BJS PROGRESS REPORT NARRATIVE QUESTIONS (PRNQ) QUICK START AND QUESTION GUIDE

Purpose: These reports allow BJS to assess programmatic and fiscal progress as a condition of your funding.

Activity Period: Report only on activities and results that occurred between the first and last day of the specified reporting period.

Submission: All reports must be submitted via JustGrants by the specified due dates. Refer to the Notice of Funding Opportunity (NOFO) for specific details.

Tips for Good Quality Responses:

- **Be Specific:** Avoid generalities; use data, names of deliverables, and specific milestones.

- **Take Advantage of the "Narrative" Items:** This is your chance to move beyond numbers. Detail a specific person, partnership, or breakthrough that wouldn't have happened without this funding.

- **Identify Needs Early:** Use the Training and Technical Assistance (TTA) section to ask for help before a challenge becomes a serious issue.

Progress Reporting Categories

Award recipients should structure their progress reports to address the following categories, clearly labeling each section for ease of review.

Section A: Award Status

1. **Training Confirmation:** Have the Award Point of Contact and the Financial Point of Contact completed the OJP Financial Management and Grant Administration Training? (Y/N)
2. **Current Status:** Is the award Active (expended federal funds) or Inactive (no funds expended) during this period?
    a. *If Inactive:* Enter the estimated start date and describe the steps needed for the award to become active (then skip to Section E).

3. **Subgrantee Management:** Do you plan to award funds to subgrantees? (Y/N). If yes, list the number of subawards and indicate who is responsible for reporting performance data.

Section B: Progress and Impact

4. **Detailed Narrative of Progress:** Provide a summary of major activities completed, progress toward approved goals/objectives, and all proposed grant deliverables.
5. **Key Results:** Describe any significant results, major findings, or key outcomes (positive or negative) achieved during this period.
6. **Impact Story:** Provide a brief story (anecdote) from this period that illustrates a real-world success. Focus on a specific individual outcome, breakthrough, or partnership that demonstrates meaningful change.
7. **Future Work:** What specific work is planned for the next reporting period?

Section C: Challenges and Timeline

8. **Timeline Status:** Are major project activities on schedule? (Y/N). If the project is behind schedule, provide a corrective action plan to address the issue.
9. **General Challenges:** Describe any other significant problems encountered (e.g., data collection, recruitment, or partnerships) and how you addressed the challenges.
10. **Changes and Adjustments:** Detail any changes in the work plan (scope, staffing, partners) or key personnel, and list the status of any submitted Grant Award Modifications (GAMs).

Section D: Products & Dissemination

11. **Work Products:** List all work products completed this period (reports, datasets, websites, etc.). Provide URLs or confirm upload to JustGrants.
12. **Outreach:** Describe how deliverables are being shared with stakeholders/the public and list any public presentations (e.g., upcoming webinars or conference presentations).

Section E: Technical and Financial Compliance

13. **Regulatory Status (If Applicable):**
    a. **Human Subjects:** Provide the current IRB review status and expiration date.
    b. **Data Collection:** List the instrument title, OMB control number, and expiration date.
14. **Financial Overview:**
    a. How much funding was obligated this period?
    b. Explain major expenditures and services purchased.
    c. Are you on track to expend all funds by the project end date? (Y/N). If no, explain why.

Section F: Training and Technical Assistance (TTA)

15. **TTA Received:** If you accessed BJS-funded training or assistance, how did it impact your goals? Select all that apply.

   ☐ Advanced our project goals
   ☐ Built staff capacity/skills
   ☐ Improved processes or operations
   ☐ Enhanced quality of deliverables
   ☐ Helped solve specific problems
   ☐ Facilitated collaboration/networking
   ☐ Provided useful tools/resources
   ☐ Accelerated our timeline
   ☐ Other: _____

16. **TTA Needed:** What additional assistance or programmatic guidance do you need from BJS or your program manager? Include specific topics.

<u>Need Additional Help?</u>

- If you need assistance with the progress reporting questions or the performance measures, contact your assigned grants or program manager.

- If you need assistance with JustGrants, contact the JustGrants Helpdesk at JustGrants.Support@usdoj.gov.

This is the end of the progress report and narrative questions. If you have additional documents or deliverables (e.g., reports) you would like to share with your BJS grants or program manager, upload them to JustGrants.

Thank you!