

Electronic Submission Standards



For Reports and Grant Products

INTRODUCTION

The Robert Wood Johnson Foundation has created a system for electronic submission of reports and other products from its grants and contracts (herein after called awards) that will allow us to stay current with your work and to post your important products on our website, www.rwjf.org, on a timely basis.

Effective immediately, only reports and products from grantees and program contractors (herein after called grantees) that meet the criteria specified in this document should be submitted electronically. Please comply with the instructions detailed here to ensure your documents are processed appropriately.

TABLE OF CONTENTS

General Instructions	2
Acceptable File Formats	4
Submitting Narrative and Financial Reports.....	5
Submitting Products.....	6

Electronic Submission Standards

For Reports and Grant Products

GENERAL INSTRUCTIONS

Email electronic versions of reports and award-funded products to RWJF using the email address grantreports@rwjf.org.

When submitting narrative and financial reports, **you must include the award ID** in the subject line of the email followed by the word Report. When submitting products, include the award ID in the subject line of the email followed by the word Product.

- Only submit materials that fit into our specified categories. Refer to the Submitting Narrative and Financial Reports, and Product Descriptions sections below for details.
- Name files according to the RWJF standards. **Each name must include the award ID.** Refer to Report Naming Standards and Product Naming Standards sections below for details.
- You can include multiple reports or products produced during one grant/contract in a single email, but the total size of the email should not exceed 10 megabytes. (See below for how to handle larger files.)
- Only submit materials from a single award ID per email. If you have more than one award for which you are submitting documents, send separate emails for each award.
- Do not mail hard copies of materials you have sent electronically, except for book chapters where RWJF would like both a PDF of the chapter, *and* the book in which the chapter appears.

A color PDF is the appropriate format for most written products. Refer to [Acceptable File Formats](#) for details.

- Include only one document in each electronic file. Do not create a PDF that contains more than one product.
- Whenever possible, include the award ID on the document.
- If a file cannot be opened by the Foundation, you will receive an email from grantreports@rwjf.org with instructions regarding how to resubmit it.
- If the file is too large (more than 10 megabytes), you have two options:
 - Zip the file and send it by email to grantreports@rwjf.org.
 - Send it on a flash drive, CD, or DVD to the RWJF address below, with the award ID on a label on each piece. Do not write directly on the CD or DVD. Flash drives, CDs, and DVDs will not be returned.

Program Records
Robert Wood Johnson Foundation
P.O. Box 2316
Princeton, NJ 08543-2316

Electronic Submission Standards

For Reports and Grant Products

- For products that cannot be sent electronically (e.g., a book, artwork, plaque, sculpture), put the award ID on a Cover Page for each of the items and send them to this same address.

If you have any questions or problems, please communicate with your program financial analyst or program office contact. Do not send correspondence to grantreports@rwjf.org as you will not receive a reply.

[Back to Table of Contents](#)

Electronic Submission Standards

For Reports and Grant Products

ACCEPTABLE FILE FORMATS

Narrative and financial reports and products should be submitted in file formats that are non-editable, such as PDF, as much as possible. Files will also be accepted in the formats listed below. If a file is received by RWJF in a format that is not supported, it will be returned to you for conversion to a supported format.

File Type	Extension(s)
Audio	aac, m4a, mp3, mpeg4, wav, wma
Compressed File Format	zip
Image	bmp, gif, jfif, jpe, jpeg, jpg, pip, pjp, pjpeg, tif, tiff
MS PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx ppt, pptm, pptx
Portable Document Format	pdf
Shockwave	swf
Video	avi, mpe, mpeg, mpegv, mpg, mpv, vbs, wmv, mp4

[Back to Table of Contents](#)

Electronic Submission Standards

For Reports and Grant Products

SUBMITTING NARRATIVE AND FINANCIAL REPORTS

Report Naming Standards

Name the file “gggggdddypp.ext,” where:

- ggggg = award ID
- ddd = document type (see table below for abbreviations)
- yy = year number of grant, for documents submitted annually with same name (e.g., budget year 2 = y2)
- pp = period number, for documents submitted periodically (e.g., first 6 months of award = p1)
- .ext = file extension

Example: An award (ID 55522) produces an Annual Narrative Report in its first year. The file would be named 55522ANRY1.pdf. In year 2, it produces a Final Narrative Report. The file would be named 55522FNR.pdf.

