

Final Report Checklist

2018-19 Grant Cycle



Each organization must submit the following to consider the report complete. More information on each item can be found in the training presentation to accompany this checklist.

GeMS Components	
Narrative section- required questions as outlined in GeMS <ul style="list-style-type: none"> • See training resources and desired outcomes guide for further instructions on addressing progress to meeting desired outcomes of grant-funded projects • Patient story information provided on narrative page with new questions 	
Reporting Tables <ul style="list-style-type: none"> • See the new tracking tool and training for more details on what to enter in each table 	
Project Summary pages – one for EACH objective <ul style="list-style-type: none"> • Includes narrative summary of progress • Includes an outline of next steps to complete objective 	
Budget <ul style="list-style-type: none"> • Explain any discrepancies or change in spending • Indicate if you had any in-kind or cash support of the program 	
Required attachments	
Priority Two only: Educational materials associated with the project <ul style="list-style-type: none"> • Includes pre- and post-evaluation tools • Attached to materials page 	
General	
Reported on services from April 1, 2018 – March 31, 2019 (or when funding ran out)	
Reported only on services paid for by the Komen Colorado grant	