

Reporting Requirements Clinical and Community Health Issues Grants

All grantees are required to furnish the Foundation with periodic financial and narrative progress reports. These reports are described in the schedule listed in *Attachment I: Conditions of the Grant*, which was enclosed with your grant award letter. Continued funding of Donaghue Foundation grants are contingent upon the Foundation receiving these reports in a timely manner, our assessment that you are making adequate progress on the research that was funded, and that expenditures of grant funds comply with the Foundation budget and spending policies. Please submit your reports in hardcopy to the attention of Stacy Cloud, Grants Administrator.

Report Formats

Financial report. The Foundation will generally accept financial reports produced by the grantee's institution in that institution's standard report layout. We require information for each budget category listed in the grant application, showing actual, budgeted and variance amounts for the specified time period. Budget variances should be explained in the narrative progress report.

Narrative progress report. Please use the eight items listed below to write a narrative report about your project. **The narrative progress report must be signed by the Principal Investigator and the signature must be dated.**

1. Grant Identification. State the following information:
Grant number
Name of Principal Investigator
Institution
Project title
Project period
Period covered in this report
2. Research Aims. List the specific aims of your research project and state whether these aims have changed from those listed in your grant application.
3. Project Results. Referring to the activities and aims listed in the non-technical summary in your application, describe in non-technical language, the results to date. To what extent have the activities and aims been completed?
4. Study sample results. State your study sample objectives and your progress to date in meeting recruitment and subject participation objectives.
5. Budget Variances. Describe the reason for any variances more than 10% in any budget category (spending that has been either less or more than the budget amount).
6. IRB Approval. Is your IRB approval current? State the renewal date for the IRB approval for this project and the term of the renewal.

7. Intellectual Property. Have you applied for intellectual property protection for any discoveries arising from this research? Do you intend to apply for intellectual property protection?
8. Publications and presentations. Please note any submissions for publications or any presentations that you have made resulting from this work.
9. Other. Please add any other information that you believe the Foundation would want to know. This may include but is not limited to receiving additional funding resulting from this work.

Narrative Progress and Financial Report Schedule

For a two year grant beginning in January:

Grant Year	Report due	Period covered in report
Year 1	October 31	January through September
Year 2	March 31 following the last year of the grant term	Entire grant period

For a three year grant beginning in January:

Grant Year	Report due	Period covered in report
Year 1	October 31	January through September
Year 2	October 31	January through September of Year 2. In addition, the report must contain an update of Year 1 (January through December) if any adjustments or expenses have been charged to the grant during Year 1 since the Year 1 financial report was submitted.
Year 3	March 31 following the last year of the grant term	Entire grant period

For a two year grant beginning in July:

Grant Year	Report due	Period covered in report
Year 1	April 30	July through March
Year 2	September 30 following the last year of the grant term	Entire grant period

For a three year grant beginning in July:

Grant Year	Report due	Period covered in report
Year 1	April 30	July through March
Year 2	April 30	July through March of Year 2. In addition, the report must contain an update of Year 1 (July through June) if any adjustments or expenses have been charged to the grant during Year 1 since the Year 1 financial report was submitted.
Year 3	September 30 following the last year of the grant term	Entire grant period