



Robert Wood Johnson Foundation

RWJF Grants Management Overview

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Nurse Faculty Scholars Program

Orientation Webinar for 2012 Finalists

June 20, 2012

Topics for Discussion



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- Role of the grants administrator
- Relationship between the Foundation and the National Program Office
- Reporting requirements
- Payment schedule
- Budget revisions
- Project extensions
- NPO-specific reporting requirements

Role of the Grants Administrator



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- Monitor grants
- Ensure compliance with RWJF policies and reporting requirements
- Provide financial guidance and assistance
- Analyze and monitor reported expenses
- Review budget revision requests and extension requests
- Process payments
- Negotiate budgets during the application process

Relationship Between the NPO and RWJF



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- NPO serves as a liaison between the grantee and RWJF
- NPO is your first point of contact
- NPO works with Grants Administrator for all financial and reporting matters
- All grant-related materials are submitted to the NPO at rwjfnfs@jhu.edu and to the Grants Administrator at grantreports@rwjf.org for review

NPO Reporting Requirements



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Quarterly Narrative Reporting (QR)

- Use the template provided by the NPO
- Build on the template each quarter, adding but not deleting
- Submit an updated biosketch with each QR
- The NPO QR should be sent directly to: rwjfnfs@jhu.edu

Changes in scope of project

- Submit a 1-2 page document outlining any change in the scope of your research activities to the address email above

Financial Reporting Requirements



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Annual Financial Report

- Account of expenses over the period of 12 months
- Due to the NPO and grantreports@rwjf.org 30 days after the annual budget period

Final Financial Report

- Account of expenses over the period of 12 months for the last year of the project
- Due to the NPO and grantreports@rwjf.org 30 days after the end of the grant period



Payment Schedule

- The initial payment represents one-third of the total award amount
- Future payments are based on the review and approval of your annual financial reports
- Payment amounts will vary depending on reported expenses

Narrative Reporting Requirements



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Annual Narrative Report

- Summary of annual program accomplishment
- Annual bibliography

Final Narrative Report

- Summary of programmatic activities for entire project period
- Final bibliography

Bibliography Requirements



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Annual Bibliography

- A comprehensive catalog of products your project produced during the annual grant period

Final Bibliography

- Is a complete record of all products produced over the life of the project
- Copies of all products should be sent to the NPO and RWJF with your annual and final bibliography

Budget Revisions



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When financial and/or program needs change, please request a budget revision following these instructions:

Using your approved budget, prepare an itemized budget with three columns showing:

- the currently approved line item budget
- the requested changes to each line item
- the proposed revised budget

Please include an explanation of the reason for the requested changes.

Budget revision requests must be reviewed and approved by the NPO and RWJF prior to implementation.

Extension Requests



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RWJF's expectation is that you will be able to complete this research project within the awarded duration of 36 months. However, if unforeseen circumstances have caused a delay in completing this project, we would appreciate receiving an extension request and updated financial report. An extension of the award should be submitted during the last six months of the project.

- Provide a comprehensive explanation of why an extension of time is needed, the required duration, and a new timeline for the completion of the project
- Extension requests should be emailed to the NPO for review to be forwarded to the grants administrator
- Extension requests must be reviewed and approved by the NPO and RWJF prior to implementation

Contractual Agreements



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A contract is an agreement between the grantee and the contractor – RWJF is not a party to the contract.

- A contract must include the subcontractor's name, duration, dollar amount, a line item budget, and a description of the deliverables
- The dates of the contract must fall within the period of the grant
- A signed copy of the contract is reviewed by the NPO and RWJF
- Written acknowledgement will be sent to the grantee by RWJF

For Your Information



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- Please reference the RWJF assigned grant number (5-digits) on all correspondence sent to the NPO and to grantreports@rwjf.org
- All RWJF emails are sent to the project director, the financial officer, and the NPO
- Payments letters (hard copy) are sent to the designated financial officer listed in the grantee proposal. An email is also sent prior to the letter
- All grant staff changes should be communicated to the NPO and RWJF in writing



Information Resources

Reporting instructions are displayed on the RWJF Website:
www.rwjf.org/grantees/budgetreporting.jsp

Grantee Resources – Reporting Requirements

Contact Information:

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Phone (609) 627-5953,

Fax (609) 514-5509, email: cphares@rwjf.org

Nurse Faculty Scholar Program Help Desk

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