Send only reports included in this table.

Report Document Types	Name Abbreviation	File Naming Example
Narrative Reports		
Annual	ANR	55522ANRY2.ext
Periodic (interim, semi-annual, progress)	PNR	55522PNRY2P1.ext
Final (with or without a bibliography)	FNR	55222FNR.ext
Summative	SUM	55222SUM.ext
Financial Reports		
Annual	AFR	55222AFRY1.ext
Periodic	PFR	55222PFRY1P3.ext
Final	FFR	55222FFR.ext
Due Diligence (Audited Financials, 990s)	DDR	55222DDR.ext
Expenditure Responsibility Report of Income	ROI	55222ROIY2.ext
Expenditure Responsibility—Private Foundation Statement	PFS	55222PFSY3.ext

[Back to Table of Contents](#)

Electronic Submission Standards

For Reports and Grant Products

SUBMITTING PRODUCTS

RWJF requests that grantees share with RWJF award-funded products that contain learning and policy information that advance the field and the mission or strategies of the Foundation, including those products that have the ability to increase learning or the potential to drive change in health and health care in the United States. Examples of products requested include data charts, research findings, results, conclusions, and recommendations, as well as products that recognize, promote, award, or raise awareness of the project or program's results, findings, or impact.

Send only products that are deliverables from your award to grantreports@rwjf.org. Please do not send other products you created that are not the result of or findings from the award-funded project or program.

Products must be assigned one of the following product types:

- Articles
- Books and Chapters
- Communications, Promotion, and Official Correspondence
- Presentations, Proceedings, and Testimony
- Reports
- Tools and Training Materials

See [*Product Descriptions*](#) section for details.

If you have other products you think your program officer would like to see, send them to him or her directly.

- Submit your products as soon as you complete them
 - Do not wait for your next reporting cycle.
 - Do not include products as part of your Annual or Final Narrative Reports.
 - If you find, when completing your Annual Narrative Report or Final Narrative Report, that you have not sent a product to us, send it as soon as you can.
 - If you subcontracted some of the work and products resulted, treat them as your own products, and submit them if they meet the submission criteria.
 - Include any product created for your project or program by a communications firm paid directly by RWJF.
 - Submit published versions to replace manuscripts as they become available.
 - Send products that are completed or published after the award closes. Follow the same procedures as if the award were active. There is no need revise your Bibliography or Final Narrative Report.

Electronic Submission Standards

For Reports and Grant Products

- Whenever possible, submit electronic versions of products, each in its own PDF file, by email to grantreports@rwjf.org.
- If your project is managed by an outside RWJF program office, also send the emails with attached products to your contact at the program office as well as to grantreports@rwjf.org.
 - Do not send any materials created by the program office, even if the materials were slightly modified for your site or use; RWJF will receive these materials directly from the program office.
 - Do not send an email to your program financial analyst, program officer, or communications officer when you submit your products. They will be automatically notified when your materials are received.

Do not send duplicate versions of products—especially news releases or poster presentations—when the core content is the same.

Please follow the rules below for what to submit and what not to submit. Name the products according to the naming standards. Send in acceptable formats.

Product Naming Standards

Name the file “gggggGPddd_nn.ext,” where:

- ggggg = award ID
- GP = grantee/contractor product
- ddd = document type (see tables below for abbreviations)
- nn = number of files in the category. This will equal 01, unless more there is more than one (quantity) of this product type.
- .ext = file extension

Example: A grant/contract (ID 55522) produces three journal articles. The files would be named 55522GParticle_01.pdf; 55522Gparticle_02.pdf; and 55522Gparticle_03.pdf.

Contractors: Please use the terminology GP before products even though you are working under a contract.

Electronic Submission Standards

For Reports and Grant Products

PRODUCT DESCRIPTIONS

Send **only** products included in the following tables.

