrative report, make a selection of the coverage you think is most important (if similar coverage ran in different publications, only include one example), scan it, and send it as the product type “Print & Internet Coverage” with the report. RWJF considers newspapers in dateline cities and state capitals to be important news sources.

Create a cover page for it that lists all the coverage by date order as follows:

“Title of the article,” *Name of the newspaper or other publication*, date it appeared (month, day, year).

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Final Narrative Report

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.
- **If your grant was ONLY for the purpose of holding a meeting, conference or workshop:**
 - We need you to provide a cover page with the grant ID# and the term and amount of the grant. With it, send us the meeting agenda, including the title of the meeting and where and when it was held.
 - In a paragraph, tell us how many people attended and the kinds of organizations they represented. Then describe any activities deriving from or results achieved from the conference. These could include recommendations that have been taken up by another organization; formation of a workgroup on the issue the conference addressed; further research or policy activity; or receiving funding for a project derived from the conference.
 - Follow the rules for submission of products (e.g. background materials, Power Point® presentations, proceedings) in the RWJF Electronic Submission Standards. You do not have to answer the questions in the next section.
- **If your grant was ONLY for immediate disaster relief:**
 - We need you to send us a letter that provides the grant ID#, the term and amount of the grant, a paragraph on how your organization spent the funds from the grant and a brief description of the overall results of the disaster relief to which RWJF contributed, such as how many people were helped or what the organization was able to accomplish. Include the URL for your most recent annual report. You do not have to answer the questions in the next section.
- **For all other grants**, the Final Narrative Report instructions asks nine 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 nine questions as bold italic subheads.

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- Do not include appendixes, attachments or exhibits in your report except as noted below.
- The Bibliography is a separate report.
- Send the report as a PDF file.

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 email 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 email 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.

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, websites), 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 email these documents to 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 email.

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Put the grant ID# in the subject line of your email followed by the words Report and Bibliography. If you are sending them separately, name the submission appropriately.

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 goals did you set for this project and how well do you think the project met these goals? Do you have measures of your 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. If you worked with any subcontractors, please indicate who they are and what did they do for the project. If they produced products, make sure to send them to grantreports@rwjf.org.

Do not report on activities paid for by other funders or by membership dues, unless you need to do so in order for us to understand the project; in that case make clear that RWJF did not pay for these activities.

Cover the areas described below that are applicable to your project:

- If you worked in partnership, 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.
- If you conducted a review of literature to help direct your project, describe key findings and how they were used.
- 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.
- 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.

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- 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 website 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.
- For a project engaged in advocacy around policy change, describe the activities over the entire grant period and their accomplishments. Describe the products produced and how they were used for advocacy.

For All Grantees Engaged In Advocacy Activities, Please Note:

As you prepare your report, please remember that RWJF values a nonpartisan and open-minded approach that is respectful of all views. In addition, RWJF funds cannot be used for direct or grassroots lobbying or for intervention in any campaign for public office.

In the descriptions of your work, please refrain from language that may be considered by some to be derogatory or partisan. In addition, if you are describing your successes in achieving policy changes through the passage of legislation, describe how you used RWJF funds for non-lobbying activities (e.g., you used RWJF funds to develop and distribute nonpartisan research and analysis that established the need for the legislation or engaged in public education campaigns that did not include “calls to action”).

If you are describing communications with legislators or grassroots campaigns that were funded with RWJF dollars, please provide sufficient information for RWJF to determine that no funds were used for lobbying. (For example, if you describe providing technical assistance or testimony to a legislative committee, please specify that you did so in response to the committee’s written request for technical assistance or that this work was supported by non-RWJF resources.) If you wish to describe lobbying activities (e.g., meeting with legislators to encourage passage of a bill or conducting a grassroots letter-writing campaign urging a legislative body to pass a bill) that you conducted with other funding to complement your RWJF-funded work, please specify that such activities were funded by non-RWJF sources. If your project is part of a national program that bears the RWJF name, you may not engage in these activities even if funded by others because it could be construed as RWJF engaging in lobbying. If you have any questions about preparing your report, please refer to the RWJF website or contact your assigned RWJF Program Officer.

