

RWJF State Implementation Program 2 Grantee Guide - February 23, 2015

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National Program Office Contact List

National Program Office, RWJF State Implementation Program

Center to Champion Nursing in America

202-434-3928 office

sip@aarp.org

AARP Public Policy Institute

601 E Street, NW

Washington, DC 20049

The National Program Office (NPO) serves as both a resource for technical assistance and as the primary monitor of project performance and management for all RWJF State Implementation Program (SIP) grantees. The NPO serves as the primary point of contact for SIP grantees.

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State Implementation Program Reporting Schedule

SIP 2

Grant Period:

November 1, 2013 through October 31, 2015

Arkansas: December 1, 2013 through November 30, 2015

Quarterly reports due dates (to sip@aarp.org):

February 1, 2014

May 1, 2014

August 1, 2014

November 1, 2014

February 1, 2015

May 1, 2015

August 1, 2015

Annual RWJF Narrative Report and Financial Report due date (to grantreports@rwjf.org and sip@aarp.org):

November 30, 2014 (AR, December 31, 2014)

18-month Deliverables due date (to sip@aarp.org):

May 1, 2015 (AR, May 15, 2015)

24-month Deliverables and RWJF Final Narrative Report and Financial Report due date (to grantreports@rwjf.org and sip@aarp.org):

November 30, 2015 (AR, December 31, 2015)

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State Implementation Program Contact Change Instructions

Grantee Contact Information

It is important for the national program office to keep updated contact information for all relevant grantee staff. In the event that a member of the team leaves or is added, please email sip@aarp.org with all relevant details including name, title, organization, email, and phone number.

Please note that the SIP National Program Office is only able to send official documents (including reporting templates, webinar invitations, and deliverables charts) to the Project Director, Project Co-Director, and Financial Officer. As other staff or contractors may be working on the SIP grant, from time to time it will be necessary for you to forward them necessary documentation. Alternatively, you can set up an auto-forward process in your e-mail client that redirects correspondence sent from sip@aarp.org to other personnel.

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State Implementation Program Workplan Instructions

Workplan Changes

The process for requesting changes to your approved workplan is to submit a proposed revision to the SIP National Program Office (sip@aarp.org):

1. Clearly mark any modifications using the 'Tracked Changes' function.
2. Add in a brief explanation for the change, inserted directly into the workplan (also in 'Tracked Changes'). In the event a longer explanation is needed, please attach the explanation as an Appendix at the end of the workplan.

The National Program Office will review your submission and schedule additional discussion as needed. If your proposed changes have been approved, you will receive a clean and updated copy of your revised workplan as a .pdf to use as a basis for reporting going forward.

Example:

Project Goal #1: Ensure the sustainability of the Project

Objectives	Action Steps	Target Date	Responsible Person	Deliverables	
				18-Month	24-Month
Develop new sustainable funding streams	Conduct mailings	11/15	Carly	\$100,000 raised and set aside for 2017-2018 activities	<u>\$100,000 raised and set aside for 2017-2018 activities</u> <u>We were unable to schedule the meetings with the three foundations in time to meet the 18-month deliverable mark.</u>
	Create donation page on website	1/16	Satya		
	Schedule meetings with Foundations	5/16	Marissa		

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State Implementation Program Budget Change Instructions

Budget Change Protocol

Formal budget revisions are not required for grant awards of \$500,000 or less. Your grant falls within this classification. However, for monitoring purposes, we do request that if you are making budgetary changes, you email our office with a description of the change and rationale for it. You may submit that email to **sip@aarp.org**.

Additionally, you should report any budget changes and rationale in your annual and final financial reports to RWJF and include a justification for any expense greater than \$10,000 or 10% of any expense category.

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State Implementation Program Communications Resources

Communications Resources

From time to time, you may want to bring attention to your Action Coalition's work and the Foundation's investment in your progress by making a public announcement about your grant to the media and other stakeholders and supporters in your state. However, before you send out your press release to any media outlets, your release must be approved by the National Program Office. Simply email your release to sip@aarp.org and we will respond with approval and or changes very quickly. While we will make every effort to return your press release back to you quickly, please allow up to 2-3 business days for review.

