



**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

Updated October 2020

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

Purpose

The Final Report provides the Bureau of Health Workforce (BHW) with information required to close out a grant after you complete project activities. As such, every grantee must submit a final report after the end of their project.

The Final report includes these 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

How do I submit my final report?

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

When must I submit my final report?

You must submit your final report online within 90 days after the end of the project. We define the end of the project as the end of the final budget period, including any no-cost extensions.

What's the reporting period?

Last approved grant project period.

Whom can I contact with questions?

[HRSA Grants and Electronic Handbooks Contact Center](#)

Email: callcenter@hrsa.gov | Call: 1-877-464-4772.

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 describe your accomplishments in each of them. Be concise; your response **cannot** exceed 5000 characters for each box.

We recommend that you prepare separate blocks of text for each description and accomplishment. This way you can “cut and paste” the text 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 will be the same 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 these:

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