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2. **Do you have any stories that capture the impact of this project?** If so, please share one to two. Examples of what we are interested in include stories of people/communities the project has helped; lives that have changed; work that led to policy change, such as legislation or regulation; and research breakthroughs. You may include the stories as an appendix
3. **Did RWJF assist or hinder your project in any way?** For example:
 - Have RWJF's instructions and messages been consistent or have you gotten different messages from different RWJF staff (e.g. communications and program, or program and financial)?
 - Did RWJF help you develop relationships with other grantees, programs, centers or institutions working in your area of interest?
 - Has RWJF provided technical assistance or directed you to useful technical assistance?
 - Has RWJF helped you with sustaining or spreading the work after funding ends? If so, what type of assistance did RWJF provide?
4. **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?
 - Did RWJF assist you in meeting the challenge? In what way could RWJF have assisted you?
5. **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 and which funders contributed to it.
 - 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, just describe the nature of the support.
 - 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.
6. **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:

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- 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?
- Is there anything you would do differently? If so, what?
- What are some effective ways to sustain or spread a project’s work after RWJF funding ends?

7. What impact do you think the project has had to date? Who from outside the project could be called on to comment on it? 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 public policy? How?
- Has it informed the work of other professionals or organizations? How?
- Has it informed the work of other researchers? How?
- Has it changed an institution so that it is better able to fulfill its mission? How?

Give us the name and contact information of someone outside the project who can be contacted to comment on its impact.

Also give us the name and contact information of someone connected to the project with whom RWJF could follow up a few years.

8. 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?

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- Communications plans.

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 email any such news, marked with the grant ID#, to grantreports@rwjf.org with a copy to PRRU-admin@rwjf.org so any posted Program 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.

9. **With a perspective on the entire project, what were its most effective communications and advocacy approaches?** 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, websites) 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 Bibliography Formatting and Submission.)
- If you are sending hard copy of a product (e.g. book, video, software), 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.
- If you have given testimony before any legislative body (local, state, or federal), you must attach a copy of the Cover Sheet to the testimony when you send it to grantreports@rwjf.org. Please note that copies of testimony that are not accompanied by a completed Cover Sheet will be rejected.
- If your project received print or internet coverage during the final year of the project (or the time period since the last Annual Narrative Report), make a selection of the coverage you think is most

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important, (if similar coverage ran in different publications, only include one example), scan it, and attach it as a product type “Print & Internet Coverage.” RWJF considers newspapers in dateline cities and state capitals to be important news sources. Create a cover page for the print coverage that lists all the coverage by date order, as follows:

“Title of the article,” *Name of the newspaper or other publication*, date it appeared (month, day, year).

First review RWJF **Electronic Submission Standards** which describes in detail the products to submit and how to do so. Then read the Bibliography Formatting and Submission section of this document and follow the formats when you write your Bibliography.

If, after the grant is closed, an article, report or book is published, the project receives radio or television or other national media coverage, or there are other significant communications activities, please send them to grantreports@rwjf.org with a copy to PRRU-admin@rwjf.org, following the instructions in RWJF **Electronic Submission Standards**. PRRU will update any Program 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

BIBLIOGRAPHY FORMATTING AND SUBMISSION

Overview and Purpose

If your grant has resulted in 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 Bibliography is NOT a comprehensive listing of every product you have created. It is a record of specific products that are, or will be, available to the public. It provides the information necessary for the public to access your products. However, we do want you to send all products and coverage indicated on the **Electronic Submission Standards** document.
- Products that should be included in the Bibliography are only those materials that your staff or subcontractors have created that report on the results, findings, recommendations and conclusions from your project/program. We do not want you to include survey instruments, presentations that have not been published in proceedings, unpublished background papers prepared for conferences, conferences without proceedings or coverage received—although we do want you to send us those products.
- If you find, when completing your Annual Narrative Report, Final Narrative Report or Bibliography, that you have not sent a product to us, submit it as soon as possible. Refer to the **Electronic Submission Standards** for details.