Please also let us know if you'd like us to provide a list of media outlets in your area. We encourage you to supplement this media list with any journalists with whom you have a relationship with or who cover nursing and health care topics in your area.

To help support your media outreach efforts, we also have additional resources on the *Campaign for Action* website. Please visit the [communications resource page](#) for a wide range of resources that you can use, including template media materials, audience-specific messages, and presentation support. Below are a few resources that we think you'll find to be particularly helpful:

- o [Introduction to Traditional Media Outreach](#)
- o [Creating Effective Media Materials](#)
- o [Campaign for Action Overview PowerPoint Presentation and Template](#)

Social media and events are also great ways to spread the word about your SIP award. For help with social media, check out the [Social Media Toolkit](#), and for help with planning an event, refer to the [Event Planning Toolkit](#).

RWJF Diversity Policy

Diversity Policy

Diversity and inclusion are core values of the Robert Wood Johnson Foundation, reflected in our Guiding Principles. We value differences among individuals across multiple dimensions including, but not limited to, race, ethnicity, age, gender, sexual orientation, physical ability, religion and socioeconomic status. We believe that the more we include diverse perspectives and experiences in our work, the better able we are to help all Americans live healthier lives and get the care they need. In service to our mission, we pledge to promote these values in the work we do and to reflect on our progress regularly.

Consistent with RWJF values, this program embraces diversity and inclusion across multiple dimensions, such as race, ethnicity, gender, physical ability, age, sexual orientation, religion and socioeconomic status. We strongly encourage applications in support of individual candidates who will help us expand the perspectives and experiences we bring to our work. We believe that the more we include diverse perspectives and experiences in our work, the more successful we will be as we strive together to build a Culture of Health, enabling all in our diverse society to lead healthier lives, now, and for generations to come.

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State Implementation Program Resources

Helpful Links

SIP Grantee Resources: Explore a wealth of other valuable resources to for SIP answers or inspiration
<http://campaignforaction.org/sip-resources>

Fundraising Toolkit: The toolkit includes overview materials, resource guides and workbooks to aid Action Coalitions in their work to secure support for their programs.
<http://campaignforaction.org/resource/fundraising-toolkit-materials>

Fundraising Guide: This guide seeks to help you meet your coalition's unique funding needs and to serve as a resource for identifying potential sources of funding, helping you construct a fundraising plan of action, and guiding you in how best to approach potential donors
<http://campaignforaction.org/sites/default/files/Fundraising%20Toolkit%20for%20Action%20Coalitions.pdf>

Diversity Toolkit: This toolkit is part of a larger project designed to enhance diversity recruiting or fellowships at selected national program offices supported by the Robert Wood Johnson Foundation
<http://campaignforaction.org/sites/default/files/Strategic%20Alliances%20Toolkit.pdf>

Budget Information: Find information concerning your Robert Wood Johnson Foundation financial reporting, report submissions and revisions.
<http://www.rwjf.org/en/grants/grantee-resources/reporting-and-accounting-information/budget-reporting.html>

Communications Information: Find information on issuing press releases, logo use, publication credits, etc. <http://www.rwjf.org/en/grants/grantee-resources/legal-and-policy-information/communications-information.html>

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Appendix

[RWJF Guidelines for Advocacy](#)

[RWJF Guidelines for Funding and Releasing Polls and Surveys](#)

[RWJF Electronic Submission Standards](#)

Guidelines for Advocacy

From the Foundation's Communications and Law Departments



Robert Wood Johnson Foundation

As a private foundation, the Robert Wood Johnson Foundation (RWJF) is prohibited from using its resources for direct lobbying or grassroots lobbying, from engaging in political activities and from making grants for such purposes. This means that you cannot use RWJF's funds, name, program names, products or other resources for lobbying or political activities. **This document is a brief summary of these restrictions. It is not intended to be construed as legal advice. Please contact your own legal counsel with specific questions of how these rules may apply to you in your capacity as an RWJF grantee.**

WHAT ARE THE PROHIBITIONS?

