

# Progress 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.

<b>GeMS Components</b>	
Narrative section- required questions as outlined in GeMS <ul style="list-style-type: none"> <li>• See training resources and desired outcomes guide for further instructions on addressing progress to meeting desired outcomes of grant-funded projects</li> <li>• Patient story information provided on narrative page with new questions</li> </ul>	
Reporting Tables <ul style="list-style-type: none"> <li>• See the new tracking tool and training for more details on what to enter in each table</li> </ul>	
Project Summary pages – one for EACH objective <ul style="list-style-type: none"> <li>• Includes narrative summary of progress</li> <li>• Includes an outline of next steps to complete objective</li> </ul>	
Budget	
<b>Required attachments</b>	
<b>Priority Two only:</b> Educational materials associated with the project <ul style="list-style-type: none"> <li>• Includes pre- and post-evaluation tools</li> <li>• Attached to materials page</li> </ul>	
<b>General</b>	
Reported only on services from April 1, 2018 – September 30, 2018	
Reported only on services paid for by the Komen Colorado grant	