Bibliography Guidelines, Categories, and Examples of Entries and Formats

Some general guidelines for entries and formats:

- Create a Bibliography cover page with the date and BIBLIOGRAPHY, followed by the title of the program/project, the RWJF grant ID# and the dates covered in the Bibliography
- Use the bold and bold/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*
- Use an en dash, not a hyphen, to indicated inclusive page numbers
- 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,” then give the date after the name of the journal or the publisher.

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- Finally, list those works that are completed, being submitted for publication or are unpublished. For both styles of works, use the word “Unpublished” after the name of the book, book chapter or article.
- For Meetings or Conferences (including presentations and testimony), list entries chronologically from most recent to oldest
- Provide information about products that appear online. Include the exact website URL. Do not use the main URL for the site. For example, do not use www.healthaffairs.org. Instead, use the specific URL for the location of the article: <http://content.healthaffairs.org/content/28/2/w180.long>. Formats indicate where to place URLs.

Include only products produced by the grantee organization or program/project staff from the following categories in your Bibliography.

Articles

Category includes:

- **Commentaries**—editorials, letters to the editor, op-eds
- **Journal Articles**—including those published only on the Web
- **Journal Supplements or Special Issues**—focused on the topic of the grant
- **Non-Journal Articles**—such as in magazines, newspapers, or newsletters

Do not include:

- Works in progress
- Information about where an unpublished article has been submitted. If an article has been accepted but not yet published, however, do include the journal information.

Whether published in a journal, a newspaper, or a magazine/newsletter, if there is a volume and issue number, include it, followed by the year only. If there is no volume or issue number, use month(s) and actual date instead. For a seasonal issue (e.g., spring or fall), include the season in the date.

The types below are not used in the bibliography, but are for illustration purposes only.

Commentaries

Author(s) names. “Title of Article/Op Ed” (nature of the commentary). *Title of publication*. Inclusive page numbers, month and date of publication; OR volume number(issue): inclusive pages. Available at [URL of website](#).

Example of a commentary:

Brown PE. “Why Health Reform Is Necessary” (op. ed.). *New York Times*. A23, November 18, 2008.

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Or

Thomms XA. “What’s Next for the Health Care System” (commentary). *Journal of the American Medical Association*. 3(89): 66-67. Available at www.jama.org/2008.3/commentary.

Journal Articles

Author(s) names. “Title of Article.” *Title of publication*. volume number(issue): inclusive pages, year. Available at [URL of website](#).

Example of a published article:

Adams LA, Mitchell E, Pierce HJ. “Health Policy and Access to Medical Care.” *Journal of the American Medical Association*. 277(8): 215–233, 2010. Available at www.jama.org/277.8/2010.

Example of an article published in a supplement:

Plummer SS, Vogel G, Freemont N. “Medical Technology Is Not the Cure.” *Health Affairs*. 43(Suppl. 9): S100-114, 2011.

Example of article published only on a website:

“Measuring the Quality of Care in Palliative Care Services: An interview With Irene Higginson, Ph.D.” March 2011. Available at www.rwjf.org/pr/65013id.

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, 2013.

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.

Journal Supplements or Special Issues

Title of publication. volume number(issue), year. Available at [URL of website](#).

- “Title of article,” author names—last name then initial(s), page numbers.
- “Title of article,” author names—last name then initial(s), page numbers.
- Continue for all articles

Example of a journal supplement or special issue:

Prevention. 39(Suppl. 3), 2011

- “Teens and Smoking,” Orleans CT, 3-5.
- “Cessation Services for Teens,” Chaloupka F, 6-9.

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- Etc. for each article.

Non-Journal Articles

Author(s) names. “Title of article,” *Title of publication*, inclusive pages, month year of publication. Available at *URL of website*.