Prohibited direct lobbying is a direct communication with a legislator or legislative staff that:

- refers to pending or potential legislation; and
- reflects a view on such legislation.

Prohibited grassroots lobbying is any communication with the general public that:

- refers to pending or potential legislation; and
- includes a “call to action,” which is any of the following:
 - urging contact with a legislator;
 - providing contact information for a legislator;
 - providing a petition, draft e-mail, postcard or other means to communicate with a legislator;
 - identifying a legislator as opposing pending or potential legislation, being undecided or serving on the committee to vote on the legislation; or
 - identifying a legislator as the recipient’s representative.

Prohibited political activities include, but are not limited to:

- endorsing political parties, candidates or platforms;
- making campaign contributions;
- issuing or distributing statements that favor or disparage a particular candidate;
- allowing a candidate or political organization to use RWJF assets or facilities;
- inviting candidates to speak at RWJF-sponsored functions; and
- linking to candidate websites.

DEFINITIONS & SPECIAL RULES

LEGISLATOR: A legislator or legislative staff is any elected member or staff member of any general purpose legislative body (e.g., Congress, state legislature, city council) or any other government official if the primary purpose is influencing legislation.

LEGISLATION: Legislation is any action taken through a vote of Congress, any state legislature, local council or similar publicly elected legislative body or law that must be enacted by public vote. It does not include: (1) regulations of an administrative agency or body, even if the regulations implement specific legislation; or (2) the actions of special-purpose bodies, such as school boards and zoning boards.

PAID MEDIA RULE: A paid advertisement within two weeks of a vote on legislation may constitute grassroots lobbying without a reference to specific legislation or a call to action.

SPECIAL RULE FOR BALLOT MEASURES: A communication with the general public concerning a pending or potential ballot measure is lobbying if it both refers to the ballot measure and reflects a view on the measure. No call to action is needed.

Guidelines for Advocacy

From the Foundation's Communications and Law Departments

WHAT IS NOT LOBBYING?

- Discussing broad social issues without reference to specific legislation.
- Communicating about nonlegislative policies, such as regulations.
- Developing and distributing to anyone in-depth nonpartisan analysis and research materials; such materials may make reference to legislation and reflect a view, so long as they:
 1. include a full, fair and objective discussion of the relevant facts sufficient to permit the audience to form an independent opinion;
 2. are broadly distributed to persons on both sides of the issue discussed; and
 3. do not include a “call to action.”
- Providing technical assistance or testimony to a legislative or governmental body in response to a written request for technical assistance. The request should: (1) be on behalf of the governmental body or committee (not an individual official or staffer); (2) note that information provided will be distributed to all members; (3) specifically address the assistance requested; and (4) be received BEFORE you provide the assistance or testimony. CHECK WITH YOUR LEGAL COUNSEL BEFORE RESPONDING TO SUCH A REQUEST TO MAKE SURE THAT THE LETTER MEETS ALL REQUIREMENTS PRIOR TO PROVIDING ASSISTANCE OR TESTIMONY.
- Urging enforcement of existing laws or regulations.

IF IT IS NOT LOBBYING, IS IT OK TO PROCEED?

Whether or not a communication constitutes lobbying is just a threshold question; we also rely on our grantees to employ good judgment in determining whether a communication funded by RWJF or using an RWJF brand is appropriate under the circumstances. Please take care to avoid content that is or may be construed as political campaign intervention, or communications that are likely to be considered partisan, slanderous, libelous, or discriminatory in nature, or might otherwise negatively impact the reputation of RWJF and its programs.

IS LOBBYING OK IF WE DO IT WITH NON-RWJF FUNDS?

