BACKGROUND

Interim Progress Reports are required no later than 30 days after the end of each twelve (12) month period, based on the start date of the project. A final report is required no later than 90 days after the end of the project. Reports are reviewed by the Wisconsin Partnership Program (WPP) staff and the Oversight and Advisory Committee (OAC).

The WPP Program Officer will conduct site visits in conjunction with the deadlines for annual interim progress and final reports. Also, Grantee program staff may be asked to give an oral presentation to the OAC, and selected grants may be independently evaluated.

INSTRUCTIONS

Access the web-based Interim Progress Report or Final Report via the link provided in an email from the Wisconsin Partnership Program sent to the Grantee and key grant personnel one or more months prior to the deadline. Once all required forms in the Table of Contents (left navigation bar) are marked with ✔, submit the report electronically by clicking “Submit Report” on the Attestation form. Paper copies are not required.

QUESTIONS

Contact the Wisconsin Partnership Program office with any questions.

Wisconsin Partnership Program
Health Sciences Learning Center, Room 4230
750 Highland Avenue
Madison, WI 53705-2221
(608) 265-8215
wpp@hslc.wisc.edu

HELPFUL HINTS

- Remember to ✅ Save Data ✅ often.
- Navigate the pages via the Table of Contents (left navigation bar), or by using the <Prev or Next > buttons. Each of the navigation methods also saves new or changed data.
- Press Help Help for detailed requirements and instructions on how to complete the page.
- ❌ indicates that required information is missing. Press ? to find out which fields must be filled out to complete the page.
- ✔ indicates that all required information has been provided.
- Once all required pages are marked with a ✔, you may attest to and submit the report. Print a paper copy for your records using Print Application.
INTERIM PROGRESS REPORTING REQUIREMENTS

SECTION I: Grantee and Project Information

Much of the grantee and project information is completed automatically. Please review and revise this information, or contact the Wisconsin Partnership Program office at wpp@hslc.wisc.edu or (608) 265-8215.

SECTION II: Progress Report – Summary

Provide a concise summary describing the progress made on your grant to date.

SECTION III: Progress Report Detail

Respond to the statements in each of the five sections below. Include the following section headers: Goals and Objectives; Barriers; Work Plan Modifications; Pertinent Information; Feedback to WPP. This must be uploaded as a PDF with one-inch margins and a minimum 11-point font.

1. GOALS AND OBJECTIVES

Provide a description of the progress made towards the specific goals, objectives, and activities since your last interim progress report. Please address each goal and objective independently. Use your project work plan as a guide.

2. BARRIERS

Describe any barriers, if any, to meeting the established goals and objectives within the project timeline.

3. WORK PLAN MODIFICATIONS

Describe what modifications to the original project work plan objectives were made and why.

4. PERTINENT INFORMATION

Explain other pertinent information on the progress of the grant project as appropriate, such as staffing changes, new funding sources, or new partnerships or collaborations formed because of the grant award.
SECTION IV: Progress Report – Documents

Describe and upload as a single PDF, if applicable, any documents or materials that you have developed through the grant since the last interim progress report. Include copies of any public recognition, press releases, awards, acknowledgement of your program in local media, community newsletters, organization bulletins, or news articles that are pertinent to this project that were received or developed since the last interim progress report.

[NOTE: Remove bottom section, “List all documents that cannot be uploaded....”]

SECTION V: Financial Status Report Narrative

This section will provide the Oversight and Advisory Committee (OAC) with specific information on the grant expenditures compared to the approved budget. The information will enhance OAC’s review of the actual numbers through a comprehensive understanding of the use of funds in relation to the goals and objectives of the project. It will also facilitate OAC’s review of the progress report, with specific emphasis on evaluating progress towards achieving the aims of the project.

Respond to the statements in each of the three sections below. Include the following section headers: Overview of Expenditures; Unanticipated Changes; Other Funding Sources. This must be uploaded as a PDF with one-inch margins and a minimum 11-point font.

1. OVERVIEW OF EXPENDITURES
   Describe how the expenditures to date compare with the approved budget by major budget category.
   a. Salary & Fringe: compare actual FTE to budgeted FTE, including a list of all personnel and the individual percent effort on the project.
   b. Provide an explanation of expenses incurred that are over or under budget.

2. UNANTICIPATED CHANGES
   Provide an explanation of unanticipated changes in the rate of spending, if applicable.

3. OTHER FUNDING SOURCES
   Provide an explanation of other sources of in-kind support or cash match, identified in the original proposal or subsequently added, if applicable.
   a. Cash Match: provide the name of the organization, total dollar match to be provided, length of funding, and amount spent to date
   b. In-Kind Support: provide type of support (i.e. volunteer time; supplies; equipment) along with amount of support to date

SECTION VI: Non-Supplanting

Supplanting means “to replace, to take the place of, or to supersede.” The Wisconsin Partnership Program prohibits any funds from being awarded that will supplant funds or resources otherwise available to applicants from other sources for the proposed project. No grant can be awarded if a determination of supplanting is made.