Example of a magazine article:

Materson M. “Don’t Throw Out the Baby with the Bath Water,” *Redbook*, 24-26, May 2010.

Example of an article published in a newsletter:

Dickson N. “Getting Veggies into the Local Food Pantry,” in *Action Now* newsletter of Feeding America, 27-28, April 2011.

Books or Chapters

Category includes:

- **Books**—edited or written by grantee staff member(s) on the topic of the grant
- **Chapters**—written by grantee staff member on the topic of the grant published in books not written wholly by the staff member

Do not include works in progress.

The types below are not used in the bibliography, but are for illustration purposes only.

Books

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 published 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, 2012.

Example of an unpublished book:

Community Health Leaders: A Collection of Heroes. Unpublished.

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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 last name and first initial. Use bullets, ending each bulleted item with a period.

Example of a book with multiple authors connected to the program/project:

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

- Chapter 1. ““Health Care for Poor and Uninsured in the Future—Why It Won’t Be Business as Usual,” Altman SH, Reinhardt UE, Shields AE.
- Chapter 2. “Uninsured in America: The Causes and Consequences,” Rowland D, Feder J, Keenan PS.

Chapters

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 (if not yet published but accepted, use In press instead of the date).

Example of a published chapter:

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

Communications or Promotions

Materials created to communicate the project or program’s findings, results, recommendations or solutions to the media and broader public. Category includes

- **Advertisements**—materials created to promote a given perspective, event or opinion presented in advertisements or public service announcements
- **Blogs**—started by grantee staff and focused on the project or program
- **Grantee Profiles**—articles or other write-ups about the project/program, an organization created for the project, or a person engaged in or helped by the project for the purpose of promoting the project
- **Grantee Websites**—a new website for the project/program or pages on a grantee website devoted to the project
- **Newsletters or Brochures**—created by grantee staff; includes pamphlets
- **Social Media**—posts of video or other program materials to other websites such as YouTube or Facebook

Do not include a report, article or presentation produced by project/program staff that appears on a website. Instead, list the entry in the appropriate section and include the URL of website.

The types below are not used in the bibliography, but are for illustration purposes only.

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Advertisements

“Headline of advertisement,” first appeared in *Title of newspaper, magazine, radio or television program*, date of publication. Names of other venues where the advertisement appeared (date of publication).

Example of an advertisement:

“Here is Your Brain on Drugs,” first appeared in *New York Times*, March 11, 2002. Also appeared in *Wall Street Journal*, Nov 19, 2002, and video version on *CBS Evening News*, April 2, 2002.

Blogs

Organization creating the blog. “Title of the blog.” date blog or blog response posted. *Web address.*

Example of a blog by the organization:

Sustainable Sacramento. “Keeping Our Parks Green and Clean.” Posted May 2, 2009.
www.sustainablesacramento.org/greenandcleanblog.

Grantee Profiles

Title of Profile/Story. Created by organization. Place of publication: Organization publishing the profile, date issued. Available at *URL of website.*

Example of a grantee profile or story:

How Francesca Andrulis and Her Community Conquered Asthma. Created by the Allies Against Asthma program. Washington: Asthma Association of America, April 2007. Available at www.asthmaassociation.org/stories/Andrulis.

Grantee Websites

Web address. A brief description of the site. Place of origin: organization or individual to whom website belongs.

Example of a project/program website:

www.medsch.wisc.edu/painpolicy/. Website 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.

Newsletters or Brochures

Title of the Newsletter. Place of origin: Name of organization publishing it. Date published. Available at *URL of website.*

Example of a newsletter:

Youth Village News and Notes. Douglasville, GA: Youth Villages. Spring 2008 and Winter 2009. Available at <http://www.youthvillages.org/where-we-serve/georgia.aspx>.

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Social Media

Name of social media on subject of the page, Web address where posted, number of views as of date.