You must first confirm that any communication or activity is consistent with the tax rules and other laws that apply to your organization, as well as your organization's internal policies and the requirements of other funders. **Organizations and projects that bear the RWJF name or brands associated with the RWJF name may not lobby, even with non-RWJF funds, because such activities may still be construed as lobbying by RWJF.**

RWJF Guidelines for Funding and Releasing Polls and Surveysⁱ



Requirements for RWJF Release of Poll and Survey Data:

Robert Wood Johnson Foundation

- Compliance with standards for polls and surveys and appropriate disclosure requirements described below.
- Completion of two forms describing (1) survey design and (2) survey results.
 - **Note: Links to both forms and additional instructions will be emailed to the project director 30 days after the grant award date.**
- Grantees should complete the form describing their survey design at least 30 days before their survey enters the field: <http://www.rwjf.org/content/rwjf/en/surveyguidelines>

Use of the terms “poll” or “survey” should be used only to describe work that has met the standards below. Those studies that do not meet these standards cannot be described as RWJF-funded polls or surveys. Focus groups and qualitative research are NOT considered polls or surveys, and should not be presented as such. Please see language below for additional information.

Standards for Polls and Surveys:

To provide reliable and objective information that meets the highest standards for scientific integrity and adheres to our principles, RWJF-funded polls and surveys must conform to the Code of Professional Ethics and Practices of the American Association for Public Opinion Research (AAPOR). Consistent with the AAPOR Code, RWJF-funded polls and surveys should:

- Identify the name(s) of the lead researcher(s), their organizational affiliation(s), and all sponsors/funders of the research.
- Employ research tools and methods suitable for the topics and questions being investigated.
- Fully describe the survey methodology used to conduct the research in sufficient detail to allow others to understand and critique the research (see disclosure requirements below).

Disclosure Requirements for Polls and Surveys:

When releasing results of RWJF-funded polls or surveys, researchers are required to disclose information regarding the research methodology. Specifically, disclosure information must include (either in the release or through easy access to an appendix or full methodology report):

- Name of the sponsor/funder of the survey and the organization that conducted the data collection.
- Questionnaire or survey tool (at minimum, question wording for the results being released).
- Identification of the population under study.
- Description of the sample used including: type of sample (probability or non-probability), sample frame used, sample selection criteria, eligibility or screening requirements, total sample size and subgroup sample sizes (if appropriate).

- Method, dates, and location of data collection.
- Response rate and indication of which AAPOR response rate calculation is used for probability samples or participation rate for non-probability samples.
- Estimated sampling error (for probability samples).
- Description of any post-data collection weighting that was done including source of weighting parameters and variables used for weighting.
- Contact information for readers, in case there are additional methodological questions.

Disclosure requirements for opt-in surveys and polls (non-probability based, online and other modes):

AAPOR recommends that researchers fully disclose the methods through which respondents were selected and clearly indicate that respondents self-selected into the sample and were not randomly selected from the full population of interest. AAPOR recommends the following wording for use in online and other surveys conducted among self-selected individuals:

"Respondents for this survey were selected from among those who have [volunteered to participate/registered to participate in (company name) online surveys and polls]. The data [have been/have not been] weighted to reflect the demographic composition of [target population]. Because the sample is based on those who initially self-selected for participation [in the panel] rather than a probability sample, no estimates of sampling error can be calculated. All sample surveys and polls may be subject to multiple sources of error, including but not limited to sampling error, coverage error, and measurement error."

Disclosure requirements for focus groups/qualitative research:

RWJF does not require specific standards of adherence for qualitative research; however the following suggestions are meant to guide current practice.

Qualitative research can be conducted in a wide variety of ways. When reporting results of qualitative research, the researcher should disclose the following information:

- Clearly indicate that the research is qualitative in nature and therefore results are not representative of any larger population of interest.
- Specify what type of research was done (e.g., focus groups, in-depth interviews via phone or in-person, cognitive interviews).
- Indicate when and where the research was conducted.
- Indicate who sponsored/funded/conducted the research.
- Indicate the number of interviews completed or number of participants.
- Describe how participants were selected to participate.

ⁱThese standards are consistent with our Guiding Principles and are based on the AAPOR standards, the Polling Standards of the *New York Times* and *ABC News*' Polling Methodology and Standards updated in 2010, http://www.aapor.org/Standards_and_Ethics.htm.

