

# Guidelines for Final Narrative Reports

Updated November 2022

## Background

The Commonwealth Fund is interested in hearing about your overall work and lessons learned during your grant. The information you provide is very valuable to our partnership, and will help us to:

- understand your work more deeply, including your successes, challenges, learnings, and aspirations
- share your work and learnings with new and prospective partners
- where appropriate, enter into conversation about providing additional support in areas where partners are facing challenges or are seeking to amplify an area of their work

If you need any further clarification or have additional questions about this document or your report, please contact the Fund at (212) 606-3800 or [grants@cmwf.org](mailto:grants@cmwf.org). We appreciate your honest feedback and reflection, and we look forward to reading your report.

## Instructions

Please respond to the questions below in the format and length of your choosing.\*

**What went well during this project? If any specific practices from your organization, the Fund, or other collaborators enabled the project's success, please share them here.**

*We are interested in identifying strategies to ensure that successful practices are built into future work.*

**What challenges did you encounter? If you learned any lessons that might be helpful to other grantees, please share them here.**

*We have chosen to fund innovative projects, and we understand that challenges are inherent to work that strives to change a system, test a new model, or explore a new area of inquiry. Sharing the difficulties you faced gives us the chance to help if possible. It also helps us to learn from your experience so we can share potential barriers and lessons with other grantees.*

**Have there been any 'ripple effects' of this grant that you can share with us?**

*By this we mean opportunities, actions, or outcomes that were not part of your original plan or list of deliverables but were made possible or strengthened by your participation in this grant program. Examples might include new funding opportunities, partnerships, or community-level impacts.*

**Optional: Is there anything else you'd like us to know about this project, your work, or your organization?**

*This includes – but is not limited to – anything that the Commonwealth Fund can do to better support your work.*

## **Publications, Presentations/Meetings, Multimedia & Other**

We want to ensure that we capture your project's products and impacts so that we can continue to amplify your work. Example product/impact types are listed below, but we welcome you to share products or impacts outside of these categories. You may also include future impacts (i.e., planned presentations, written products that are not yet published, etc.).

Please include citations for publications and descriptions including date, title, and relevant weblinks for presentations or multimedia.

**Publications** (Fund Blog, Fund Report, Fund Issue Brief, Peer Reviewed Publication, Book/Book Chapter, Grantee Publication, Analysis for Fund Use, Other Publications)

**Presentations and Meetings** (Congressional Testimony, Professional Conference, Meeting, Briefing, Other Event)

**Multimedia** (Podcast, Webinar, Other Multimedia)

### **Any of the following documents that have not yet been submitted to the Fund can be added as attachments**

- All deliverables not yet submitted as specified in the Payment Schedule and Reporting Schedule.
- Copies of reports from any consultants or advisors where applicable.
- Abstracts from presentations made to professional groups or associations.
- Copies of instruments, data dictionaries, educational materials, manuals or other project deliverables.
- Charts, tables, graphs, or other summaries of data.
- Bibliographies or reference lists.
- Other documents or materials as appropriate

\*If you have prepared reports for other funders that cover the information that you would like to share with us, we welcome you to submit those instead of writing a new report