

Commonwealth Health Research Board

Final Report Guidelines for CHRB Awards

Principal Investigator (PI)	
Name of institution/organization	
PI Address	
PI Telephone Number	
PI e-mail address	
Name of research project	
Grant Number	
Date of report submission	
Date research began	
End of award date	

Instructions:

- The principal investigator must submit a final report in electronic and hard copy format to:

Ms. Anne Pace, CHRB Administrator
503 Kilmarnock Drive
Richmond, Virginia 23229
E-mail address: apace@bellatlantic.net
Telephone 804.754.1888
Fax 804.754.8335

- Attach no more than ten pages that describe:
 - The intended outcomes of the project.
 - The actual outcomes and accomplishments and findings of the research.
 - How the findings will be further utilized by the researchers and others.
 - How the outcomes are maximizing or will maximize the health of Virginia's citizens.
 - Include a brief summary of your research in language intended for a lay audience.

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- Please note if you have applied for, or have obtained research support based on the results of the CHRB award.
- If you have a manuscript(s) ready for submission for publication, please include two copies of it (them). Please note that the grant agreement that you signed includes the following:

All published journal articles, monographs, or other special reports based on grant-support projects must carry a standard footnote of acknowledgment as follows: *“This research was supported by grant funding from Virginia’s Commonwealth Health Research Board.”* Two reprints of any publication resulting from the funded research must be sent to the Board as soon as they are available.

- Attach a detailed final accounting of expenditures in the categories approved for your grant. The expenditure report must include matching funds. The report must have the signature of the university official authorized to sign such reports. The expenditure of grant funds must be audited at the institution’s expense. Please refer to your grant agreement for additional details on this subject.

The Commonwealth Health Research Board will not release the remaining 25% of the grant funds until a full accounting has been made for grant and matching fund expenditures. The final 25% reimburses the institution for expenditures that it has made on behalf of the grant.