

## MEDICAID MATCH PROJECT REPORTING FORMAT

The Department of Community Health requires that match projects submit both semi-annual and annual reports. These reports are due two weeks after the period being reported on has ended, and are due to IHCS by April 15th and October 15th respectively.

Please use to following formats when putting your reports together:

- A) **Semi-annual Report**—your report should include the following sections:
- 1) Project Title
  - 2) Project PI
  - 3) Project Dates (The time a project was funded for. For example, a full year project would be: October 1, 2005 – September 30, 2006)
  - 4) Abstract (You may simply insert the abstract from your original proposal unless your project has been amended in such a way that the original abstract is no longer accurate.)
  - 5) Project Update (Summary of the work done in the first half of the year; current status of the project.)
  - 6) Summary of Upcoming Work (Outline the next steps for the second half of the fiscal year; briefly discuss if there are plans to submit a proposal for the next fiscal year.)
  - 7) Conclusion (Any concluding remarks you would like to make about your project.)
- B) **Year-end Report**—your report should include the following sections:
- 1) Project Title
  - 2) Project PI
  - 3) Project Dates (The time a project was funded for. For example, a full year project would be: October 1, 2005 – September 30, 2006)
  - 4) Abstract (You may simply insert the abstract from your original proposal unless your project has been amended in such a way that the original abstract is no longer accurate.)
  - 5) Project Update (Summary of the work done during the year; current status of the project--i.e. note if your project is continuing into the next fiscal year or if it has been completed.)
  - 6) Project Findings (Detail project findings and conclusions here.)
  - 7) Areas for Further Study (If your match project is continuing into the next fiscal year, discuss the link between the two years here. Also, if there are additional areas of research suggested by your study that you may wish to pursue in the future, you should include mention of them here.)
  - 8) Conclusion (Any concluding remarks you would like to make about your project.)

*Note: PI's are responsible for any other project deliverables committed to in addition to the semi-annual and year-end reports.*