

**Revised August 2014**

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

**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 Workforce**  
**Final Report for Grants and Cooperative Agreements**

**Purpose**

The Final Report is designed to provide the Bureau of Health Workforce (BHW) 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://bhw.hrsa.gov/grants/>. If you have questions or need clarification, contact the HRSA Contact Center at 1-877-464-4772 or email [CallCenter@HRSA.GOV](mailto: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.