**Small Grants, Rural Residency, and Special Project Progress Report and Final Report Guidance**

The progress report is typically due at the midpoint of the grant period. Please review the original reporting requirements document provided to you with the Notice of Grant Award to determine if and when a progress report is due. No budget narrative is due at the time of the progress report.

The Final report must be submitted within 45 days of completion of the grant period unless otherwise noticed or negotiated. Please review the original reporting requirements document provided to you with the Notice of Grant Award to determine when the final report is due. You may submit a final report at any time prior to that date if you have completed the grant objectives and expended all funds. The final report includes two sections, a final report narrative and a final report budget and budget narrative.

Please note that failure to submit these reports in a timely fashion may jeopardize future funding eligibility. All reports should be submitted via the Health Sciences report portal. The reports will be reviewed and feedback or acknowledgement will be provided as appropriate.

**Format for reports**

Each narrative report should include the following sections:

*Goal attainment*: For the progress report narrative please provide detailed information to update progress toward attainment of each goal from your original proposal. You should also note if you are still anticipating completing the project goals by the end of the grant period. If you do not anticipate finishing by the end of the grant period, or your grant goals need to change to due unforeseen circumstances, please contact Dr. Persily to discuss either a change order or a no cost extension.

For the final report narrative, please review accomplishments related to each goal and provide detailed information about your project outcomes by goal. If any goal was not met, please document reasons why the goals were not met and any remedies that you put into place to try to reach the goal.

Final report narratives should also include sections that outline:

*Lessons learned while implementing the project*

*Impact on population you serve*

*Plans for dissemination of project results*

*Implications for future education, practice, research, or policy*

**Final Budget report and narrative**

The final budget report includes your originally budgeted expenses in each category, any changes approved by change orders, actual expenditures, and the difference between budgeted and actual expenses. The narrative report (page 2) should include a detailed description of how funds were spent in each of the categories. Please provide adequate detail so that reviewers can document how funds were actually spent. If there was deviation from the approved final budget to the final expenditures please provide a description of those deviations.

If you have received an approved change order which made budgetary changes, please use the most recently approved budgetary categories to complete the final budget report and narrative.

Please note that if you have not expended all invoiced funds by the end of the grant period you will receive an invoice from the HEPC to return unexpended funds. Please return those funds promptly.