Electronic Submission Standards

For Reports and Grant Products



INTRODUCTION

The Robert Wood Johnson Foundation has created a system for electronic submission of reports and other grant products that will allow us to stay current with your work and to post your important products on our Web site, www.rwjf.org, on a timely basis.

Effective immediately, only reports and products from grantees and program contractors (herein after called Grantees) that meet the criteria specified in this document should be submitted electronically. Please comply with the instructions detailed here to ensure your documents are processed appropriately.

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Electronic Submission Standards

For Reports and Grant Products

SECTION 1: GENERAL INSTRUCTIONS

E-mail electronic versions of reports, bibliographies, and products to RWJF, using the e-mail address grantreports@rwjf.org.

When submitting narrative and budget reports, include the award ID# in the subject line of the e-mail followed by the word Report. When submitting bibliographies, include the award ID# in the subject line of the e-mail followed by the word Bibliography. When submitting products, include the award ID# in the subject line of the e-mail followed by the word Product.

- Only submit materials that fit into our specified categories. Refer to “Narrative and Budget Report Descriptions” and “Product Descriptions” below for details.
- Name files according to the RWJF standards. Refer to “Report Naming Standards” and “Product Naming Standards” below for details.
- You can include multiple reports or products produced during one grant/contract in a single e-mail, but the total size of the e-mail should not exceed 10 megabytes. (See below for how to handle larger files.)
- Only submit materials from a single award ID# per e-mail. If you have more than one grant/contract for which you are submitting documents, send separate e-mails for each grant/contract.
- Do not mail hard copies of materials you have sent electronically, except for book chapters where RWJF does want the book in which the chapter appears.

A color PDF is the appropriate format for most written products. Refer to “Section 2: Acceptable File Formats” below for details.

- Include only one document in each electronic file. Do not create a PDF that contains more than one product.
- If a file cannot be opened by the Foundation, you will receive an e-mail from grantreports@rwjf.org with instructions regarding how to resubmit it.
- If the file is too large (more than 10 megabytes), you have two options:
 - Zip the file and send it by e-mail to grantreports@rwjf.org.
 - Send it on a flash drive, CD or DVD to the RWJF address below, with the award ID# on a label on each piece. Do not write directly on the CD or DVD. Flash drives, CDs and DVDs will not be returned.

Program Records
Robert Wood Johnson Foundation
P.O. Box 2316
Princeton, NJ 08543-2316

Electronic Submission Standards

For Reports and Grant Products

- For products that cannot be sent electronically (e.g., a book, artwork, plaque, sculpture), put the award ID# on a cover sheet for each of the items and send them to this same address.

If you have any questions or problems, please communicate with your grants administrator or program office contact. Do not send correspondence to grantreports@rwjf.org as you will not receive a reply.

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Electronic Submission Standards

For Reports and Grant Products

SECTION 2: ACCEPTABLE FILE FORMATS

Narrative and budget reports and products should be submitted in file formats that are non-editable, such as PDF, as much as possible. Files will also be accepted in the formats listed below. If a file is received by RWJF in a format that is not supported, it will be returned to you for conversion to a supported format.

File Type	Extension(s)
Audio	aac, mp3, mpeg4, wav, wma
Compressed File Format	Zip
Image	bmp, gif, jfif, jpe, jpeg, jpg, pip, pjp, pjpeg, tif, tiff
MS PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx ppt, pptm, pptx
Portable Document Format	pdf
Shockwave	swf
Video	avi, mpe, mpeg, mpegv, mpg, mpv, vbs, wmv, mp4

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Electronic Submission Standards

For Reports and Grant Products

SECTION 3: SUBMITTING NARRATIVE AND BUDGET REPORTS

Report Naming Standards

Name the file “gggggdddypp.ext,” where:

- ggggg = award ID#
- ddd = document type
- yy = year number of grant, for documents submitted annually with same name (e.g., budget year 2 = y2)
- pp = period number, for documents submitted periodically (e.g., first 6 months of award = p1)
- .ext = file extension

Example: A grant/contract (ID# 55522) produces an Annual Narrative Report in its first year. The file would be named 55522ANRY1.pdf. In year 2, it produces a Final Narrative Report. The file would be named 55522FNR.pdf.