Product Type: Articles	
Description	Composition on a specific topic, forming an independent part of a journal, newspaper, magazine, or internet publication, written by project or program staff, and focused on the award-funded project/program
What to Submit	<ul style="list-style-type: none">• Journal articles and abstracts• Magazine, newspaper, and newsletter articles on methodology, results, findings, lessons, or recommendations of the project/program written by project or program staff• Opinion pieces, including: editorial, commentary, letter(s) to the editor, or similar products that provide facts, lessons, or recommendations gained through the award-funded activity• Special issue or supplement• Manuscripts submitted for publication
What NOT to Submit	<ul style="list-style-type: none">• Journal, magazine, newspaper, or newsletter articles not focused on results, findings, or recommendations• Opinion pieces, including: editorial, commentary, letter(s) to the editor, or similar content that does <i>not</i> include facts, lessons, or recommendations• Manuscript of an article that is already published. Instead, submit the published article.• Works in progress
Special Instructions	Published article: In the body of the email, include the journal title and year of publication. If a PDF of the published article is unavailable: In cases where an actual document isn't available, provide a link to it, with the citation, in a PDF. A DOI (digital object identifier) link is preferred (if one is made available by the publisher), as they are more stable.
Document Type	GParticle
File Naming Example	55222GParticle_01.ext

Electronic Submission Standards

For Reports and Grant Products

Product Type: Books or Chapters	
Description	When published, the book will have an ISBN or Library of Congress number, or the chapter will be part of a book with an ISBN or Library of Congress number; either publication should be derived from work done under the award-funded project/program.
What to Submit	<ul style="list-style-type: none">• Books, including manuscripts if not yet published• Book chapters, including manuscripts if not yet published <i>See Special Instructions, below, for published books and book chapters.</i>
What NOT to Submit	<ul style="list-style-type: none">• If a book is already published, do not send the manuscript. <i>See Special Instructions, below.</i>• If the chapter is already published, do not send the manuscript. <i>See Special Instructions, below.</i>• Work in progress
Special Instructions	<p>Published book: Mail a physical copy of the book, and include a Cover Page providing the award ID to the address below.</p> <p>Published chapter: Email a PDF of the published chapter, with the cover and title page of the book in which it was published. Also mail a physical copy of the book in which it was published, and include with it a Cover Page providing the award ID.</p> <p>Use the following mail address: Program Records Robert Wood Johnson Foundation P.O. Box 2316 Princeton, NJ 08543-2316</p>
Document Type	GPbookchpt
File Naming Example	55222GPbookchpt_01.ext

Electronic Submission Standards

For Reports and Grant Products

Product Type: Communications, Promotion, and Official Correspondence	
Description	Materials from the award-funded project/program to communicate its findings, results, recommendations, or solutions to the media and broader public, and to advocate for change
What to Submit	<ul style="list-style-type: none"> • Advertisements • Awardee profiles • Blogs with findings, results, or recommendations. • Documentaries about the project/program, both general and educational • Media kits about the results, findings, results, lessons, or recommendations • News releases, including press and video, about the results, findings, results, lessons, or recommendations • Official correspondence directly related to grant deliverables (examples include, but are not limited to: comments submitted to any local, state, or federal agency concerning rule-making/regulatory issues, letters to agencies requesting enforcement actions related to existing laws, letters directed to corporations requesting changes to corporate practices) • Photographs of activities supported by the project/program with signed photo releases for those pictured, and a copyright release to RWJF from the photographer • Print or internet coverage (<i>see Special Instructions, below</i>) • Project or program website URLs • Television and radio coverage, including interviews with project/program staff • Promotional materials that have a substantial educational purpose and create awareness of the project/program • Videos or audio files for items appearing on external websites such as YouTube that have a substantial educational purpose and create awareness of the project/program
What NOT to Submit	<ul style="list-style-type: none"> • Announcements of grant/contract awards or hiring of personnel • Awards, plaques, and certificates • Responses to blog entries • Brochures • Multiple copies of the same internet, radio, or TV coverage • Newsletters • Photographs without releases from those pictured and copyright release from the photographer • Photographs of meetings or photographs that are too dark or small to be viewable • Posters, brochures, or other materials of a promotional nature that do not have a substantial education purpose or create awareness of the project/program • Video and audio files that do not have a substantial educational purpose or create awareness of the project/program • T-shirts, mugs, pens, or other promotional give-away items

