

State Health Access Reform Evaluation (SHARE) Reporting Requirements

1. Create a list of key activities related to the grant and provide an estimated timeline for those activities (using key activities timeline template).
2. **Notify SHARE about all dissemination activities** – ongoing
 - A primary goal of SHARE is to coordinate the dissemination of results in a way that is helpful to state and national policy makers. To do this, we ask that you keep us informed about the dissemination of information related to your SHARE project. This could include plans to release interim results, to submit to articles to journals, or to participate in conferences. If you generate results that are suitable for an issue brief, we will provide a SHARE issue brief template that contains common language, and we will assist with the release of the brief. We want to support all dissemination activities and coordinate when possible.
 - Please keep us informed by emailing Caroline Au-Yeung (butle180@umn.edu) when you are planning dissemination activities.
3. **Submit grant products to RWJF and SHARE** – ongoing
 - Grant products should be submitted electronically to RWJF at grantreports@rwjf.org as soon as they are complete. Click [here](#) to view *RWJF Electronic Submission Standards*.
 - Please also send an electronic copy of any grant products to Caroline Au-Yeung (butle180@umn.edu) at SHARE as soon as they are complete. Do not send hard copies of grant products to SHARE.
4. **Semi-annual SHARE progress report** – due 30 days post 6-month period
 - Brief update on key activities and analysis of challenges (using semi-annual progress report template, available [here](#)).
 - Revised activities timeline (using key activities timeline template, available [here](#)).
 - An electronic copy of the progress report should be emailed to Caroline Au-Yeung (butle180@umn.edu) at SHARE.
 - Do not send semi-annual progress reports to RWJF.
5. **Semi-annual SHARE financial report** - due 30 days post 6-month period
 - This report should be prepared according to the RWJF's standard financial reporting requirements. To view an outline of these requirements, click [here](#).
 - The financial report should be emailed to Caroline Au-Yeung (butle180@umn.edu) at SHARE.
 - Do not send semi-annual financial reports to RWJF.
6. **Annual narrative report** – due within 30 days of the end of each grant year
 - Prepared according to RWJF's standard annual report format. For an outline of the annual report process, click [here](#). To view detailed reporting instructions, click [here](#).
 - Upon notification from RWJF, please send an electronic copy of the report to grantreports@rwjf.org. Click [here](#) to view *RWJF Electronic Submission Standards*.
 - Please also send an electronic copy of the narrative to Caroline Au-Yeung (butle180@umn.edu) at SHARE.
7. **Annual financial Report** – due within 30 days of the end of each grant year
 - Prepared according to RWJF's standard financial reporting requirements. To view an outline of these requirements, click [here](#).
 - Please send an electronic copy of the financial report to grantreports@rwjf.org. Click [here](#) to view *RWJF Electronic Submission Standards*.

- Please also send an electronic copy of the financial report to Caroline Au-Yeung (butle180@umn.edu) at SHARE.
8. **Final narrative report** – due within 30 days of the end of the grant
- Prepared according to RWJF's standard final report format. For an outline of the final report process, click [here](#). To view detailed reporting instructions, click [here](#).
 - **Please note:** Grant products no longer need to be submitted with the final narrative report. Instead, submit only your **bibliography** with your final narrative report.
 - Within 30 days of the end of your grant period, please e-mail this report to grantreports@rwjf.org. Click [here](#) to view *RWJF Electronic Submission Standards*.
 - Please also send an electronic copy of the narrative and bibliography to Caroline Au-Yeung (butle180@umn.edu) at SHARE. Do not send hard copies of grant products to SHARE.
9. **Final Financial Report** – due within 30 days of the end of the grant
- Prepared according to RWJF's standard financial reporting requirements. To view an outline of these requirements, click [here](#).
 - Within 30 days of the end of your grant period, please e-mail this report to grantreports@rwjf.org. Click [here](#) to view *RWJF Electronic Submission Standards*.
 - Please also send an electronic copy of the final financial report to Caroline Au-Yeung (butle180@umn.edu) at SHARE.
10. **Final SHARE report** – due date to be determined
- Guidelines will be given as the deadline approaches.

Contact Information:

Please direct all reporting requirement questions to Caroline Au-Yeung.

Caroline Au-Yeung
 Research Fellow
 State Health Access Reform Evaluation (SHARE)
 SHADAC
 University of Minnesota
 2221 University Avenue SE, Suite 345 Minneapolis, MN 55414
 Phone: 612.625.2492
 Fax: 612.624.1493
butle180@umn.edu