

V-2 and S-2 Reports

SEMI-ANNUAL PROGRESS REPORTS



SEMI-ANNUAL REPORTS

- ✘ The V-2 and the S-2 Reports look exactly the same
- ✘ They ask the same questions
- ✘ The forms will be e-mailed to Project Director in June and December
- ✘ They are available in the Subgrantee Toolbox
- ✘ The forms can be returned to DAC by mail, e-mail, or fax
- ✘ **They are due July 15, 2011 and January 31, 2012**

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- ✘ This page **MUST** be completed and submitted
- ✘ Make sure your Grant Number is correct



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- ✘ These questions MUST be completed separately – cannot type into the form
- ✘ Answer ALL of the questions in the format shown on the instruction sheet
- ✘ Q1: Narrative is basically your 25 words or less description from your original application

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- ✘ Q2a: You are going to list EACH of your goals separately
- ✘ Each measurable objective is listed for each goal
- ✘ Describe what has been done to meet each objective
- ✘ Describe the accomplishments in MEASUREABLE terms
- ✘ Don't over-think it

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✘ EXAMPLE:

I. Develop clinical skills of SANE nurses.

A. Educate 10 nurses in 2010.

1. A clinical course was made available to all programs in the state to fill slots that were not going to be used by the on-line course participants. Two nurses participated and performed exams on live models with a mentor present.

2. 13 nurses received training during the reporting period.

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- ✘ Q3: Program Assessment
- ✘ This is where you talk about barriers to your program
- ✘ This is where you address changes you would make to the program
- ✘ This is where you explain unmet goals
- ✘ Q4: Highlights – brag a little!

SEMI-ANNUAL REPORTS – COMMON PROBLEMS

- ✘ Making it harder than it is – it is REALLY a report on the progress of your goals and objectives
- ✘ Not including numbers – this is why the objectives are measurable
- ✘ Glossing over numbers – Section 3 is the place for explanations
- ✘ Incorrect Grant Numbers

QUESTIONS?
