

Appendix 1-C. AHRQ Grant Final Progress Reports

Introduction

The following guidance outlines the structure and headings that should be provided in grantee final reports on projects to be submitted to AHRQ as part of the closeout of grant awards.

The final report may be submitted as an electronic file attachment in Microsoft Word, by email to grantfpr@ahrq.hhs.gov. A PDF file is not acceptable. Electronic versions of the final reports will be made available through the AHRQ Web site and the National Technical Information Service.

This information is also located at www.ahrq.gov/fund/reptemp.htm.

Length of Report

4–20 pages maximum, including a title page and abstract.

Title Page

Include the following:

- Title of project.
- Principal investigator(s).
- Inclusive dates of project.
- Federal project officer.
- Acknowledgment of Agency support.
- Grant award number.

Report Components

Include the following components:

1. **Structured abstract.** Structured abstracts can have up to 200 words. The structured abstract must contain five elements:
 - Purpose.
 - Scope.
 - Methods.
 - Results.
 - Key words.
2. The body of the report includes these headings:
 - **Purpose** (objectives of study).

- **Scope.** Subordinate heading examples include background, context, settings, participants, incidence, prevalence. These headings are optional; others may be used.
- **Methods.** Subordinate heading examples include study design, data sources/collection, interventions, measures, and limitations. These headings are optional; others may be used.
- **Results.** Subordinate heading examples include principal findings, outcomes, discussion, conclusions, significance, and implications. These headings are optional; others may be used.
- **List of publications and products.** This includes a bibliography of published works and electronic resources from the study.