

Electronic Submission Standards

For Reports and Grant Products



Robert Wood Johnson Foundation

The Robert Wood Johnson Foundation has created a system for electronic submission of reports and 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 April 2009, all reports and products from grantees and program contractors should be submitted electronically. Please comply with the instructions detailed here to ensure your documents are processed appropriately.

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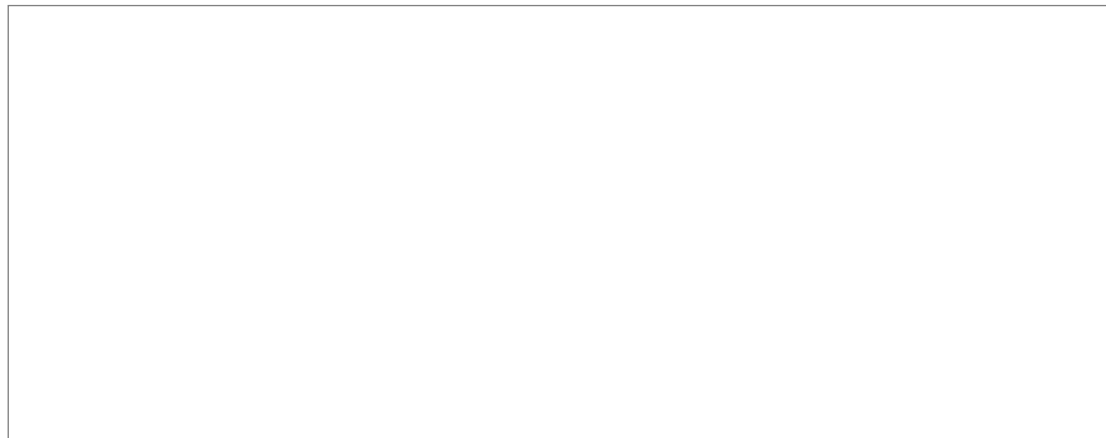
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GENERAL INSTRUCTIONS

grantreports@localfundingpartnerships.org

E-mail electronic versions of reports, bibliographies and products to RWJF, using the e-mail address ~~grantreports@rwjf.org~~. When submitting 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 “Report Descriptions and Naming Standards” and “Product Descriptions and Naming Standards” below for details.
- Name files according to the RWJF standards. Refer to “Report Descriptions and Naming Standards” and “Product Descriptions and Naming Standards” below for details.



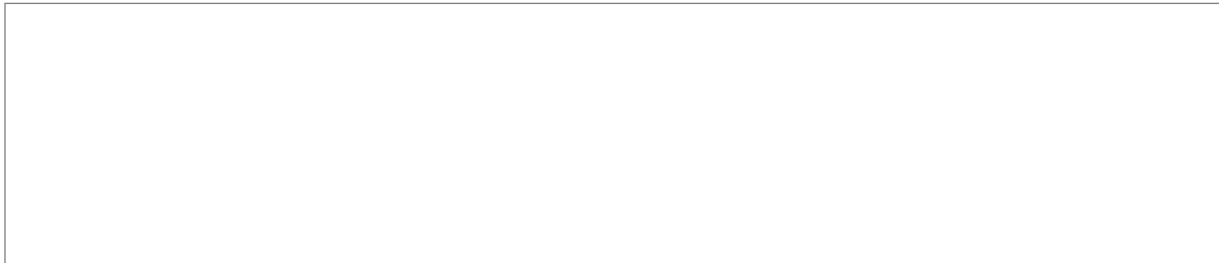
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Submit your products as soon as you complete them. Do not wait for your next reporting cycle.

- If you find, when completing your Bibliography, that you have not sent a product to us, send it to us in the appropriate electronic format as soon as possible.
- Send products that are completed or published after the grant/contract closes. Follow the same procedures as if the grant/contract were active. For grantees, there is no need to send an additional Bibliography or revised Final Narrative Report.



REPORT DESCRIPTIONS AND NAMING STANDARDS

Name the file “gggggdddy_nn.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 files a Final Narrative Report. The files would be named 55522FNR.pdf.

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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
COVERAGE (SUBMITTED WITH YOUR FINAL NARRATIVE/ FINANCIAL REPORT) Stories, Articles, Reviews about the project/program in the media (Newspapers, Magazines, Newsletters of other organizations, Radio, Television, Web sites) Send an electronic version of a representative sample of the coverage you received during the award only with your Final Narrative/Financial Report. If you have hard copy only, send it to the Central Files address listed previously, marked with the award ID# and the word Coverage, at the same time you send the Final Narrative/Financial Report.	CVRG	55222CVRGY2.ext

PRODUCT DESCRIPTIONS AND 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_j_01.pdf; 55522GParticle_j_02.pdf; and 55522GParticle_j_03.pdf.

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

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ONLY send products included in this Table.

