# **Final Project Report Guidance**

The Community Partnership Program requires all funded projects to submit a final project report 30 days after the project end date. Prior to submitting the final project report, **first-time** grantees are encouraged to meet with a CPP team member for a final project report consultation (see details below) to ensure the report is completed correctly.

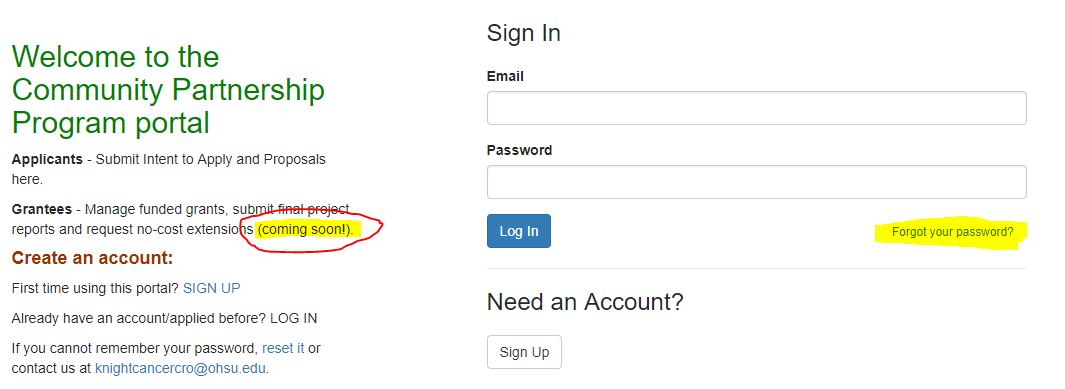
The final project report is comprised of demographic and narrative questions, answered in our grant management online portal. The questions are below to help you prepare answers before submitting online. Where applicable, adhere to the stated word limits.

We use this data to create a variety of reports for groups such as CPP grantees and stakeholders, OHSU leadership, the Oregon State Legislature, the NIH National Cancer Institute, and in the [Program Impact](https://www.ohsu.edu/knight-cancer-institute/community-partnership-program-impact) section of our website. Thank you for providing the most accurate data possible to support reporting on your project’s outcomes.

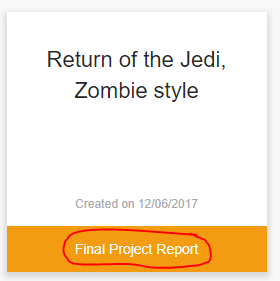
**Submitting a final project report**

For questions about using the portal, contact Devra O’Gara at [KnightCancerCRO@ohsu.edu](mailto:KnightCancerCRO@ohsu.edu)

1. **Login to our applicant and grantee portal** 
   * Go to <https://webportalapp.com/sp/ohsu-cpp>
     + If you have previously logged into the portal: Login using the email address we used to contact you and the password you created when you set up an account (if applicable).
     + If you have not logged in before (or have forgotten your password), create a new password using the “[Forgot your password?](https://webportalapp.com/sp/forgot/ohsu-cpp)” link. *Do not use the “Sign up” button under “Need an Account”. An account is already set up for you.*



1. **At the bottom of the home screen, locate the proposal with “Final Project Report” under it:**



* Click the “Final Project Report” text to open the form.
* Click the “Start Now” button next to the final project report or Supporting Documents sections to begin that section.

1. **First time grantees are encouraged to contact us 30 days before the project end date to set up a final project report (FPR) consultation.** *This consultation supports you in completing the report in a manner to support accurate reporting and is an opportunity to discuss any questions before the FPR due date.* 
   * To schedule, contact the CPP team at [knightcancercro@ohsu.edu](mailto:knightcancercro@ohsu.edu).
   * A few days before the consultation, draft responses to all the questions and save the report as a draft. Your consultant will review this information before the meeting.
     + If you are unsure of how to complete a question/section, note that in the relevant field, and/or notify the person who contacts you to set up the consultation (mostly likely Blanca Cisneros).
2. **Submit the Final Project Report.**
   * Complete all questions in the online form, following the online guidance.
   * Upload up to 10 supporting documents:
     + Data summaries
     + Evaluation and planning tools
     + Outreach and engagement materials
     + Project images/photographs
     + Tier 1 Action Plan *(Tier 1 only)*

­FINAL PROJECT REPORT TEMPLATE

Provide the following summary of your project’s activities, outcomes, successes and challenges during the grant period via the [online final project report form.](https://webportalapp.com/sp/ohsu-cpp)

This template is provided to help you to prepare the information to submit via the supplemental Excel spreadsheet and online form. It requires completion of tables and narratives. Responses should indicate actual participation/activities for your project. If a question is not applicable to your project, indicate with N/A or check “Not Specified”.

Which type of project is this proposal? *Select* “***Tiered grant****” to see the correct question set.*

* Tiered Grant
* Special Call, Cancer Screening Promotion
* Special Call, COVID-19
* Special Call, Step it up! Survivors
* Community Action Model

**Responses below can be limited to 150 words unless additional description is necessary. In free-text fields, enter only plain text. Please do not use bullet points or special characters.**

### **OBJECTIVES**

1. What, if any, changes did you make to the original objectives? *Refer to the objectives and timeline template submitted with your proposal application.*
2. Describe how each objective was met and any outcomes, numbering each to match the original objective. If one or more objectives were not met, why not? What did you learn from this?