Narrative and Budget Report Descriptions

Only send reports included in this table.

Report Document Types and Name Examples	Document Type	File Naming Example
Narrative Reports		
Annual	ANR	55522ANRY2.ext
Periodic (interim, semi-annual, progress)	PNR	55522PNRY2P1.ext
Final	FNR	55222FNR.ext
Summative	SUM	55222SUM.ext
Bibliography	BIB	55222BIB.ext
Financial Reports		
Annual	AFR	55222AFRY1.ext
Periodic	PFR	55222PFRY1P3.ext
Final	FFR	55222FFR.ext
Due Diligence (Audited Financials, 990s)	DDR	55222DDR.ext
Expenditure Responsibility Report of Income	ROI	55222ROIY2.ext
Expenditure Responsibility—Private Foundation Statement	PFS	55222PFSY3.ext

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SECTION 4: SUBMITTING PRODUCTS

Electronic Submission Standards

For Reports and Grant Products

RWJF asks that Grantees share with RWJF grant/contract-funded products—materials that contain learning and policy information that advance the field and the mission or strategies of the Foundation. Any products that have the ability to increase learning and have the potential to drive change in health and health care in the United States should be submitted. Examples of the content wanted include data charts, methodology, research findings, results, conclusions and recommendations. RWJF also wants materials that recognize, promote, award, or raise awareness of the project or program's results, findings or impact.

Please keep the following in mind as you submit products:

- Products must be assigned to a product category and product type:
 - Articles
 - Books or Chapters
 - Communications or Promotions
 - Education or Toolkits
 - Meetings or Conferences
 - Reports
- Submit your products as soon as you complete them.
 - Do not wait for your next reporting cycle.
 - Do not include products as part of your annual or final narrative reports.
 - If you find, when completing your Annual Narrative Report, Final Narrative Report, or Bibliography, that you have not sent a product to us, send it as soon as you can.
 - If you subcontracted some of the work and products resulted, treat them as your own products, and submit them if they meet the submission criteria.
 - Include any product created for your project or program by a communications firm paid directly by RWJF.
 - Submit published versions to replace manuscripts as they become available.
 - Send products that are completed or published after the grant/contract closes. Follow the same procedures as if the grant/contract were active. There is no need to send an additional Bibliography or revised Final Narrative Report.
- Whenever possible, submit electronic versions of products, each in its own PDF file, by e-mail to grantreports@rwjf.org.
- If your project is managed by an outside RWJF program office, also send the e-mails with attached products to your contact at the program office as well as to grantreports@rwjf.org.

Electronic Submission Standards

For Reports and Grant Products

- Do not send any materials created by the program office, even if the materials were slightly modified for your site or use; RWJF will receive these materials directly from the program office.
- Do not send an e-mail to your grants administrator, program officer or communications officer when you submit your products. They will be automatically notified when your materials are received.

Do not send duplicate versions of products—especially press releases, presentations or educational materials—when the core content is the same.

Please follow the rules on the next pages for what to submit and what not to submit along with naming standards and acceptable formats, described at the end of this document.

Product Naming Standards

Name the file “gggggGPddd_nn.ext,” where:

- ggggg = award ID#
- GP = grantee/contractor product
- ddd = document type
- nn = number of files in the category. This will equal 01, unless more there is more than one (quantity) of this product type.
- .ext = file extension

Example: A grant/contract (ID# 55522) produces three journal articles. The files would be named 55522GParticle_01.pdf; 55522GParticle_02.pdf; and 55522GParticle_03.pdf.

Contractors: Please use the terminology GP before products even though you are working under a contract.

Electronic Submission Standards

For Reports and Grant Products

Product Descriptions

Only send products included in this section.