As an annual check against supplanting, the Grantee is asked to recertify that other funds for the proposed project have not become available or been declined. The Grantee must answer the following
questions which are designed to assist the UW School of Medicine and Public Health and the OAC in making determinations regarding supplanting.

1. Would the proposed use of the funds replace other funding the Agency already possesses for the proposed project?

2. Has the Agency applied to another funding source for the same or similar project?

3. Would the proposed use of the funds replace other funding the Agency expects to receive through grants or awards from other funding sources?

4. Has the Agency previously done (or is currently doing) the same or a similar project?

5. Does this project involve cash match funding from multiple sources?

Projects with multiple funding sources will be expected to provide annual reports on the status of all sources of funds. Wisconsin Partnership Program funds may not be expended disproportionately to other sources.

6. Are there any other relevant factors in the particular situation which could indicate a breach of the prohibition against supplanting?

SECTION VII: Attestation

By clicking the box, the Grantee attests that all of the information provided in the Interim Progress Report is true, correct, and complete. The Grantee also agrees that if events occur that would significantly alter the information provided in the report, the Grantee has an ongoing obligation to inform the Wisconsin Partnership Program.
FINAL REPORTING REQUIREMENTS

SECTION I: Grantee and Project Information

Much of the grantee and project information is completed automatically. Please review and revise this information, or contact the Wisconsin Partnership Program office at wpp@hslc.wisc.edu or (608) 265-8215.

SECTION II: Project Description and Summary

Provide a concise summary using lay terminology describing the funded project and the results. Describe the project, summary of objectives and the significance, results or outcomes of the project. (We will use this section to report to the public.)

SECTION III: Final Report Detail

Upload as a PDF a response to the statements in each of the three sections below: Implementation; Evaluation and Outcomes; Partnerships. The response must include the following section and sub-section headers.

1. IMPLEMENTATION

   Goals and Objectives: Provide a description of the progress made towards the specific goals, objectives, and activities identified in your application. Please address each goal and objective independently.

   Barriers/Work Plan Modifications: Describe any barriers to meeting the established goals and objectives within the project timeline as well as any modifications to the original project work plan.

   Opportunities/Obstacles: What opportunities, obstacles, challenges, or changes did the project encounter?

2. EVALUATION AND OUTCOMES

   Evaluation Plan: Describe your evaluation plan, outcomes and project results.

   Results: Did the project produce the desired results as stated in the grant application? Why or why not?

   Population Served: Describe the population served. Include numbers served, age, ethnicity, race, gender, sexual orientation and socio-economic status, if appropriate. Describe the project impact on the target population.

   Significance: Describe the significance of the project outcomes and the potential impact on the broader public health domain including national or state benefits (economic, social, cultural, environmental, etc.)

   Policy: Have any policy changes resulted from the project? Specifically, who will be affected by the policy change?

   Implementation: Is there a commitment to moving forward with implementation of results? Why or why not?
**Sustainability:** Please describe the project's long-term plans for funding and sustainability and the organization's commitment to this effort.

**Advancing Health:** Describe how the project helped to advance population health in Wisconsin.

**Healthiest Wisconsin 2020:** Describe how the project helped to advance the goals and priorities of the state health plan, Healthiest Wisconsin 2020.

**Elements of Success:** What were the key elements to the success of your project? What advice would you give to others conducting a similar project?

3. **PARTNERSHIPS**

**Community-Academic Partnership:** Please describe your community academic partnership. How did the partnership develop over the period of the grant? What barriers affected the partnership? This may include organizational or physical barriers, or level of commitment toward a common goal.

**Planning Process:** If this was a planning process, who participated and in what ways did they participate? How has the planning process supported by this grant added to capacity and knowledge of those who participated in the planning process?

**New Partnerships:** What new partnerships or collaborations were developed during the grant period?

**Sustainability:** What, if any, new or additional funding sources were leveraged to support or sustain this project (or aspects of this project)? Detail the source, type, amount, duration, and purpose of the new/additional funding.

**SECTION IV: Documentation, Dissemination, and Knowledge Transfer**

[NOTE: For each Part, remove bottom section, “List all documents that cannot be uploaded....”]

**Part 1:** Describe how you have documented the results of the project and disseminated or shared with others. Are you planning to publish the results of the project? If so, what publication? Please describe and upload as a single PDF below, if applicable, any books, journals, articles, major reviews, conferences, recording, software or other outputs for dissemination of project results.

**Part 2:** Describe and upload as a single PDF, if applicable, any documents or materials (reprints, patent applications or other forms of intellectual property) that you developed through the grant award.

**Part 3:** Describe and upload below as a single PDF, if applicable, copies of any public recognition, press releases, awards, acknowledgement of your program in local media, community newsletters, organization bulletins, or news articles pertinent to this project, if any.

**SECTION V: Financial Status Report Narrative**

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