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**Department of Health and Human Services
Health Resources and Services Administration
Bureau of Health Professions**

**Final Report for Grants and Cooperative
Agreements**

Due Date: within 90 days after end of the project

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Health Resources and Services Administration
Bureau of Health Professions
Final Report for Grants and Cooperative Agreements

Purpose

The Final Report *is* designed to provide the Bureau of Health Professions (BHPr) with information required to close out a grant after completion of project activities. As such, every grantee is required to submit a final report after end of their project.

The *Final report includes the following sections:*

- Project Objectives and Accomplishments
Description of major accomplishments on project objectives.
- Project Barriers and Resolutions
Description of barriers/problems that impeded project's ability to implement the approved plan.
- Summary Information
Description of overall impact of the project.

Submission and Due Date

In addition to the final report, if your project was awarded a no-cost extension, you are required to provide the related performance data. The information, other than the performance data, should describe the entire project period – not just the final budget period.

All grantees are required to submit their final report online within 90 days after end of the project. The end of the project is defined as the end of the final budget period, including any no-cost extensions.

Reporting Period

Last approved grant project period.

To Get Help

For more information, go to <http://bhpr.hrsa.gov/grants/>. If you have questions or need clarification, contact the HRSA Call Center at 1-877-464-4772 or email CallCenter@HRSA.GOV.

Project Objectives and Accomplishments

List up to nine (9) project objectives (A – I) from your last approved grant project period; they should be the most important objectives for your project. Present the objective and succinctly describe your accomplishments in each of them. Be concise; your response cannot exceed 5000 characters for each box. The format below will be repeated for each project objective. We recommend that you prepare separate blocks of text for each description and accomplishment so that they can be “cut and pasted” into our web-based data entry screens.

Objective A

Description of Objective

Accomplishments

Project Barriers and Resolutions

List up to eight (8) barriers/problems (A – H) that impeded your project’s ability to implement the approved plan (e.g., staffing, funding) from your last approved grant project period. Describe the activities you have undertaken to minimize the effect of these barriers/problems. Be concise; your response cannot exceed 5000 characters for each box. As above, the format below will be repeated for each barrier description and resolution.

Barrier A

Description

Activities Taken to Resolve

Summary Information

Provide a brief description from your last approved grant project period for each of the following:

1. Project overview.

2. Project impact.

3. Prospects for continuing the project and/or replicating this project elsewhere.

4. Publications produced through this grant activity.

5. Changes to the objectives from the initially approved grant.