

NLN Nursing Education Research Grants Program

Guidelines for Final Report

Final reports for one-year grants are due **no later than October 1** of the year following receipt of grant funds. Final reports for two-year grants are due **no later than October 1** of the second year following receipt of grant funds. Any modification of these deadlines requires submission of a *Grant Modification Form* and NLN approval. A copy of this form can be found on the NLN website.

Using APA format, prepare a report that includes the following sections:

Cover Page

- Title of the study
- Name/credentials/position title(s) of the Principal Investigator
- Name/credentials/position title(s) of any co-investigators
- Name of the institution(s)
- Grant period
- Acknowledgement of NLN funding (as per *Grant Acceptance Form*)

Abstract (no more than 250 words)

- **The abstract should be written for publication on the NLN Website**
- Consider copyright privileges and do not submit an abstract for the NLN website that has been submitted for publication elsewhere
- All abstracts must be original documents
- Abstracts should include:
 - Purpose or aim of study
 - Background, methods, design, instruments, procedure, and data analysis
 - Study results or findings and conclusions
 - How these findings advance the science of nursing education
 - Recommendations and plans for further research

Detailed Explanation of All Budget Expenditures

This should be in spreadsheet format and include the initial line-item budget showing planned expenditures for the total amount funded as well as line-item expenditures over the grant period. Any funds not used as planned in the initial budget should be returned to the NLN unless a budget modification was approved. Please use the *Sample Budget Format* found on the NLN website, when preparing your final budgets for your reports. Provide footnotes or comments as needed to explain the expenditures. For further assistance, please copy and paste this link to your browser for access to the NLN website or the toolkit:

[Grant Proposal Toolkit \(nlm.org\)](http://nlm.org)

Plans for Dissemination of Findings

- National, state, and/or regional meetings where you intend to present or have presented your results.
- List of potential (referred or non-referred) journals to which you intend to submit a manuscript* about the study. Please remember that *Nursing Education Perspectives* has the first right of refusal.

Complete Survey

- To close the grant award, all Grantees must complete survey emailed to them by the NLN. Survey link will be sent after receipt of Final Report.

Please submit your final report to the NLN Nursing Education Research Grants Program at research@nlm.org by the due date designated by NLN Staff. Please type **Final Grant Report_<last name of PI>** in the subject line. Questions related to this report should be directed to research@nlm.org.

NOTE * The NLN must be cited as a source of funding in ALL public forums and dissemination venues, including all publications, abstracts, and presentations.