

**THE PITTSBURGH FOUNDATION
GUIDELINES FOR PREPARATION OF
GRANTEE SUBMITTED FOLLOW-UP REPORT
FOR MEDICAL RESEARCH GRANTS**

Please include the grant reference number on all report documents.

Please prepare a report suitable for presentation to the Board of Directors, which addresses the following:

1. Briefly state the project's overall objectives. What were the project's objectives for the grant period being reviewed?
2. To what extent were these objectives met? Please explain.
3. What were the short-term outcomes? Are there anticipated long-term outcomes?
4. To what extent were the short-term outcomes met? Please explain. Is the project on target or have initial results led to changes and redirection? Is there a plan for continuation of this research and, if so, what are the projected sources of funding?
5. What were your actual expenditures/revenues for the project? How were The Pittsburgh Foundation grant monies used? Please attach with this report the original project budget from the proposal; and the project expenditures/income to date.
6. If this is an interim report, are there any adjustments that need to be made in the grant and, if so, please discuss and include budgetary implications.
7. Have you received any other funding for this project? Is the project ongoing? If yes, how will it be supported?
8. Looking back over the period of the grant, comment on changes in the environment, and the research project team as well as the effect of these changes on the project's outcomes.
9. What have you learned about the challenges, issues, and/or outcomes associated with your efforts?
10. If this is a final report, what are the summary conclusions. Please attach the final research report.

Please include the following additional items:

1. A certified final expenditure report (interim or final).
2. Copies of any publications resulting from this research.