

Electronic Submission Standards

For Reports and Grant Products



Robert Wood Johnson Foundation

INTRODUCTION

The Robert Wood Johnson Foundation has created a system for electronic submission of reports and other grant products that will allow us to stay current with your work and to post your important products on our Web site, www.rwjf.org, on a timely basis.

Effective immediately, only reports and products from grantees and program contractors (herein after called Grantees) that meet the criteria specified in this document should be submitted electronically. Please comply with the instructions detailed here to ensure your documents are processed appropriately.

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Electronic Submission Standards

For Reports and Grant Products

SECTION 1: GENERAL INSTRUCTIONS

E-mail electronic versions of reports, bibliographies, and products to RWJF, using the e-mail address grantreports@rwjf.org.

When submitting narrative and budget reports, include the award ID# in the subject line of the e-mail followed by the word Report. When submitting bibliographies, include the award ID# in the subject line of the e-mail followed by the word Bibliography. When submitting products, include the award ID# in the subject line of the e-mail followed by the word Product.

- Only submit materials that fit into our specified categories. Refer to “Narrative and Budget Report Descriptions” and “Product Descriptions” below for details.
- Name files according to the RWJF standards. Refer to “Report Naming Standards” and “Product Naming Standards” below for details.
- You can include multiple reports or products produced during one grant/contract in a single e-mail, but the total size of the e-mail should not exceed 10 megabytes. (See below for how to handle larger files.)
- Only submit materials from a single award ID# per e-mail. If you have more than one grant/contract for which you are submitting documents, send separate e-mails for each grant/contract.
- Do not mail hard copies of materials you have sent electronically, except for book chapters where RWJF does want the book in which the chapter appears.

A color PDF is the appropriate format for most written products. Refer to “Section 2: Acceptable File Formats” below for details.

- Include only one document in each electronic file. Do not create a PDF that contains more than one product.
- If a file cannot be opened by the Foundation, you will receive an e-mail from grantreports@rwjf.org with instructions regarding how to resubmit it.
- If the file is too large (more than 10 megabytes), you have two options:
 - Zip the file and send it by e-mail to grantreports@rwjf.org.
 - Send it on a flash drive, CD or DVD to the RWJF address below, with the award ID# on a label on each piece. Do not write directly on the CD or DVD. Flash drives, CDs and DVDs will not be returned.

Program Records
Robert Wood Johnson Foundation
P.O. Box 2316
Princeton, NJ 08543-2316

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- For products that cannot be sent electronically (e.g., a book, artwork, plaque, sculpture), put the award ID# on a cover sheet for each of the items and send them to this same address.

If you have any questions or problems, please communicate with your grants administrator or program office contact. Do not send correspondence to grantreports@rwjf.org as you will not receive a reply.

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SECTION 2: ACCEPTABLE FILE FORMATS

Narrative and budget reports and products should be submitted in file formats that are non-editable, such as PDF, as much as possible. Files will also be accepted in the formats listed below. If a file is received by RWJF in a format that is not supported, it will be returned to you for conversion to a supported format.

| File Type | Extension(s) |
|--------------------------|--|
| Audio | aac, mp3, mpeg4, wav, wma |
| Compressed File Format | Zip |
| Image | bmp, gif, jfif, jpe, jpeg, jpg, pip, pjp, pjpeg, tif, tiff |
| MS PowerPoint | pot, potm, potx, ppam, pps, ppsm, ppsx ppt, pptm, pptx |
| Portable Document Format | pdf |
| Shockwave | swf |
| Video | avi, mpe, mpeg, mpegv, mpg, mpv, vbs, wmv, mp4 |

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SECTION 3: SUBMITTING NARRATIVE AND BUDGET REPORTS

Report Naming Standards

Name the file “gggggdddyypp.ext,” where:

- ggggg = award ID#
- ddd = document type
- yy = year number of grant, for documents submitted annually with same name (e.g., budget year 2 = y2)
- pp = period number, for documents submitted periodically (e.g., first 6 months of award = p1)
- .ext = file extension

Example: A grant/contract (ID# 55522) produces an Annual Narrative Report in its first year. The file would be named 55522ANRY1.pdf. In year 2, it produces a Final Narrative Report. The file would be named 55522FNR.pdf.

