

FINAL REPORTING REQUIREMENTS FOR RRF GRANTEES

All reports must be submitted electronically via the Final Narrative and Financial Report form that can be found in the grantees' RRF Online Applications and Requirements account. You will receive an email notifying when the report is available, along with instructions about how to access the form via your RRF Online Applications and Requirements account.

The report is to be submitted by the due date specified on page four in the Grant Award Letter. The report should be clear, concise, and well organized. Please submit reports as a Word document, double-spaced, 12-pt font. Do not use gradient shading in charts, tables, or budget reports.

You should not assume that RRF staff will be familiar with the original proposal because of the possibility of a shift in staff assignments. Therefore, you should prepare a comprehensive report that summarizes the project from the starting point to the conclusion. There is no recommended length for final reports, but they should include the following:

1. Cover Page: Please include:
 - a. the names(s), address(es), phone number(s), e-mail(s) of Project Director(s) **and** the person completing the report, if different.
 - b. RRF Grant Award # (example: 2020444)

2. Project Summary: The Project Summary should succinctly (no more than 3-5 pages) summarize the problem addressed, the project's objectives, methods undertaken, the most important findings/outcomes, value, and specific implications for:
 - a. the field of aging,
 - b. the project's future direction, and/or
 - c. your organization.

3. Grant Analysis Narrative: Please only include the items from the list below that are relevant to your project.
 - a. In two to three sentences, state the most important substantive lesson(s) learned or key take-aways about the topic you are addressing that extend knowledge in the field and/or will enhance your organization's future success.
 - b. Describe any discrepancies between stated objectives and objectives achieved, if applicable.
 - c. Identify any significant challenges the project faced, their effect on the progress in meeting objectives, and corrective actions taken.
 - d. Summarize significant project modifications, if any, throughout this entire project (e.g., to original objectives, planned strategies, timetable, evaluation design, budget, and/or personnel). Include resumes of any new personnel, if applicable.

- e. Describe how findings from your evaluation were, or will be, used by your organization and/or others in the field.
 - f. List and discuss any unanticipated results or products. Please describe new organizational connections that have been formed or strengthened as a result of this project (include organization names, and describe your relationship with each). Items discussed in earlier report can be listed with a reference to the appropriate document.
 - g. Describe the most important operational lessons(s) learned about how you implemented your project that others may benefit from knowing before implementing similar projects.
 - h. List specific, completed dissemination activities, including the nature of the audiences, materials disseminated to each, and estimated numbers of persons in each audience reached.
 - i. List all products available to date, (e.g., articles, papers for presentation, brochures, questionnaires or scales others might use, manuals), dates when initially distributed and reach-to-date, if known. Include anything produced in the final project period as an attachment.
 - ii. List additional dissemination activities planned and indicate the time frame in which they will occur.
 - i. If your organization/project has requested/received any additional funding *that directly or indirectly relates to the work funded by RRF*, list:
 - i. where the funding has/would come from and the amounts for each request/grant; and
 - ii. clarify if the funding has already been received (if so, as of what date and for what time period) or if it is pending. This information can be submitted in the form of a table.
 - j. Beyond dissemination activities and securing additional grants, list specific next steps your organization/project will take to build on the work completed to date.
4. **Financial Report**: Include a financial report of project expenditures using four column headings: budget items; amount originally approved for each item; amount actually spent; and the variance. Any major alterations in the budget should be explained (greater than 10% from what was originally budgeted).

The following sample report template is for illustrative purposes only and can be changed as needed. A grantee may use this format or any other that is appropriate for the project.

Sample Financial Report Template			
Budget Item	Funds Received from RRF	Actual Expenditure of RRF Funds	Variance
Personnel Expenses			
Payroll	\$ 78,000	\$ 76,960	\$ 1,040
Benefits	\$ 7,020	\$ 7,110	\$ (90)
Total Personnel Expenses	\$ 85,020	\$ 84,070	\$ 950
Direct Expenses			
Postage	\$ 200	\$ 190	\$ 10
Printing	\$ 400	\$ 385	\$ 15
Licensing Fees	\$ 5,500	\$ 5,500	\$ -
Office Supplies	\$ 200	\$ 200	\$ -
Travel	\$ 811	\$ 1,150	\$ (339)
Program supplies	\$ 300	\$ 708	\$ (408)
Total Direct Expenses	\$ 7,411	\$ 8,133	\$ (722)
Indirect Expenses			
	\$ 9,243	\$ 9,243	\$ -
Total Expenses	\$ 101,674	\$ 101,446	\$ 228

If you have questions about completion of the report, please contact your RRF Program Officer, or you may contact the main office at 773-714-8080 or info@rrf.org and another staff member will help you.