Example of a social media page:

Facebook page on East Bay Youth Center Active Kids project, www.facebook.com/eastbay, 30,549 views as of June 2008.

Video created by the project and posted to a website such as YouTube:

“Title of the video.” Organization creating the video, Web address where posted, number of views as of date.

Example of a posted video:

“TARC Bike Rack Rap.” Metropolitan Transit Authority of Nashville, posted to YouTube, <http://www.youtube.com/watch?v=e0FFg0W9UME>, 68,832 views as of March 28, 2011.

Data Tapes

Category is for data tapes required under some grants. The tape itself is sent to the Inter-university Consortium for Political and Social Research [ICPSR] at the University of Michigan.

Data Tapes

“Name of Data Tape,” 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 data tape:

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

Education or Toolkits

Category includes the following used to instruct or deliver educational content:

- **Curricula**—annotated syllabus, guide, course material, manual from a training course, educational, instructional and “how to” videos, and documentaries, and training or educational software;
- **Evaluation Tools**—documents giving instructions or guidance about how to do evaluations or promote their findings
- **Evaluation Tools**—reporting how to conduct or use an evaluation
- **Toolkits, Toolboxes or Primers**—for use by those in the field doing similar work

Do not include training class satisfaction surveys.

The types below are not used in the bibliography, but are for illustration purposes only.

Grantee Reporting Instructions

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Curricula

Title of the Material (type of the material). Place created: Organization producing the material, Date created. Available at [URL of website](#).

Example of curricula:

Palliative Care for Registered Nurses (curricula for 3rd year). San Francisco: University of California, Fall 2007. Available at www.ucsf.edu/palliative.3/html.

Evaluation Tools

Example of evaluation tool:

Everything a Qualitative Health Researcher Needs to Know (evaluation tool). Washington; AcademyHealth, 2010.

Toolkits, Toolboxes or Primers

Examples of toolkit and toolbox:

Hospital-Sponsored Group Practice: Ingredients for Success (a 150-minute DVD). Chicago: American Hospital Association, 2009.

Community Tool Box (vol. 1-2). Kansas City, MO: Kansas Health Foundation, 2008. Available at <http://ctb.ku.edu>.

Meetings or Conferences

Category includes

- **Presentations**—including those by grantee staff whether alone or in panels that are published in conference proceedings from the grantee organization or another organization; and published background papers prepared for discussion at a sponsored conference or workshop held by the grantee organization, or prepared by grantee staff for their presentation given elsewhere
- **Proceedings**—published proceedings of a sponsored meeting, conference or workshop if available online or through grantee organization
- **Testimony**—testimony and materials for testimony given to government legislative or regulatory bodies

Do not include:

- Similar/identical presentations made at multiple venues. Instead, include the presentation once then mention the other venues at which it was made.
- Similar meetings or workshops if given at multiple venues. Instead include the title once and then mention the other venues at which it occurred.

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- Conferences, meetings or workshops that have no published proceedings.
- Testimony that you have not submitted to RWJF with a Cover Sheet, available at www.rwjf.org

The types below are not used in the bibliography, but are for illustration purposes only.

Presentations

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, Place meeting held. Available at [URL of website](#).

Example of a presentation:

Joan M. Teno, “Measuring Quality of Care for Persons Diagnosed With Life-Limiting Illness,” presented at the Annual Meeting of the Gerontology Society, June 9, 2007, Corvallis, OR. Proceedings available at www.geron.org/reports/conf2007.

Example of background materials prepared for a sponsored meeting:

Trends in Insurance Cost, 1980-2005 (background paper). AcademyHealth Insurance Conference. April 30, 2010. Washington.

Proceedings

Include only those proceedings available through a publisher or available on a website.

“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 [URL of website](#).

Example of a proceeding from 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.commnnet.org/meetings/july-2008.

Testimony

Only include testimony by project/project staff. For testimony, include whether there was a written invitation, and if so, what government entity issued the invitation. Fill out the Cover Sheet when you submit the testimony. Do not include testimony in the Bibliography for which you have not filled out a Cover Sheet.

