

MATERNAL AND CHILD HEALTH BUREAU (MCHB)  
SPECIAL PROJECTS OF REGIONAL AND NATIONAL SIGNIFICANCE (SPRANS)

FINAL REPORT AND ABSTRACT INSTRUCTIONS

At the end of the project period of each SPRANS, the grantee is required to prepare a final report and abstract, both of which should begin with the project identification outlined below. The following instructions provide guidance for developing the report and abstract.

A comprehensive but concise summary of the project results/outcomes should be presented in the narrative section of the report. It is particularly important to indicate clearly if all the originally stated goals and objectives have been attained. If any goals or objectives have not been achieved, reasons should be given.

The report should follow the topical outline below. Statistics and other data may be presented in tables, charts or graphs integrated into the text of the narrative section. Significant information which must be reported in the narrative section may be expanded in an appendix. Since the narrative section will become a stand-alone document however, reference to an appendix without substantial information in the narrative section will not be acceptable.

The report should be typed double-spaced and should not exceed 50 pages in length. Supportive information such as copies of publications and products must be included as appendices. A list of each appendix and its page number should be provided. Appendices are not included in the 50-page limit.

- Margins should be 1 inch at the top, bottom and right side with a 1-1/2 inch margin on the left side for binding.
- Typeset must be no smaller than 12 pitch and not reduced or justified.
- Each page including the appendices should be numbered sequentially.

1. PROJECT IDENTIFICATION (Place at beginning of both Narrative and Abstract)

Project Title:

Grant Number:

Project Director:

Grantee Organization:

Address:

Phone Number:

E-mail Address:

Home Page:

Project Period:

Total Amount of Grant Awarded: \$

FINAL REPORT AND ABSTRACTNarrative:

1. **PURPOSE OF PROJECT AND RELATIONSHIP TO SSA TITLE V MATERNAL AND CHILD HEALTH (MCH) PROGRAMS:** Briefly describe the major purposes of the project and the needs and problems it addressed. Indicate the program priority under which the project was funded. Explain the relationship to the Title V MCH Program and highlight the regional/national significance and potential for strengthening the MCH Services Block Grant Programs in one or more States and Regions. Describe any links to other SPRANS projects.
2. **GOALS AND OBJECTIVES:** Describe the goals and objectives of the project and show how they relate to Item I above.
3. **METHODOLOGY:** Briefly describe the program activities used to attain goals/objectives and comment on innovation, cost, and other characteristics of the methodology.
4. **EVALUATION:** Briefly describe the evaluation methods used to assess the effectiveness of the project in attaining goals/objectives.
5. **RESULTS/OUTCOMES (POSITIVE & NEGATIVE):** Summarize the major results. Highlight any health status outcomes, systems changes, lessons learned and outcomes which have potential for transfer and replication. Provide the number of individuals identified by racial and ethnic group who were: 1) served or 2) trained during each year of the project.
6. **PUBLICATIONS/PRODUCTS:** List publications/products resulting from the project and the audiences for which each was designed. Products include but are not limited to: pamphlets, manuals, forms, surveys, questionnaires, videotapes, slides, newsletters, training materials, protocols, standards, books, workbooks, brochures, articles, presentations, database formats. If copies of these products are available from the grantee or another source, please indicate. If the contact person for a particular publication/product is someone other than the Project Director, please provide their name, address, and telephone number. Include in the Appendices copies of all publications/products resulting from this grant.
7. **DISSEMINATION/UTILIZATION OF RESULTS:** Describe action taken to share information/findings/products with others within and outside the State.

8. **FUTURE PLANS/FOLLOWUP:** Describe plans for continuing the activities initiated by the project and future funding. Include anticipated results and both the short and long term impact of the project. Describe plans for followup and replication of the project within the State or elsewhere.
9. **TYPE/AMOUNT OF SUPPORT AND RESOURCES NEEDED TO REPLICATE:** Describe the adaptability of the project and specify the support/resources, e.g., organization, staffing, funding, etc., necessary to replicate in another setting.

On a separate page, please provide an annotation and key words list:

#### ANNOTATION

Prepare a three to five sentence description of your project which identifies the project's purpose, needs and problems which were addressed, the goals of the project, the program activities used to attain the goals, the major results and materials developed.

#### KEY WORDS

Key words are the terms under which your project will be listed in the subject index of the Abstracts Book. Select the most significant terms which describe the project, including health professions involved, population groups served and major issues addressed by the project.

#### ABSTRACT OF FINAL REPORT

An Abstract of the Final Report should accompany the Final Report. It should follow the topical outline prescribed previously, be typed double-spaced and not exceed four pages.

- Type section headings in all capital letters, followed by a colon and two spaces. Begin the narrative immediately after the two spaces.