

GUIDELINES FOR REPORTING AND BUDGET REVISIONS

REPORTING

Quarterly Reports (submit to NNPHI only):

Each state must submit a Quarterly Report to NNPHI within 30 days of completing the quarter. The quarter begins each year on April 15. The template for the Quarterly Report can be found at the MLC page of the NNPHI website (www.nnphi.org/mlc) as well as the MLC Wiki (<https://nnphiweb.pbwiki.com/>) under the Grantee Resources, Administrative section. Please see page 2 for a full description of report due dates, reporting periods, and submission instructions.

Financial and Narrative Reporting (submit to NNPHI and RWJF):

Grantees are required to comply with the Robert Wood Johnson's (RWJF) traditional reporting requirements, which include providing semi-annual and annual financial reports as well as annual narrative reports. In addition, a final narrative report, which includes a bibliography of products produced as part of your work on the grant, is due at the end of the project. Please refer to your grant award documentation and the following link to RWJF reporting guidelines for more information. Please see page 2 for a full description of report due dates, reporting periods, and submission instructions.

Budget Reporting (financial reporting): <http://rwjf.org/grantees/budgetreporting.jsp#4>

Reporting Guidelines: <http://rwjf.org/grantees/annualgrantreporting.jsp>

Grant Products/Bibliography (submit to NNPHI and RWJF):

As of April 17, 2009, RWJF has changed its procedures regarding the submission of products produced as a result of the grant. Previously, all products were submitted along with a bibliography as part of the final narrative report. Beginning April 17, 2009, RWJF requests that all products be submitted as they are produced. A bibliography listing each of these products will still be required as part of the final narrative report. However, the actual submission of the products should take place as they are produced. Please see the "Electronic Submission Standards" below for a description of the types of products that should be submitted. Instructions for compiling the bibliography are contained in the "Reporting Guidelines" link above. Please see page 2 for a full description of report due dates, reporting periods, and submission instructions. *Please submit all products to both RWJF and NNPHI (apattnaik@nnphi.org).*

Instructions for Submitting Reports and Grant Products to RWJF:

Please e-mail reports and products as attachments to grantreports@rwjf.org. In the subject line, you must include the five digit ID number of your award. Also, please use the file naming conventions covered in the "Electronic Submission Standards" document referenced below. The grantreports@rwjf.org email has been created solely for the purpose of submitting reports and products. Consequently, correspondence should not be included in these e-mails as you will not receive a reply. Please review the Electronic Submission Standards below prior to submitting your reports and *please also send copies of all reports and products to apattnaik@nnphi.org.*

Electronic Submission Standards: http://www.rwjf.org/files/publications/RWJF_ElectronicSubmissions.pdf

Financial Disbursements:

RWJF disburses funds based on spending. They will disperse additional funds for your grant following the receipt and review of your semi-annual and annual financial reports. If you would like to request a disbursement of additional funding prior to the semi-annual and annual reporting periods, you may submit a financial report at any time. Please see page 2 for a full description of report due dates, reporting periods, and submission instructions.

BUDGET REVISIONS

Requests for Budget Revisions/Carry-forward/No-cost extensions (submit to NNPHI only):

Grantees may discover that they need to revise their budget or carry dollars over from one year to the next. In this case, a budget revision should be requested. Please submit a cover letter, outlining your specific request, along with the appropriate supporting documentation (per the Budget Revision Guidelines below) to Jennifer McKeever (jmckeever@nnphi.org) so that NNPHI may conduct an initial review. We will coordinate the revision process with the RWJF staff. *Do not submit your budget revision requests directly to RWJF. They must be sent to NNPHI.*

Grantee Budget Revision Guidelines: http://www.rwjf.org/files/publications/RWJF_BudgetRevisionGuidelines.pdf

