



HPNF Certification Research Grant Guidelines for Preparing the Grant Final Report

Final Report

A final report of expenditures and final scientific report must be submitted to HPNF 90 days following end of the original or amended project funding period. Once the final report is received, the remaining \$500 of the grant will be issued. Unexpended funds must be returned to HPNF. Please prepare the final report in a format that is suitable for posting online to promote dissemination of findings to practicing nursing professionals and the lay public. The final report is limited to five pages (single spaced) and includes the information provided on the title page of the application as well as description of the research, major findings, discussion with reference to related literature, and implications for practice, research and education. The report may be submitted as an executive summary or abstract, a manuscript, a research abstract, a publication or journal article related to the funded project. Dissertations are not accepted as final reports. The final report should include the following:

Summary of project aims

- A. Theoretical/conceptual framework
- B. Methods, procedures and sampling
- C. Summary of findings
- D. Recommendations
- E. Financial Report from financial office
- F. Check for any unused funds

Please email the final report, addressed to the HPNF Director of Development at info@hpnf.org. In addition, you must submit your abstract to the Hospice and Palliative Nurses Foundation to be posted on the HPNF website. Recognize that this research was *funded by HPNF through a restricted gift from the Hospice and Palliative Credentialing Center* upon any publication and/or presentation.