QUICK GUIDE FOR DNA BACKLOG GRANTEES

EDITION:

FINAL PROGRESS REPORTS

If in doubt, ask BEFORE you submit.

Tips:

GUIDANCE!!!

Follow the performance metric and progress report Guidance documents given to you by the program office.

If using the recommended document, make sure the Goals and Objectives of Project section is accurate and shows the progression of how the goals and objectives changed throughout the award period. Use ~~red strikethrough~~ font for things removed and blue font for things added.

FINAL narrative:

Each goal should have a brief narrative that (1) summarizes activities or purchases funded that helped to achieve the goal, and (2) describes the impact the goal and funding had on the laboratory.
The final narrative should also discuss *challenges* and *successes* as well as the impact the funding had on the laboratory.

DOUBLE-CHECK all casework/database analysis and grant-funded personnel metrics. Contact the program office if you have any questions.

If you are using the Progress Report Document, the FINAL column has cumulative casework/database analysis and grant-funded personnel metrics in it.

Turnaround time and samples analyzed per analyst per month (casework & database):
Data should be averaged over the **last 6 months of award** for the FINAL metrics.

GMS Tips:

Remove extra narrative headers in the recommended document!

PROOFREAD!!! DOUBLECHECK!!!
BEFORE you submit the report.

When a report is change requested, verify that ALL changes were made before resubmitting your report.