

Preparing a Grant Report

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See more grant guidance videos at aappf.org/grants/guidance

Disclosures

- Dr. Ott does not have financial or other relationships to disclose in relation to this presentation
- This presentation will not include discussion of off-label, experimental, and /or investigational use of drugs or devices

Learning Objectives

1. Identify important components of a grant report
2. Define outcome reporting
3. Develop a reconciled budget
4. Understand the requirements for the Annual Meeting for AAPPF

The Grant Report

- The grant report is the investigator's accountability to the grant office for the appropriate conduct of the funded study and responsible use of the approved budget
- A final grant report is required; interim grant reports may be requested by the grant office after dispersal of funds or if amendments to the study or budget are submitted
- This is the “return on investment” for the grant office

What is Included in a Final Grant Report?

- The grant office will provide you with a set template for the grant report; follow this if provided
 - Background & Details: what and why, study impact, results audience, final budget, timeline
 - Results: Study findings, impact on advancing psychiatric pharmacy – AAPP Foundation mission
 - Future Recommendations: research that can build on your study/project
 - Pictures and/or video if applicable
- Components of a grant report can also include:
 - Research Summary - project objectives, participant demographics, study activities, project timeline, results
 - Amendments submitted - project deviations or changes in budget
 - Research Outcomes
 - Any expected use of the research results – if this was a quality improvement project, how will the results change practice or lead to intervention?
 - Research Evaluation – were the methods and metrics appropriate? Will you expand on this research with a second study?
 - Reconciled Budget

Relate Back to the Goal of the Grant

- The Defining The Future Research Grant challenges students and residents to perform innovative research and practices that impact the care of patients with the ability to share the research within the field of pharmacy.
- The final grant report should summarize how the funded research that you did relates back to their goal
- Be specific in discussing how the research was innovative and how it impacted patient care
- If the study will lead to future research in your institution, state how this research aided the design of the future study

Reconciled Budget

Item	Cost Per Unit	Quantity	Total Cost	Justification	Study Expenditure – Reconciled Budget		
Amazon Gift Card	\$20.00	20	\$400.00	1 gift card per participant to compensate for time	Amazon Gift Card	15	\$300.00
Recruiting Flyer Printing	\$5.00	10	\$50.00	Advertising to recruit study participants	Recruiting Flyer Printing	12	\$60.00
Survey Printing	\$5.00	20	\$100.00	Study survey, printed for participant viewing and responses	Survey Printing	15	\$75.00
Statistical Analysis	\$250	1	\$250.00	Pay for time for statistician	Statistical Analysis*	1	\$350.00
Travel to Annual Meeting	\$500.00	1	\$500.00	Defray cost of study investigator travel to Annual Meeting	Travel to Annual Meeting	1	\$500.00
Total Cost			\$1300.00		Total Cost		\$1285.00

*Amendment Submitted and Approved

The AAPPF will provide you with a template for the budget justification for the Defining the Future Grant with columns that will include item, description/ expenses, approved amount, final amount, and notes. The note column should document any discrepancies between the approved and final budget amount

Tips for the Final Grant Report and Reconciled Budget

- Keep track of budget changes and amendments submitted; consider using an Excel spreadsheet
- If a set template is provided for the final grant report, start a Word document at the beginning of the grant with the headers for each section
- Put bullet point statements under each header as appropriate as challenges arise, amendments are submitted, and results are evaluated to remind you
- Don't write this report in one sitting, keep a living document

Annual Meeting Poster Requirements

- In addition to the responsibility of a final grant report for the Defining the Future Grant, the AAPPF requires a poster with a verbal presentation
- The verbal presentation will be given to an AAPF Board Member at the Annual Meeting
- The Defining the Future Grant awardee is expected to attend the Annual Meeting to provide this poster and verbal presentation
- Specifics about these requirements will be provided in a Grant Award Confirmation Letter
- Communication with the grant office is imperative to ensure that the requirements and timeline are met

Questions? Please contact Dr. Ott at:
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Thank you for attending!