Grant-Funded Project Reporting

General Instructions

- Review grant agreement, reporting guidelines, and report forms (if provided).
- Make sure you reread the entire proposal before you begin preparing the report.
- Assume that the reader is not directly familiar with your project; provide a few paragraphs of background material as you begin the report.
- Maintain an “overall” perspective on your project; report on the project “as a whole.” It is fine to acknowledge problems encountered, but the focus should be on progress achieved.
- Write your report in clear narrative form.
- Meet with the Grants and Restricted Fund Accountant to review grant expenditures before preparing your financial report.
- Share your full report with your supervisor or your department/division chair.
- Send the report draft to the Grant Reporting Specialist, at least ten days before the deadline.
- If you have any questions, please contact the Grant Reporting Specialist (x6734 or T1412B) well in advance of the report deadline.

Things to Include in the Report

- Review the purpose and time frame of the grant.
- List project objectives.
- Describe activities undertaken to meet each project objective. Note and explain any significant deviations from the original plans.
- Describe key personnel involved in the project, as well as each person's contribution toward the achievement of project goals and objectives.
- Referring to the evaluation section of the original proposal, describe the impact of the project (e.g., numbers of participants, learning outcomes, increased retention rate, recruitment potential, enrollment growth, new populations reached, etc.). This section is particularly important in the report.
- Indicate future direction(s) of the project.
- Develop a financial report using the budget format from the proposal (or on the funding agency's budget form, if provided).
- Attach copies of project publicity, newspaper articles, press releases, brochures, schedule of events, newsletters, any materials developed with grant funds, etc.