



GRANT EVALUATION FORM

All grantees are required to submit both a final evaluation and a financial report form within one month after the conclusion of the grant.

INSTRUCTIONS:

Please note evaluation due date printed in bold text in your contract and/or award letter. This report is due on or before that date. Evaluation is an integral part of the grant process that is not only necessary for our records but will also assist us in project assessments and future grant making.

Please complete the information below and submit this form, along with the full report, as a single pdf document. Please send the report to Leslie Conway at lconway@earlier.org. Thank you!

For your convenience, this form is also accessible on our web page at www.earlier.org → For Researchers

Grant Title: _____

Primary Investigator: _____ **Research Institution:** _____

Initial Award Date: _____

Evaluation Due Date: _____

Dates covered by this report: from _____ **to** _____

NARRATIVE

Describe the project/program and location in which the grant funds were used including activities completed, supplies/equipment purchased, staff involved, and any other concrete information regarding this grant.

Results:

- a. List the original goals and objectives of the grant and explain how they were met during this reporting period.
- b. If variance from the original project occurred, explain how the actual project varied from your initial plans and why.
- c. Describe any unanticipated benefits or challenges encountered with this project.

At the completion of your research sponsored by earlier.org – Friends for an Earlier Breast Cancer Test®, please provide a summary of the results of your research or a copy (and web link) of the article(s) submitted for publication in a medical journal. In addition, please provide a financial report outlining how the grant funds were utilized. Include personnel, supplies, and any other miscellaneous expenses.