### **PROJECT REACH: PARTICIPANTS**

This section is applicable to projects that conducted activities engaging people.

* *Do not include collaborators/partners who worked on the development, execution, or evaluation of your project. You will report on these in the Collaboration/Partnerships section below.*
* *If you were not able to count the number of unique or cumulative participants enter zero into the field and explain why you did not count them in response to question 5.*

**Before completing questions 3 and 4,** [watch a 90-second video explaining the difference between unique and cumulative counts.](https://echo360.org/media/adfb1cef-562e-4f9f-a444-78b07d632f00/public)

1. Enter the **unique** count of people engaged through project activities. *E.g., if one person took part in three activities, they would be counted once.*
2. Enter the **cumulative** count of people engaged through project activities. *E.g. If one person took part in three activities, they would be counted three times.*
3. List the target audiences engaged during this project. If applicable, describe any major differences between proposed and actual participation/engagement.

### **EVALUATION/ASSESSMENT**

1. Select the methods you used to gather data and/or evaluate the success and impact of your project. Select all that apply.Note: In the supporting documents step, upload a sample of each tool used, ensuring participant data is **NOT** included. *For example, if you conducted interviews, upload the interview question guide.*

* Focus groups
* Follow-up tracking
* Interviews
* Observational
* Patient/participant tracking
* Patient/staff logs
* Pre/Post test
* Previously collected and/or publicly available data
* Survey (E.g. satisfaction, etc…)
* Other: (Describe)\_\_\_\_\_\_\_\_

1. What did you learn from this project? Specifically:

* Tier 1: what did you learn about the needs of your community?
* Tier 2: what did you learn about the feasibility and/or acceptability of this project?
* Tier 3: what did you learn about the effectiveness and sustainability of this project?

1. How do you plan to use these results moving forward? Include how you plan to use the results within your organization, and how you plan to share them with internal and/or external key stakeholders (i.e. program participants, community partners, etc.). This might also include dissemination products or efforts.

### **COLLABORATION/PARTNERSHIPS**

*Count only significant external collaborators/partners, either key individuals or organizations, that contributed to the development, implementation or evaluation of your project.*

1. Enter the total number of external partnerships on this project, including both individuals or organizations. *Do not include individuals from your own organization.* *If there were no partners, enter “0”.*

9a. How did these partners contribute to the project? Select all that apply.

* Collaborative Research (with an academic researcher)
* Consultation (e.g. guidance, feedback, etc.)
* Facilities or space (e.g. building to hold event, childcare, tables, chairs)
* Financial (philanthropic, (non-CPP) grant funding, or fee-based)
* Formal Relationship
* In-Kind (Networking/ Information Exchange, personnel, service, equipment, etc.)
* Joint Program Sponsorship (Project co-sponsors)
* Outreach and recruitment
* Promoted materials or services
* Project development
* Project implementation
* Project evaluation
* Training and/or technical assistance
* Supported data collection efforts, including data entry and management
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***NARRATIVE QUESTIONS***

### **SUCCESSES CHALLENGES AND LESSONS LEARNED**

1. Share a success story that describes how your project impacted your community.
2. Describe any accomplishments or benefits to your organization or community that were not anticipated during project planning (e.g. additional funding, recognition/awards, etc.)
3. Describe any major organizational challenges and lessons learned.

### **FUTURE PLANS**

1. What efforts or strategies are being developed to ensure project sustainability, if applicable?
2. How likely is this project to be active in one year from now?
   * Highly likely | Somewhat Likely | Neither likely nor unlikely| Not very likely | Not likely | Unsure | Not applicable
3. Explain why the project is or is not likely to be active one year from now.

### **OTHER INFORMATION**

Indicate how helpful you found the following Community Partnership Program training and technical assistance.

1. Evaluation general support (e.g. IRB assistance):
   * Very helpful | Somewhat helpful | Neutral | Not very helpful | Not helpful| Not applicable
2. Evaluation kick off calls:
   * Very helpful | Somewhat helpful | Neutral | Not very helpful | Not helpful| Not applicable
3. Evaluation trainings:
   * Very helpful | Somewhat helpful | Neutral | Not very helpful | Not helpful| Not applicable
4. Evaluation drop-in hours:
   * Very helpful | Somewhat helpful | Neutral | Not very helpful | Not helpful| Not applicable
5. Describe how the training or technical assistance listed above did or did not support you and/or your organization during this project.
6. Describe any opportunities in which your team utilized these skills outside of your Community Partnership Program project. Examples might include writing new grants, evaluating other projects, etc.
7. What additional training or technical assistance by Knight Cancer Institute would enhance the success of this project?
8. Do you plan to apply for another Community Partnership Program grant for this project?

Yes, in same tier | Yes, in new tier | Undecided | No (Briefly describe why.)

### **SUBMIT SUPPORTING DOCUMENTS**

In the “Supporting Documents” step, upload example materials developed/distributed in support of this project plus photos/images that CPP could use in promotional materials. Categories and examples include:

* Data summaries to support your results (table, visualization, etc.) *Ensure all personal health information/identifiers are removed before submitting.*
* Evaluation and planning tools (surveys, logs, focus group guides, etc…)
* Outreach and engagement materials (flyers, brochures, etc.)
* Project photos/images *Upload images that CPP is authorized to use in marketing or promotional materials, such as our website.*
* Tier 1 Action Plan (Tier 1 only)