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|  | Association of Community Health Nursing Educators  11 W Monument Avenue, Suite 510  Dayton, OH 45402  937.586.3727  info@achne.org |

# Research & Evidence Based Practice Grant Midyear & Final Report Requirements

Please use the following template for your midyear & final reports to the ACHNE Research Committee. Midyear reports are due no later than October 15th.

Introduction

* State the title of your research project.
* Provide a brief overview of the project, including its goals and objectives.
* Summarize the progress you have made so far.

Progress

* Discuss the specific tasks you have completed since the start of the grant period.
* Highlight any significant milestones you have reached.
* Explain any challenges you have faced and how you have addressed them.

Budget

* Provide an updated budget that reflects your spending to date.
* Explain any changes to your budget that have been made since the start of the grant period.

Timeline

* Update your timeline to reflect your progress to date.
* Discuss any changes to your timeline that have been made since the start of the grant period.

Conclusion

* Summarize the progress you have made so far and your plans for the remainder of the grant period.

Also include copies of any publications or presentations that you have given related to your research project if applicable.

All grant funds are to be used between July 1st of awarding year and June 30th of the subsequent year. Funds that are not expended during the grant period will be returned to ACHNE unless ACHNE provides written permission to use the funds beyond the end date for the project.

Please direct any questions or requests for extensions and/or changes to funding allocation to Roxy West, CAE, ACHNE Executive Director at [info@ACHNE.org](mailto:info@ACHNE.org).