Narrative and Budget Report Descriptions

Only send reports included in this table.

| Report Document Types and Name Examples | Document Type | File Naming Example |
|---|---------------|---------------------|
| Narrative Reports | | |
| Annual | ANR | 55522ANRY2.ext |
| Periodic (interim, semi-annual, progress) | PNR | 55522PNRY2P1.ext |
| Final | FNR | 55222FNR.ext |
| Summative | SUM | 55222SUM.ext |
| Bibliography | BIB | 55222BIB.ext |
| Financial Reports | | |
| Annual | AFR | 55222AFRY1.ext |
| Periodic | PFR | 55222PFRY1P3.ext |
| Final | FFR | 55222FFR.ext |
| Due Diligence (Audited Financials, 990s) | DDR | 55222DDR.ext |
| Expenditure Responsibility Report of Income | ROI | 55222ROIY2.ext |
| Expenditure Responsibility—Private Foundation Statement | PFS | 55222PFSY3.ext |

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SECTION 4: SUBMITTING PRODUCTS

Electronic Submission Standards

For Reports and Grant Products

RWJF asks that Grantees share with RWJF grant/contract-funded products—materials that contain learning and policy information that advance the field and the mission or strategies of the Foundation. Any products that have the ability to increase learning and have the potential to drive change in health and health care in the United States should be submitted. Examples of the content wanted include data charts, methodology, research findings, results, conclusions and recommendations. RWJF also wants materials that recognize, promote, award, or raise awareness of the project or program's results, findings or impact.

Please keep the following in mind as you submit products:

- Products must be assigned to a product category and product type:
 - Articles
 - Books or Chapters
 - Communications or Promotions
 - Education or Toolkits
 - Meetings or Conferences
 - Reports
- Submit your products as soon as you complete them.
 - Do not wait for your next reporting cycle.
 - Do not include products as part of your annual or final narrative reports.
 - If you find, when completing your Annual Narrative Report, Final Narrative Report, or Bibliography, that you have not sent a product to us, send it as soon as you can.
 - If you subcontracted some of the work and products resulted, treat them as your own products, and submit them if they meet the submission criteria.
 - Include any product created for your project or program by a communications firm paid directly by RWJF.
 - Submit published versions to replace manuscripts as they become available.
 - Send products that are completed or published after the grant/contract closes. Follow the same procedures as if the grant/contract were active. There is no need to send an additional Bibliography or revised Final Narrative Report.
- Whenever possible, submit electronic versions of products, each in its own PDF file, by e-mail to grantreports@rwjf.org.
- If your project is managed by an outside RWJF program office, also send the e-mails with attached products to your contact at the program office as well as to grantreports@rwjf.org.

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- Do not send any materials created by the program office, even if the materials were slightly modified for your site or use; RWJF will receive these materials directly from the program office.
- Do not send an e-mail to your grants administrator, program officer or communications officer when you submit your products. They will be automatically notified when your materials are received.

Do not send duplicate versions of products—especially press releases, presentations or educational materials—when the core content is the same.

Please follow the rules on the next pages for what to submit and what not to submit along with naming standards and acceptable formats, described at the end of this document.

Product Naming Standards

Name the file “gggggGPddd_nn.ext,” where:

- ggggg = award ID#
- GP = grantee/contractor product
- ddd = document type
- nn = number of files in the category. This will equal 01, unless more there is more than one (quantity) of this product type.
- .ext = file extension

Example: A grant/contract (ID# 55522) produces three journal articles. The files would be named 55522GParticle_01.pdf; 55522GParticle_02.pdf; and 55522GParticle_03.pdf.

Contractors: Please use the terminology GP before products even though you are working under a contract.

