

National Writing Project

Annual Cycle of Site Reporting

Information about and submission of reports and grant opportunities: <http://www.nwp.org/cs/public/print/doc/nwpsites/reporting.csp>

	January	February	March	April	May	June	July	August	September	October	November	December
Annual Network Reports <i>(all sites, each year, regardless of NWP funding)</i>		Continuing Association Form Signed form signifying university's intent to partner with NWP to support an active site on its campus in the July 1 - June 30 year ahead. Due 2/1	Site Sponsorship Payment Each NWP site is asked to pay a \$750 yearly sponsorship (invoice attached to CA Form) to support NWP's efforts to secure funding for sites, as well as to provide technical assistance and resources for sites. Due 3/1									
	Invitational Institute Participant Survey At the end of each invitational institute (with or without NWP funding), fellows are asked to complete a questionnaire about their background and experiences. Institute leaders administer the survey. Contact support@nwp.org to receive survey administration instructions and site-specific password. Due: Last week of institute											
	Site Leadership Updates Visit the Site Info tab in the NWP Site Dashboard to make changes, or send updates via email to support@nwp.org.											
	Site Program Data Program and participant data entered on an ongoing basis in the online NWP Site Dashboard on a Sep 1 - Aug 31 cycle. Grant-specific data reporting guidelines and mid-year deadlines will be sent to grant recipients.								8/31 - End of reporting year 9/1 - Beginning of new reporting year	Site Program Data Finalize and Submit Data for Reporting Year Ended 8/31 Due: 10/15		
NWP Grant-Specific Proposals & Reporting	Grant Proposals and Requested Budgets Due from Sites <i>Deadlines vary and depend on particular grant; review each grant's RFP for particulars.</i>											
	Grant Awards Made and Grant Cycles Begin <i>Exact timing is varied depending on grant. Interim and final grant narrative reports vary depending on particular grant.</i>											
	Final Budget Revision Final revision of each grant budget in NWP's online budget system, completed by the site director, showing how grant funds were actually put to use on the grant-funded program. Due: 90 days after each grant's end-date											
	Exhibit C Grant Financial Report Excel form completed by university accountants, but reviewed/signed by site director/PI, certifying grant dollars received versus spent. Unspent grant funds must be refunded to NWP. Due: 90 days after each grant's end-date											

Note: In addition to the above, ad hoc requests for information may be sent periodically.