

# Grantee Reporting Instructions

## Introduction



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.

[grantreports@localfundingpartnerships.org](mailto:grantreports@localfundingpartnerships.org)

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.