

Healthy Eating Research Semi-Annual Narrative Report Form for Period: [Start Date-End Date]

Report Instructions

OVERVIEW AND PURPOSE

We have devised a set of four questions for the **Semi-Annual Narrative Report**. We ask you to tell the Healthy Eating Research national program office (NPO) about how your project is meeting its established goals, activities you have engaged in to date to meet those goals and any that have not been completed on schedule, and other issues you are addressing. Please report to us any changes from the planned activities that were described in your proposal. We want to hear how your project is succeeding, or if you find yourself facing unusual challenges. Upon reading your answers to these questions, the NPO may contact you for additional information.

Note that you will only submit the Semi-Annual Narrative Report to the Healthy Eating Research NPO. The Robert Wood Johnson Foundation (RWJF) only wishes to receive annual narrative and financial reports.

REPORT DUE DATE

Semi-Annual Narrative Reports are due to the NPO by [Date].

FORMAT

- The maximum length of a Semi-Annual Narrative Report is two pages.
- Use a 12-point font, 1-inch margins and single-line spacing.
- Incorporate the questions as bold italic subheads.

COVER PAGE

- Prepare the cover page of your report on a sheet of your institution's or organization's letterhead stationery. Include address, telephone number and e-mail address, if these are not printed on your stationery.
- Date the page.
- Head it "Semi-Annual Narrative Report [#]," followed by:
 - The dates covered in the report: [Start Date - End Date]
 - The national program name and your funding round, "Healthy Eating Research Round [#]"
 - The five-digit RWJF identification number for your grant
 - The principal investigator
 - The title of the project
 - The total amount of the grant
 - The goal of the project as described in the proposal

SUBMITTING YOUR REPORT VIA E-MAIL TO THE NPO

Please e-mail your report to:

Healthy Eating Research
National Program Office
University of Minnesota
HealthyEating@umn.edu

Semi-Annual Narrative Report Questions

1. What did you accomplish during this reporting period? How did these accomplishments help you reach the goal of your project? If relevant, what indicators or benchmarks were used to determine your progress?

Briefly describe the activities carried out in this reporting period to meet these goals, as described in your proposal.

- For an ***evaluation project***: describe the milestones to date in gathering and analyzing information, and any preliminary findings to date from the evaluation.
- For a ***research project***: describe the stage the project has reached in the research process and what has been accomplished during the reporting period, including any preliminary findings.

2. What, if any, proposed activities were not completed? Briefly describe those activities, the reasons they were not completed and your plans for carrying them out.

- If the activities completed differ from your proposal, what caused these changes?
- Were activities delayed and if so, why?
- Will these activities be completed? When and how?
- Are there any activities you will not be able to complete during the course of your grant?

3. Describe specific progress you have made and/or setbacks you have experienced in collecting data to measure your project's progress.

4. Is there anything else you want to tell the Healthy Eating Research NPO?

Feel free to tell us about any other unexpected issues, concerns or successes you have had in this reporting period. Please tell us if you would like to receive technical assistance in a particular area.