

CRE Grant Project Expectations

Prior to the start of the project

- Provide proof of IRB approval
- Execute and return the grant agreement and institution W-9

Throughout the project

- Provide quarterly reports (progress and financial) by the quarterly deadline
 - o Progress report (2-3 pages)
 - o Financial report (1 page)
- Request review of any potential changes to the project. These types of changes include:
 - o Financial allocations
 - o Project deadlines
 - o Eliminating or adding tools/instruments

At the close of the project

- Prepare a final report with budget information and review of new project-related knowledge
- The grantee institution returns all unspent funds at the close of the project
- Prepare and submit the first manuscript discussing findings to the Journal of Nursing Regulation
- Grantees are invited to present findings at the NCSBN Scientific Symposium following their project