OFFICE OF PROGRAM EVALUATION AND PERFORMANCE

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FINAL REPORT EXECUTIVE SUMMARY FORM

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Reference Number		Date Submitted	
Project Title			

PROJECT OFFICER

Provide contact information for all project officers, if multiple.

Name		Name	
Institute or Center	OR OD/	Institute or Center	OR OD/
Office Address		Office Address	
Telephone Number		Telephone Number	
E-mail Address		E-mail Address	

PERFORMER/CONTRACTOR

Provide information for all project contractors, if multiple.

Name		Name	
City, State		City, State	
Type of Procurement		Type of Procurement	
Contracting Officer		Contracting Officer	

COMPLETED PROJECT (INCLUDING FINAL REPORT)

Send the 508-compliant final report with the Reference Number on the cover page, or applicable URL of the final report to Evaluate@mail.nih.gov.*

Actual Start Date (mm/dd/yyyy)		Actual Completion Date (mm/dd/yyyy)	
Final Report Title			
URL of Final Report			

Note: Final reports of ESA funded projects are posted on the OPEP website. If there is a reason that this final report should not be made available on the OPEP website, please check the box and provide a reason: ☐

Reason

*OPEP conducts testing on final reports for 508 compliance. If your report is not compliant, it will be returned to you for remediation. More information can be found at http://www.hhs.gov/web/508/index.html.

Purpose of the Study: *Clearly state the purpose of the evaluation described in the report.*

Program Background: *Provide a brief description of the program evaluated.*

Key Study Questions: *State the evaluation question(s) the study sought to answer.*

Study Design & Methods: *Summarize the evaluation design and the research methods and procedures used.*

Key Findings/Results: *Identify the main findings or major results of the study.*

Conclusions/Recommendations/Future Directions: *State the study's conclusions (answers to the key question(s) posed) and any recommendations based on the results.*