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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 Senate Finance Committee, committee chair, Sen. Peter Piper, August 10, 2007.

Reports

Category includes:

- **Case Studies**—a detailed analysis of a person, group or project
- **Charts or Chartbooks**—charts and data reports, chartbooks, chartpacks
- **Documentaries**—such as shows produced for HBO, NPR, PBS or as an independent film
- **Evaluation Reports**—the findings from evaluations
- **Fact Sheets**—presenting a list of facts about the project or program
- **Issue or Policy Briefs**—issue briefs, policy briefs, legislative scans or reports, policy synthesis and research highlights
- **Maps**—interactive maps and maps that include data
- **Reports**—monographs, chronology, final or preliminary findings, thesis/dissertation and white papers
- **Survey or Poll Results Reports**—survey reports and survey synthesis reports

Do not include annual reports of the grantee organization.

The types below are not used in the bibliography, but are for illustration purposes only.

Case Studies

Name of author(s) or editors(s). *Title of Case Study*. Place of publication: Publisher, year of publication. Available at *URL of website*.

Example of an authored case study:

Harrison A, Lutman I, Patrizi P. *St. Louis, Missouri’s Drug Court for Juvenile Offenders*. Philadelphia: Public/Private Ventures, 2009. Available at *www.ppv.org/reports*.

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Charts or Chartbooks

Title of Chart or Chartbook (type of publication). Place of creation: Organization creating, year created. Available at *URL of website.*

Example of a chartbook:

Chronic Care in Rural America (chartbook). State College, PA: Geisinger Health Clinic, 2008.

Documentaries

“Name of show,” hosted by, directed by or produced by author(s). Short description produced for name of station. First aired date (abbreviate months).

Example of a documentary that aired on television:

“Dying in America,” hosted by Bill Moyers. Four one-hour segments produced for PBS. First aired Nov 15, 2003.

Example of a documentary film:

“Feasting on Fat: Why Children in America Are Obese,” directed by William Plummer. First aired at the Independent Filmmakers Forum, New York: March 15, 2009.

Evaluation Reports

Name of author(s) or editors(s). *Title of Evaluation Report*. Place of publication: Publisher, year of publication. Available at *URL of website.*

Example of an evaluation report:

McLaughlin M, London R. *Evaluating the Implementation of Playworks in Eight San Francisco and Silicon Valley Schools*. Palo Alto, CA: John W. Gardner Center for Youth and Their Communities, 2011.

Fact Sheets

Title of Fact Sheet. Place of publication: Organization publishing the fact sheet, date issued. Available at *URL of website.*

Example of a fact sheet:

Poverty Rates in Northeast Cities, 2008. Washington: Urban Institute, June 2010.

Issue or Policy Briefs

Title of Issue or Policy Brief. Place of publication: Organization publishing the issue or policy brief, date issued. Available at *URL of website.*

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Example of an issue or policy brief (most will not have authors):

Children's Health in California, 2007. Oakland, CA: Children Now, June 2008.

Maps

Title of Map. Place of creation: Organization creating, year created.

Example of a map:

Health Insurance Coverage in Kentucky Counties. Lexington, KY: Southern Institute, 2011.

Reports

Name of author(s) or editors(s). *Title of report*. Place of publication: Publisher, year of publication. Available at [URL of website](#).

Example of an authored report/monograph:

Anders R, Gerbman F, Howe D. *Quality Assurance in Health Care Today*. Washington: Brookings Institution, 2010.

Example of a report without an author or where the publishing organization is the author:

Primary Care in New York City. New York: United Hospital Fund, 2011.

Survey or Poll Results Reports

Name of author(s) or editors(s). *Title of Survey Report*. Place of publication: Publisher, year of publication. Available at [URL of website](#).

Example of a survey/poll results report:

Americans' View of Quality Measures. New York: Louis Harris and Associates, 2010.