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Product Descriptions

Only send products included in this section.

| Product Type: Articles | |
|------------------------|---|
| Description | Composition on a specific topic, forming an independent part of a journal, newspaper, magazine or internet publication by project or program staff. |
| What to Submit | <ul style="list-style-type: none">• Journal articles and abstracts• Magazine, newspaper and newsletter articles on results, findings or recommendations of a grant-funded project or program written by a project or program staff member• Editorial, Commentary, Letter to the Editor that provides facts or recommendations gained through the grant-funded activity<ul style="list-style-type: none">• Special Issue or Supplement• Manuscripts submitted for publication |
| What NOT to Submit | <ul style="list-style-type: none">• Journal, magazine, newspaper or newsletter articles not focused on results, findings or recommendations<ul style="list-style-type: none">• Book reviews of other people's books• Materials that are unrelated to the RWJF grant-funded project or program<ul style="list-style-type: none">• Materials that express opinions without substantiating facts• Manuscript of an article that is already published (Instead, submit the published article.)<ul style="list-style-type: none">• Works in progress |
| Special Instructions | Published article: in the body of the e-mail, include the journal title and year of publication. |
| Document Type | GParticle |
| File Naming Example | 55222GParticle_01.ext |

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| Product Type: Books or Chapters | |
|---------------------------------|--|
| Description | When published, will have an ISBN or LC, or be part of a publication with an ISBN or LC. |
| What to Submit | <ul style="list-style-type: none">• Books, including manuscripts if not yet published• Book Chapters, including manuscripts if not yet published |
| What NOT to Submit | <ul style="list-style-type: none">• Manuscript of a book or chapter that is already published. (Instead, send the published book or chapter.)• Work in progress |
| Special Instructions | Published book: submit a hard copy of the book. Send a cover sheet providing the award ID#. Published chapter: send a PDF of the published chapter. Include the cover and title page of the book in which it was published. Submit a hard copy of the book in addition to the PDF of the chapter. Send a cover sheet providing the award ID# with the book. |
| Document Type | GPbookchpt |
| File Naming Example | 55222GPbookchpt_01.ext |

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| Product Type: Communications or Promotion | |
|---|--|
| Description | Materials to communicate the project's/program's findings, results, recommendations or solutions to the media and broader public, and to advocate for change. |
| What to Submit | <ul style="list-style-type: none"> • Media/press kits about the results, findings, recommendations or solutions of a project or program • Press releases, video news releases, interviews, reviews of books whose authors are project/program staff <ul style="list-style-type: none"> • Project or program Web site URLs • Uploads to video sites such as YouTube <ul style="list-style-type: none"> • Television and radio coverage • Blog entries with responses • Photographs of activities supported by the project / program with signed photo releases for those pictured, and a copyright release to RWJF from the photographer <ul style="list-style-type: none"> • Advertisements • Awards, plaques, certificates — or digital photographs of these items accompanied by a description <ul style="list-style-type: none"> • Unique promotional materials |
| What NOT to Submit | <ul style="list-style-type: none"> • Print and internet coverage (see Grantee Reporting Instructions, Annual Narrative Report for instructions on submitting this coverage) • Sound bites not focused on the results, findings or recommendations of the work funded by RWJF <ul style="list-style-type: none"> • Announcements of grant/contract awards or hiring of personnel • Multiple copies of the same internet, radio, or TV coverage • Posters, brochures or other materials of a promotional nature that do not contain findings, results, or recommendations <ul style="list-style-type: none"> • T-shirts, mugs, pens or other common promotional give-away items • Photographs without releases from those pictured and copyright release from the photographer <ul style="list-style-type: none"> • Photographs of meetings or photographs that are too dark or small to be viewable |
| Special Instructions | <p>Web site URL: Include the URL of the project/program's Web site in an email to grantreports@rwjf.org.</p> <p>Interviews: include in the body of the email the name of the person interviewed and the date of the interview.</p> <p>Digital images: include in the body of the e-mail the general subject matter, names of people in the photograph, location, date taken, photographer name and contact information. Be sure to include a signed release from each person in the image, along with a signed copyright release form from the photographer.</p> |
| Document Type | GPcomm |
| File Naming Example | 55222GPcomm_01.ext |

