



FINAL GRANT REPORT INSTRUCTIONS

*Due **September 1** of the calendar year during which the results of your study will be presented as the NATA annual meeting or Athletic Trainers Educators Conference (ATEC)*

Please provide the following information in your Final Grant Report Submission.

Final Grant Report Cover Sheet: The cover sheet must be the first page of the Final Grant Report.

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 email the **Final Grant Report** to:

NATA Foundation
1620 Valwood Pkwy, Suite 115
Carrollton, Texas 75006
Fax: 214-637-2206
E-mail: kathrynl@nata.org

NATA FOUNDATION
FINAL GRANT REPORT COVER SHEET

(This must be the first page of the Grant Information Summary Report)

Title of Project: _____

Principal Investigator: _____

Credentials: _____ Institution: _____

Current Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Date Grant was Received: _____ Grant #: _____

Date of Project Completion (estimated or actual): _____

Year of presentation of finding (planned or actual) at NATA Annual Meeting or ATEC: _____

Have the research results been published? YES _____ NO _____

If YES, provide bibliographical Information (use additional pages as needed):

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

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

Signature _____ Date: _____

Please attach cover sheet for each co-principal investigator (if any)