

**FINAL**

**GRANT REPORT**

**PACKET**

Dear NATA Foundation Grant Recipient:

Thank you for the work you are doing as a NATA Foundation grant recipient. Part of your responsibility as a grant recipient is to submit a **Final Grant Report** not later than September 1 of the calendar year during which the results of your study are presented at an NATA Annual Meeting. Enclosed is a **Final Grant Report** Packet, indicating the format to be followed for this report.

Acceptance of your **Final Grant Report**, by the NATA Foundation, will complete your responsibilities under provisions of your Grant and Award Contract with the NATA Foundation.

You are also reminded of these very important facts:

1. You must submit the required reports by the due dates indicated in your Grant and Award Contract.
2. Extension of report due dates will be considered only upon written request.
3. You must acknowledge the NATA Foundation as your funding source in compliance with your Grant and Award Contract.
4. There will be a five (5) year loss of eligibility for NATA Foundation grants by those who choose to make the first presentation or publication of the findings from their NATA Foundation funded grant to any audience other than an audience approved by the NATA Foundation.

If you have questions, please contact the NATA Foundation office. Thank you for your work. It is very important to the continued vitality of the athletic training profession.

Sincerely,

John F. Oliver, CAE, CFRE  
Director  
NATA Research & Education Foundation

**NATA Research & Education Foundation**  
**Final Grant Report Cover Sheet**

(This must be the first page of the Final Grant Report)

Title of Project \_\_\_\_\_

Principal Investigator \_\_\_\_\_

Credentials \_\_\_\_\_

Institution \_\_\_\_\_

Current Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Date grant was received \_\_\_\_\_ Grant # \_\_\_\_\_

Date of project completion (estimated or actual) \_\_\_\_\_

Year of presentation of findings (planned or actual) at NATA Annual Meeting \_\_\_\_\_

Have the research results been published? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, provide bibliographic information (use additional pages as needed):

\_\_\_\_\_

If NO, please provide the name of publications you plan to submit to:

\_\_\_\_\_

Date(s) and location(s), if any, the research findings were or will be presented publicly other than at the NATA Annual Meeting:

\_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Investigator

*Please attach same information as above for each co-principal investigator (if any)*

## NATA Research & Education Foundation

### Final Grant Report Instructions

In addition to completion and submission of the Final Grant Report Cover Sheet, please provide the following information, as indicated.

- Letter of Completion: This letter should be written on the letterhead of the Grantee (Sponsoring Institution). The letter should identify the project by title and grant number, and indicate that the referenced project has been completed. It should state that all expenditures in support of the project have been made in accordance with terms of the appropriate NATA Foundation Grant and Award Contract.
- Expenditure Summary: This summary should indicate the total amount of the grant awarded. It should also provide an itemized listing of all project expenditures, indicating each amount paid, the payee for each amount, as well as the date and purpose of each expense item.
- Refund Check: Should the full amount of the grant award not have been expended, a refund check for the remainder (payable to the NATA Foundation), must be included with the Final Grant Report.
- Publication and Presentation List: This should include a complete list of publications and presentations resulting from the project.
- Recognition of Foundation: Be certain to acknowledge funding by the NATA Foundation within any publication or presentation of your findings. This is an important provision of your Grant and Award Contract with the NATA Foundation.

The NATA Foundation reserves the right to publish a NATA Research & Education Foundation Grant Information Summary, and possibly a press release document, relative to any project it funds. Thank you for your work on this research project, as well as the process of information dissemination.

Please mail or fax the **Final Grant Report** Cover Sheet and all attachments to:

NATA Foundation  
2952 Stemmons  
Dallas, Texas 75247  
214-637-2206 fax

Questions? Call 214-637-6282 ext. 147