PRODUCT TYPE AND NAME EXAMPLES	SPECIAL INSTRUCTIONS	DOCUMENT TYPE	FILE NAMING EXAMPLE
<p>Article, Journal—Abstract, Journal, Special Issue, Supplement</p>	<p>Published article: in the body of the e-mail, include the journal title and year of publication.</p> <p>Unpublished article: in the body of the e-mail, state “Not to be distributed.”</p>	<p>GParticle_j</p>	<p>55222GParticle_j_01.ext</p>
<p>Article, Other—Must be written by grantee/contractor staff and be specific to the grant/contract</p> <p>Blog, Commentary, Editorial, Internet Publication, Internet Posting, Letter to the Editor, Magazine Article, Newsletter, Newspaper Article</p>	<p>Published article: in the body of the e-mail, include the publication title and year of publication.</p> <p>Unpublished article: in the body of the e-mail, state “Not to be distributed.”</p>	<p>GParticle_o</p>	<p>55222GParticle_o_01.ext</p>
<p>Book—Book, Monograph (will have an ISBN when published)</p>	<p>Published book/monograph: mail one hard copy of the book, with a cover sheet providing the award ID#.</p> <p>Unpublished book: in the body of the e-mail, state “Not to be distributed.”</p>	<p>GPbook</p>	<p>55222GPbook_01.ext</p>
<p>Chapter—Chapter of a book</p>	<p>Published chapter: e-mail the chapter and a PDF of the title page of the book. In the body of the e-mail, include the year of publication.</p> <p>Unpublished chapter: in the body of the e-mail, state “Not to be distributed.”</p>	<p>GPchapter</p>	<p>55222GPchapter_01.ext</p>

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<p>Charts and Data—Chartbook, Chart Pack, ICPSR Materials Status, Map, Survey Results</p>	<p>Data tapes: do not send the tape; 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.</p>	<p>GPcharts</p>	<p>55222GPcharts_01.ext</p>
<p>Education and Instruction—Class Material, Curricula, Documentary/Series, Manual, Primer, Toolkit, Training Guide</p>	<p>In the body of the e-mail, describe the contents of the materials and the intended audience.</p>	<p>GPeducation</p>	<p>55222GPeducation_01.ext</p>
<p>Interview—Interview, Oral History</p>	<p>In the body of the e-mail, include the name of the person interviewed and the date of the interview.</p>	<p>GPinterview</p>	<p>55222GPinterview_01.ext</p>
<p>Media Material—Materials that are created to attract media attention</p> <p>Media Kit, Press Release, News Conference/Briefing, Video/Audio Clips</p> <p>NOTE: If your grant/contract was specifically made to create communications about a project, submit coverage received as products. These may include print coverage, clippings, radio, television or Web coverage, wire service coverage.</p>	<p>Only submit materials created by the grantee/contractor or a subcontractor.</p>	<p>GPmedia</p>	<p>55222GPmedia_01.ext</p>

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PRODUCT TYPE AND NAME EXAMPLES	SPECIAL INSTRUCTIONS	DOCUMENT TYPE	FILE NAMING EXAMPLE
<p>Meeting and Conference Material and Presentations—Agendas, Conference Papers, Seminar / Workshop Proceedings, Symposium; Presentations, Speeches and Testimony</p>	<p>E-mail all materials related to the content, such as agendas, speaker bios and presentations.</p> <p>Do not submit materials related to the logistics of the event, such as lists of attendees or room layouts.</p> <p>Presentations by project/program staff given at professional conferences. Make sure the first page of the material provides the presenter's name and affiliation, title of the presentation, the name of the meeting, the name of the organization holding the meeting, and the date and place of the presentation.</p>	<p>GPmeeting</p>	<p>55222GPmeeting_01.ext</p>
<p>Other Products—Artwork, Award, Certificate, Plaque, Sculpture</p>	<p>Include in the body of the e-mail a two-line description of the item and brief description of how or why the item was created.</p>	<p>GPother</p>	<p>55222GPother_01.ext</p>
<p>Promotion or Giveaway—Materials to promote or raise awareness of the project/program itself or an event held to promote it.</p> <p>Advertisement, Announcement, Brochure, Coaster, Coloring Book, Cup, Digital Image, Hat, Pamphlet, Postcard, Poster, T-Shirt</p>	<p>Mail one of the item, with a cover sheet providing the award ID#.</p> <p>Digital images: e-mail the file; 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.</p>	<p>GPpromotion</p>	<p>55222GPpromotion_01.ext</p>

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Report, Synthesis and Issue Brief —Dissertation, Evaluation/t, Executive Summary, Fact Sheet, Grantee Profiles, Policy Report, Research Highlights, Special Report, Synthesis, White Paper	Published item: in the body of the e-mail, include the year of publication and title of the publication. Unpublished item: in the body of the e-mail, state "Not to be distributed."	GPreport	55222GPreport_01.ext
Software —Application, Computer Program	Include in the body of the e-mail a two-line description of the software.	GPsoftware	55222GPsoftware_01.ext
Survey Instrument —Survey form used to gather and analyze data Sample Questionnaire	E-mail the finished instrument. Do not submit evaluations of meetings or seminars.	GPsurvey	55222GPSurvey_01.ext
Web Site —Web site for an Award-Funded Event, Project or National Program	Provide the complete URL of the Web site created for a project or program or specific sections of a Web site focused on the project/program.	GPwebsite	55222GPwebsite_01.ext

ACCEPTABLE FILE FORMATS

Materials 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	mp3, mpeg4, wav, wma
Compressed File Format	Zip
Image	bmp, gif, jfif, jpe, jpeg, jpg, pip, pjp, pjpeg, tif, tiff
MS Excel	xla, xlc, xll, xlm, xls, xlsx, xlt, xltn, xltx, xlw
MS Project	Mpp

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MS PowerPoint	pot, potm, potx, ppam, pps, ppsm, ppsx ppt, pptm, pptx
MS Word	doc, docm, docx, rtf
Portable Document Format	Pdf
Shockwave	Swf
Text	htm, html, mht, rtx, txt
Video	mpe, mpeg, mpegv, mpg, mpv, vbs, wmv