Electronic Submission Standards

For Reports and Grant Products

Special Instructions	<p>Website URL: Include the URL of the project/program's website in an email to grantreports@rwjf.org</p> <p>Interviews: Include in the body of the email the name of the person interviewed and the date of the interview.</p> <p>Digital images: Include in the body of the email the general subject matter, names of people in the photograph, location, date taken, photographer name, and contact information. Be sure to include a signed release from each person in the image, along with a signed copyright release form from the photographer.</p> <p>Print or internet coverage: Make a selection of the coverage you think is most important (if similar coverage ran in different publications, only include one example). RWJF considers newspapers in dateline cities and state capitals to be important news sources. Scan it, save it as a PDF document, and send it as the product type Print or Internet Coverage.</p> <p>Create a Cover Page for this coverage that lists all the coverage by date order as follows: "Title of the article," Name of the newspaper or other publication, date it appeared (month, day, year).</p>
Document Type	GPcomm
File Naming Example	55222GPcomm_01.ext

Electronic Submission Standards

For Reports and Grant Products

Product Type: Presentations, Proceedings, and Testimony	
Description	Materials produced in connection with sponsored meetings or workshops about the award-funded project/program, as well as presentations and testimony given elsewhere.
What to Submit	<ul style="list-style-type: none">• Poster presentations about the results, findings, and recommendations of the project/program• Proceedings or summary of a sponsored meeting or workshop• Testimony containing research findings from the project/program and/or results/recommendations from implementation of the project/program, submitted with a Testimony Reporting Coversheet available at http://www.rwjf.org/content/dam/files/rwjf-web-files/GranteeResources/RWJF_TestimonyCoversheet.pdf• Video recordings for sponsored conferences only
What NOT to Submit	<ul style="list-style-type: none">• Audio recordings of conferences, workshops, and webinars• Conference or workshop agendas• Conference evaluations or survey forms• Conference handouts (e.g. journal articles, biographies of speakers)• Materials related to the logistics of the event, such as lists of attendees or room layouts• Materials that report on activities peripheral to the results of the award-funded project/program• Presentation slides with and without notes• Testimony <i>not</i> accompanied by a Testimony Reporting Coversheet
Special Instructions	<ul style="list-style-type: none">• Proceedings and Summaries of Meetings: In the body of the email, include the URL if proceedings/summary is available online• Testimony: Submit with a Testimony Reporting Coversheet available at http://www.rwjf.org/content/dam/files/rwjf-web-files/GranteeResources/RWJF_TestimonyCoversheet.pdf. RWJF will not accept testimony submitted without the Coversheet.
Document Type	GPmeeting
File Naming Example	55222GPmeeting_01.ext

Electronic Submission Standards

For Reports and Grant Products

Product Type: Reports	
Description	Analysis, synthesis, evaluation, research findings, results of the work, conclusions, recommendations, strategy, lessons learned, data analysis of the award-funded project/program
What to Submit	<ul style="list-style-type: none">• Background papers prepared for discussion at a sponsored conference or workshop held by the grantee or other organizations (whether compiled in published form or not)• Case studies• Charts and chartpacks, including maps• Evaluation reports• Fact sheets• Issue, policy, and research briefs• Literature reviews• Reports and monographs and their executive summaries (if published separately)• Survey and poll reports• Survey instruments• Syntheses• Theses
What NOT to Submit	<ul style="list-style-type: none">• Annual reports of the organization that received the award• Raw data
Special Instructions	<ul style="list-style-type: none">• Data tapes: Email the status of the tape's preparation for the Inter-university Consortium for Political and Social Research (ICPSR) at the University of Michigan and the URL information. Do not send the tape to RWJF.• Published item: In the body of the email, include the year of publication and title of the publication.• Unpublished item: In the body of the email, state Not to be distributed.
Document Type	GPreport
File Naming Example	55222GPreport_01.ext

Electronic Submission Standards

For Reports and Grant Products

Product Type: Toolkits	
Description	Materials created by the award-funded project/program and used to instruct or deliver educational content it created
What to Submit	<ul style="list-style-type: none">• Evaluation tool or document giving instruction or guidance about how to perform evaluations• Guides, manuals• Toolkits, tool boxes• Training materials or educational software
What NOT to Submit	<ul style="list-style-type: none">• Curriculum and class materials• Generic, common knowledge, compilations of previously published material• Multiple copies of identical materials provided at different locations• Training class satisfaction surveys
Special Instructions	In the body of the email, describe the contents of the materials and the intended audience
Document Type	GPtoolkit
File Naming Example	55222GPEducation_01.ext

[Back to Table of Contents](#)