

FINAL PERFORMANCE REPORT FORMAT
(See EDGAR 34 CRF §§74.51; 74.71, and 80.40)

A final performance report should include:

- A cover page with pertinent identification information, including the title of the project, the institution, the grant number, the project director or principal investigator, email address, and phone number;
- An executive summary or abstract of the project;
- A table of contents;
- The goals of the project. When addressing goals the following should be considered:
 - A description of any modifications to the goals and/or changes to the project during its operation
 - Identification of the factors that necessitated the changes, and
 - If it is apparent that a different set of goals or activities would have been more realistic, a statement as to why;
- A background or context in which this project existed (i.e., to help the reader understand the accomplishments and direction of the project);
- Accomplishments, findings, and/or problems solved, i.e.,
 - For an experimental or research project, a description of the experimental issue or research problem, and the methodological approach used in the study and the project findings;
 - For a model demonstration project, a description of the model which permits replication, in whole or in part, by potential implementers, and a description of the evaluation procedures and findings related to the effectiveness of the model;
 - For personnel preparation projects, a description of the number of students completing the project, the disposition of the students exiting the project, how the project has been established as a permanent program in the institution, and the evaluation findings on the effectiveness of the project; and
 - **For other projects (technical assistance, in-service training, outreach, dissemination, and service delivery), a description of project activities, quantifiable information about services delivered, replications established, etc.; and**
- A statement of the impact, conclusions, recommendations, and dissemination activities, such as professional journals and conferences, and where additional information about the project can be found.

All final performance reports should describe:

- Accomplishments during the grant performance period,
- Outcomes of the grant (data should be included when the outcomes can be readily quantified),
- Results of the project evaluation, including lessons learned; and
- Implications for practice, policy, future research, professional development, technical assistance and/or dissemination.

In general, all final performance reports should have attached only supporting documents for the information provided in the report. Before appending additional copies of project products, the Project Officer should be consulted. Those preparing the report should be as concise as possible.

Submission Requirements for Final Performance Report

The final report is due 90 calendar days following the expiration of the award (including the no cost extension). The original and two (2) paper copies of the final report should be Fed Exed to:

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