**Annual and Final Narrative Report Template**

*For National Program Reporting*

**Identifying Information**

Date: (of the report)

Project Title:

RWJF Grant Id:

Name of Program: (if this grant is associated with a national program)

**Questions to cover within the Annual and Final Narrative Reports**

1. **What did the program as a whole accomplish during this reporting period?**
2. **What progress did the NPO/ASO make toward meeting the goals outlined in your proposal or work plan for this grant? If relevant, what indicators or benchmarks were used to determine your progress?**
   * Briefly describe the technical assistance activities carried out this reporting period to meet these goals, as outlined in your proposal and/or work plan.
   * Do you have any subcontractors? If so, what work are they doing?
3. **Do you have any stories that capture the impact of the program?**

If so, please share one to two; you may include the stories as an appendix.

1. **What, if any, proposed activities were not completed by the NPO/ASO?**
2. **What were the notable accomplishments of, and key challenges for, the sites/projects/trainees in this reporting period?**
3. **Did the program overall face challenges in strategy, design, or adaptation to external changes?**
4. **Are there any infrastructure issues concerning your home institution such as salary caps or other rules that have impeded your work?**
5. **Did RWJF assist or hinder your work in any way during this time period?**
6. **What, if any, partners are you working with?**
7. **Were there surprising findings or results from the work of the sites/projects/trainees?**
8. **Is there anything else you want to tell RWJF?**

Please include an addendum to the report.

1. **Who is currently serving on your national advisory committee?**

Please provide an up-to-date list of members or a link to your website if they are listed there.

1. **What were the program’s most effective communications and advocacy approaches? Did the program meet its communications goals?**
2. **What was produced during the reporting period?**
   * Please describe the main products produced during the time frame.
   * Submit these products as soon as they are completed by using the Submit Product section for this grant with RWJF’s Grantee Resources system.

**Is a Bibliography needed?**

If your program has resulted in products listed below, which have not been previously reported to RWJF, you may include a Bibliography at the end of your final narrative report. The Bibliography should be the final part of your final narrative document and should follow this format:

* Published articles should be listed first.
* List any that have been accepted but are not yet published. Use the words “In press,” and give the date after the name of the journal or the publisher.
* List works that are completed but not accepted. Indicate they are “unpublished.”
* Whether published in a journal, newspaper, or magazine/newsletter, if there is a volume and issue number, include it. If there is no volume or issue number, use month(s) and actual date instead. For a seasonal issue (e.g., spring or fall), include the season in the date.