

**New England Biolabs Foundation
End-of-Project Report**

This form is due when your funding cycle ends and prior to final disbursement of grant funds. Please answer the following questions, where applicable.

1. Name of organization.
2. Grant amount.
3. Today's date.
4. Date of grant award.
5. Original goal of your project as stated in your proposal.
6. Name and title of person submitting this evaluation.
7. Did anyone in your organization conduct an evaluation on site?
8. If so, please state date of evaluation.
9. Did you receive a written report? If so, please provide a copy.
10. Describe the components of the project that were successful or positive.
11. Describe the difficulties you encountered, and how you solved them (or did not).
12. If you were to do this project again, would you do it differently? If so, how?
13. Give a detailed accounting of the use of the grant money, using the line items from your original budget. (Verification may be requested.)
14. What are your plans concerning the project for the next two years?
15. What are your plans for future financial support?
16. Do you have any comments or suggestions about working with the foundation?
17. Please provide us with any published materials concerning the project.