Product Type: Articles	
Description	Composition on a specific topic, forming an independent part of a journal, newspaper, magazine or internet publication by project or program staff.
What to Submit	<ul style="list-style-type: none">• Journal articles and abstracts• Magazine, newspaper and newsletter articles on results, findings or recommendations of a grant-funded project or program written by a project or program staff member• Editorial, Commentary, Letter to the Editor that provides facts or recommendations gained through the grant-funded activity<ul style="list-style-type: none">• Special Issue or Supplement• Manuscripts submitted for publication
What NOT to Submit	<ul style="list-style-type: none">• Journal, magazine, newspaper or newsletter articles not focused on results, findings or recommendations<ul style="list-style-type: none">• Book reviews of other people's books• Materials that are unrelated to the RWJF grant-funded project or program<ul style="list-style-type: none">• Materials that express opinions without substantiating facts• Manuscript of an article that is already published (Instead, submit the published article.)<ul style="list-style-type: none">• Works in progress
Special Instructions	Published article: in the body of the e-mail, include the journal title and year of publication.
Document Type	GParticle
File Naming Example	55222GParticle_01.ext

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Electronic Submission Standards

For Reports and Grant Products

Product Type: Books or Chapters	
Description	When published, will have an ISBN or LC, or be part of a publication with an ISBN or LC.
What to Submit	<ul style="list-style-type: none">• Books, including manuscripts if not yet published• Book Chapters, including manuscripts if not yet published
What NOT to Submit	<ul style="list-style-type: none">• Manuscript of a book or chapter that is already published. (Instead, send the published book or chapter.)• Work in progress
Special Instructions	Published book: submit a hard copy of the book. Send a cover sheet providing the award ID#. Published chapter: send a PDF of the published chapter. Include the cover and title page of the book in which it was published. Submit a hard copy of the book in addition to the PDF of the chapter. Send a cover sheet providing the award ID# with the book.
Document Type	GPbookchpt
File Naming Example	55222GPbookchpt_01.ext

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Electronic Submission Standards

For Reports and Grant Products

Product Type: Communications or Promotion	
Description	Materials to communicate the project's/program's findings, results, recommendations or solutions to the media and broader public, and to advocate for change.
What to Submit	<ul style="list-style-type: none"> Media/press kits about the results, findings, recommendations or solutions of a project or program Press releases, video news releases, interviews, reviews of books whose authors are project/program staff <ul style="list-style-type: none"> Project or program Web site URLs Uploads to video sites such as YouTube <ul style="list-style-type: none"> Television and radio coverage Blog entries with responses Photographs of activities supported by the project / program with signed photo releases for those pictured, and a copyright release to RWJF from the photographer <ul style="list-style-type: none"> Advertisements Awards, plaques, certificates — or digital photographs of these items accompanied by a description Unique promotional materials
What NOT to Submit	<ul style="list-style-type: none"> Print and internet coverage (see Grantee Reporting Instructions, Annual Narrative Report for instructions on submitting this coverage) Sound bites not focused on the results, findings or recommendations of the work funded by RWJF <ul style="list-style-type: none"> Announcements of grant/contract awards or hiring of personnel Multiple copies of the same internet, radio, or TV coverage Posters, brochures or other materials of a promotional nature that do not contain findings, results, or recommendations <ul style="list-style-type: none"> T-shirts, mugs, pens or other common promotional give-away items Photographs without releases from those pictured and copyright release from the photographer <ul style="list-style-type: none"> Photographs of meetings or photographs that are too dark or small to be viewable
Special Instructions	<p>Web site URL: Include the URL of the project/program's Web site in an email to grantreports@rwjf.org.</p> <p>Interviews: include in the body of the email the name of the person interviewed and the date of the interview.</p> <p>Digital images: include in the body of the e-mail the general subject matter, names of people in the photograph, location, date taken, photographer name and contact information. Be sure to include a signed release from each person in the image, along with a signed copyright release form from the photographer.</p>
Document Type	GPcomm
File Naming Example	55222GPcomm_01.ext

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Electronic Submission Standards