Budget Reporting: <http://rwjf.org/grantees/budgetreporting.jsp#4>

Reports/Due Dates

Due Date	Reports Due	Reporting Period	Submission Instructions
Year 1 (April 15, 2008 – April 14, 2009)			
Aug. 15, 2008	Work plan (1 st Quarterly Report)	<i>April 15-July 15</i>	Submit to NNPHI via email attachment to Anooj Pattnaik (apattnaik@nnphi.org)
Nov. 17, 2008	2 nd Quarterly Report	<i>July 16-October 15</i>	Submit to NNPHI via email attachment to Anooj Pattnaik (apattnaik@nnphi.org)
	Semi-annual Financial Report	<i>April 15-October 15</i>	Submit to NNPHI via email attachment to Anooj Pattnaik (apattnaik@nnphi.org), and Submit to RWJF via email attachment to grantreports@rwjf.org *See full instructions for submitting reports to RWJF above
Feb. 15, 2009	3 rd Quarterly Report	<i>October 16-Jan. 15</i>	Submit to NNPHI via email attachment to Anooj Pattnaik (apattnaik@nnphi.org)
May 15, 2009	4 th Quarterly Report	<i>January 16-April 14</i>	Submit to NNPHI via email attachment to Anooj Pattnaik (apattnaik@nnphi.org)
	Annual Financial Report	<i>April 15-April 14</i>	Submit to NNPHI via email attachment to Anooj Pattnaik (apattnaik@nnphi.org), and
	Annual Narrative Report		Submit to RWJF via email attachment to grantreports@rwjf.org *See full instructions for submitting reports to RWJF above.
Year 2 (April 15, 2009 – April 14, 2010)			
Aug. 31, 2009	1 st Quarterly Report	<i>April 15-July 15</i>	Submit to NNPHI via email attachment to Anooj Pattnaik (apattnaik@nnphi.org)
Nov. 30, 2009	2 nd Quarterly Report	<i>July 16-October 15</i>	Submit to NNPHI via email attachment to Anooj Pattnaik (apattnaik@nnphi.org)
	Semi-annual Financial Report	<i>April 15-October 15</i>	Submit to NNPHI via email attachment to Anooj Pattnaik (apattnaik@nnphi.org), and Submit to RWJF via email attachment to grantreports@rwjf.org *See full instructions for submitting reports to RWJF above.
Feb. 26, 2010	3 rd Quarterly Report	<i>October 16-Jan. 15</i>	Submit to NNPHI via email attachment to Anooj Pattnaik (apattnaik@nnphi.org)
May 31, 2010	4 th Quarterly Report	<i>January 16-April 14</i>	Submit to NNPHI via email attachment to Anooj Pattnaik (apattnaik@nnphi.org)
	Annual Financial Report	<i>April 15-April 14</i>	Submit to NNPHI via email attachment to Anooj Pattnaik (apattnaik@nnphi.org), and
	Annual Narrative Report		Submit to RWJF via email attachment to grantreports@rwjf.org *See full instructions for submitting reports to RWJF above.

Due Date	Reports Due	Reporting Period	Submission Instructions
Year 3 (April 15, 2010 – April 14, 2011)			
Aug. 31, 2010	1 st Quarterly Report	<i>April 15-July 15</i>	Submit to NNPHI via email attachment to Anooj Pattnaik (apattnaik@nnphi.org)
Nov 30, 2010	2 nd Quarterly Report	<i>July 16-October 15</i>	Submit to NNPHI via email attachment to Anooj Pattnaik (apattnaik@nnphi.org)
	Semi-annual Financial Report	<i>April 15-October 15</i>	Submit to NNPHI via email attachment to Anooj Pattnaik (apattnaik@nnphi.org), and Submit to RWJF via email attachment to grantreports@rwjf.org *See full instructions for submitting reports to RWJF above.
Feb. 28, 2011	3 rd Quarterly Report	<i>October 16-Jan. 15</i>	Submit to NNPHI via email attachment to Anooj Pattnaik (apattnaik@nnphi.org)
May 31, 2011	4 th Quarterly Report	<i>January 16-April 14</i>	Submit to NNPHI via email attachment to Anooj Pattnaik (apattnaik@nnphi.org), and
	Annual Financial Report	<i>April 15, 2010-April 14, 2011</i>	Submit to NNPHI via email attachment to Anooj Pattnaik (apattnaik@nnphi.org), and
	Final Narrative Report (w/bibliography)	<i>April 15, 2008-April 14, 2011</i>	Submit to RWJF via email attachment to grantreports@rwjf.org *See full instructions for submitting reports to RWJF above.

Additional Notes:

Change in Project Director or Financial Officer: If there is a change in project director or financial officer for your MLC project, please send an email to Jennifer McKeever (jmckeever@nnphi.org) with the following information:

Outgoing Director/Officer

Name:
 End Date:
 Reason for Leaving:

Incoming (new) Director/ Officer

First name
 Middle initial if used
 Last name
 Degrees used
 Title
 Unit/Dept.
 Organization name
 Address
 Phone
 Fax
 Email
 Start date:

Storyboards: All grantees are required to develop and submit storyboards depicting the work of the Quality Improvement Mini-Collaboratives. Draft storyboards may be submitted to NNPHI at any time. Final storyboards are due within 60 days of completion of the quality improvement work. Storyboard Guidelines and samples can be found at the MLC page of the NNPHI website (www.nnphi.org/mlc) as well as the MLC Wiki (<https://nnphiweb.pbwiki.com/>) under the Grantee Resources, Storyboard Resources section. Please submit completed storyboards to both NNPHI (apattnaik@nnphi.org) and RWJF. Refer to the sections “Grant Products/Bibliography” and “Instructions for Submitting Reports and Grant Products to RWJF” on page 1 of this document for full details.