ALFRED P. SLOAN FOUNDATION

Guidelines for interim and final reports

For grants awarded in the New York City program under Program Director Josh Greenberg

Content Requirements

The interim and final substantive reports that you submit are valuable sources for the Sloan Foundation to track the progress you make during your grant.

There is no need for contextual framing for your grant. Assume that Sloan Foundation staff members have the context and that this report is just your update on the work itself. The narrative of the report should describe the arc of the work under the following headings:

GOALS AND METRICS

List the initial goals and metrics from your grant and describe progress towards each, indicating whether progress is on track, ahead, or behind schedule.

KEY CHANGES

If the work plan and benchmarks have shifted during the grant, please describe how and when. Contextualize any key changes, pivots, or surprises, and list any PI switches, personnel changes, or requests for no-cost extensions.

CHALLENGES

Describe the biggest challenges and obstacles, how you did/didn't address them, and lessons learned.

LIST OF OUTPUTS

- Any events hosted with attendance summaries and evaluation of the event.
- Surveys and accompanying data with participants of the grant activities.
- High-level summaries of students or other audiences reached by programs (if applicable), and details on internship, apprenticeship, or job placements of participants when available.
- Engagements with NYC agencies, community organizations, and residents which may include creation and dissemination of resources.

- Articles and working papers, book chapters, books, conference papers.
- Artistic work, video or photographic footage
- Websites, web content, blog posts, event proceedings, toolkits, playbooks, pedagogical materials, presentations, slides, curricula, study guides,
- Media citations/appearances, press releases, op-eds

For the Final Substantive Report, also include:

- Any collaborations or connections you've made with other grantees supported by the Sloan Foundation
- Any collaborations or connections you've made within New York City organizations, agencies, communities, and businesses
- Any reflections on your next steps for the project supported by this grant e.g., new research directions, any non-Sloan follow-on funding or support, new sustainability models, etc.
- A statement on how you fulfilled your grant's Participation and Engagement Plan
- If applicable, please specifically indicate in the List of Outputs (described above) which can be listed in the following area:
    - Sloan Foundation's "Grantees in the News" section of the website: https://sloan.org/about/press#tab-grantees-in-the-news

Formatting Requirements

Please include the report author name(s), date, and the Sloan grant number e.g., G-2021-XXXXX. The interim report should be 2 to 4 pages in length, single-spaced. Final reports should be no longer than 10 pages.

Submission Instructions

Please submit your report via grants.sloan.org. Please don't hesitate to reach out if you cannot meet the reporting deadlines. We also welcome any updates or news while you are in between reports; we have an open line of communication at: greenberg@sloan.org, chadha@sloan.org, najjar@sloan.org

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