For Reports and Grant Products

Product Type: Education or Toolkit	
Description	Materials created by the project/program and used to instruct or deliver educational content
What to Submit	<ul style="list-style-type: none">• Guides, manuals, toolkits, tool boxes• Curricula and class materials• Educational documentary or retrospective (TV, radio, electronic)• Training / educational software• Evaluation tool or document giving instruction or guidance about how to perform evaluations
What NOT to Submit	<ul style="list-style-type: none">• Generic, common knowledge compilations of previously published material• Multiple copies of identical materials provided at different locations• Training class satisfaction surveys
Special Instructions	In the body of the e-mail, describe the contents of the materials and the intended audience.
Document Type	GPeducation
File Naming Example	55222GPeducation_01.ext

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Electronic Submission Standards

For Reports and Grant Products

Product Type: Meetings or Conferences	
Description	<ul style="list-style-type: none"> • Proceedings, transcripts, supporting materials from project or program sponsored meetings/workshops • Presentations made by project/program staff at outside conferences • Testimony given to government legislative or regulatory bodies
What to Submit	<ul style="list-style-type: none"> • Grant-sponsored conference or workshop: agenda if it provides a list of speakers, titles of presentations • Proceedings of a sponsored meeting or workshop. If proceedings are unavailable, submit the presentation materials presented at the meeting or workshop. • Background Papers prepared for discussion at sponsored conference or workshop held by the Grantee or other organizations (whether compiled in published form or not) • Presentation or testimony materials containing research findings from the project / program and/or results / recommendations from implementation of the project / program.
What NOT to Submit	<ul style="list-style-type: none"> • Conference or workshop agendas lacking detail and substance, or that require speaker notes to be understood <ul style="list-style-type: none"> • Speaker biographies • Materials related to the logistics of the event, such as lists of attendees or room layouts <ul style="list-style-type: none"> • Materials that report on activities peripheral to the results of the project/program • Multiple copies of essentially similar presentations that were delivered at different meetings <ul style="list-style-type: none"> • Conference evaluations or survey forms • Testimony not accompanied by a cover sheet
Special Instructions	<ul style="list-style-type: none"> • Presentations by project/program staff: on the first page, provide the presenter's name and affiliation, title of the presentation, name of the meeting/workshop, name of the organization holding the meeting, and the date and place of the presentation • Meeting Materials: Background Papers for discussion: Send in one PDF file, with a cover page giving names of authors, titles of papers, and page number each starts. <ul style="list-style-type: none"> • Meeting Materials: Presentations at a sponsored meeting: on the first page, provide the presenter's name and affiliation, title of the presentation, name of the meeting/workshop, name of the organization holding the meeting, and the date and place of the presentation. • Proceedings: in the body of the e-mail, include the URL if proceedings are available online. <ul style="list-style-type: none"> • Testimony: Only submit with a Cover Sheet.
Document Type	GPmeeting
File Naming Example	55222GPmeeting_01.ext

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Electronic Submission Standards

For Reports and Grant Products

Product Type: Reports	
Description	Analysis, synthesis, evaluation, research findings, results of the work, conclusions, recommendations, strategy, lessons learned, data analysis
What to Submit	<ul style="list-style-type: none">• Reports, Monographs• Executive Summary of report (if published separately)• Syntheses, case studies, issue briefs, policy briefs, fact sheets, literature review, thesis• Charts and data reports• Maps that include data• Newsletters with a focus on findings, not promotions• Survey instruments
What NOT to Submit	<ul style="list-style-type: none">• Raw data• Annual Reports of the grantee organization
Special Instructions	<ul style="list-style-type: none">• Data tapes: e-mail the status of the tape's preparation for the Interuniversity Consortium for Political and Social Research (ICPSR) at the University of Michigan and the URL information. Do not send the tape.• Published item: in the body of the e-mail, include the year of publication and title of the publication.• Unpublished item: in the body of the e-mail, state "Not to be distributed."
Document Type	GPreport
File Naming Example	55222GPreport_01.ext

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