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| Product Type: Education or Toolkit | |
|------------------------------------|--|
| Description | Materials created by the project/program and used to instruct or deliver educational content |
| What to Submit | <ul style="list-style-type: none">• Guides, manuals, toolkits, tool boxes<ul style="list-style-type: none">• Curricula and class materials• Educational documentary or retrospective (TV, radio, electronic)<ul style="list-style-type: none">• Training / educational software• Evaluation tool or document giving instruction or guidance about how to perform evaluations |
| What NOT to Submit | <ul style="list-style-type: none">• Generic, common knowledge compilations of previously published material<ul style="list-style-type: none">• Multiple copies of identical materials provided at different locations• Training class satisfaction surveys |
| Special Instructions | In the body of the e-mail, describe the contents of the materials and the intended audience. |
| Document Type | GPeducation |
| File Naming Example | 55222GPeducation_01.ext |

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| Product Type: Meetings or Conferences | |
|---------------------------------------|--|
| Description | <ul style="list-style-type: none"> • Proceedings, transcripts, supporting materials from project or program sponsored meetings/workshops <ul style="list-style-type: none"> • Presentations made by project/program staff at outside conferences • Testimony given to government legislative or regulatory bodies |
| What to Submit | <ul style="list-style-type: none"> • Grant-sponsored conference or workshop: agenda if it provides a list of speakers, titles of presentations • Proceedings of a sponsored meeting or workshop. If proceedings are unavailable, submit the presentation materials presented at the meeting or workshop. • Background Papers prepared for discussion at sponsored conference or workshop held by the Grantee or other organizations (whether compiled in published form or not) • Presentation or testimony materials containing research findings from the project / program and/or results / recommendations from implementation of the project / program. |
| What NOT to Submit | <ul style="list-style-type: none"> • Conference or workshop agendas lacking detail and substance, or that require speaker notes to be understood <ul style="list-style-type: none"> • Speaker biographies • Materials related to the logistics of the event, such as lists of attendees or room layouts <ul style="list-style-type: none"> • Materials that report on activities peripheral to the results of the project/program • Multiple copies of essentially similar presentations that were delivered at different meetings <ul style="list-style-type: none"> • Conference evaluations or survey forms • Testimony not accompanied by a cover sheet |
| Special Instructions | <ul style="list-style-type: none"> • Presentations by project/program staff: on the first page, provide the presenter's name and affiliation, title of the presentation, name of the meeting/workshop, name of the organization holding the meeting, and the date and place of the presentation • Meeting Materials: Background Papers for discussion: Send in one PDF file, with a cover page giving names of authors, titles of papers, and page number each starts. <ul style="list-style-type: none"> • Meeting Materials: Presentations at a sponsored meeting: on the first page, provide the presenter's name and affiliation, title of the presentation, name of the meeting/workshop, name of the organization holding the meeting, and the date and place of the presentation. • Proceedings: in the body of the e-mail, include the URL if proceedings are available online. <ul style="list-style-type: none"> • Testimony: Only submit with a Cover Sheet. |
| Document Type | GPmeeting |
| File Naming Example | 55222GPmeeting_01.ext |

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| Product Type: Reports | |
|------------------------------|--|
| Description | Analysis, synthesis, evaluation, research findings, results of the work, conclusions, recommendations, strategy, lessons learned, data analysis |
| What to Submit | <ul style="list-style-type: none"> • Reports, Monographs • Executive Summary of report (if published separately) • Syntheses, case studies, issue briefs, policy briefs, fact sheets, literature review, thesis <ul style="list-style-type: none"> • Charts and data reports • Maps that include data • Newsletters with a focus on findings, not promotions <ul style="list-style-type: none"> • Survey instruments |
| What NOT to Submit | <ul style="list-style-type: none"> • Raw data • Annual Reports of the grantee organization |
| Special Instructions | <ul style="list-style-type: none"> • Data tapes: e-mail the status of the tape’s preparation for the Interuniversity Consortium for Political and Social Research (ICPSR) at the University of Michigan and the URL information. Do not send the tape. • Published item: in the body of the e-mail, include the year of publication and title of the publication. <ul style="list-style-type: none"> • Unpublished item: in the body of the e-mail, state “Not to be distributed.” |
| Document Type | GPreport |
| File Naming Example | 55222GPreport_01.ext |

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