



INDEPTH Network

Reporting Requirements for INDEPTH (sub)grantees

The INDEPTH Network expects its (sub)grantees to submit narrative and financial reports to the Secretariat on the dates specified in the grant award letters / contracts signed by INDEPTH and the (sub)grantees. The information requested below should be provided for both interim reports and final reports to the Secretariat. We request these reports to help both us and the (sub)grantees make a frank assessment the project's progress.

Reports should be submitted to the INDEPTH staff mentioned in the award letters.

I. Narrative Report

In no more than 10 pages, please include:

1. Title of grant
2. Grant Number
3. Period of grant
4. Goals / Objectives of the Project
5. Executive Summary (1 page)
6. Activities
 - a. In your grant proposal, you proposed activities and stated the expected outcomes. In this report, please describe the activities undertaken and any outputs of those activities.
7. Progress
 - a. If you are sending us an interim report, please let us know what progress you have made.
 - b. If you are sending us a final report, please describe the outcomes of the project (refer to those stated in the grant proposal), and let us know if there were additional outcomes which came out of your project.
8. Conclusions and recommendations
 - a. Tell us about:
 - i. Any lessons learnt
 - ii. If appropriate, how you wish to disseminate the information from your project

II. Financial Report

1. Please attach a schedule showing:
 - a. Actual expenditures to date funded by the (sub)grant
 - b. Net grant funds not yet expended
2. Please include a description of the project's financial status.
3. If submitting a final report, we expected audited financial statements.
4. Please note that all unexpended funds revert to INDEPTH. Should you need a no-cost extension, please contact the Secretariat in good time.