

## Appendix A

### AHSC AFP INNOVATION FUND

#### Report Template for Six-Month Progress Reports (One Year Projects) or Year-End Progress Reports (Two Year Projects)

This template is a flexible tool that can be modified to suit the breadth of projects funded by the Innovation Fund. Please use this template as a guide, and submit no more than three pages for each project (plus project summary sheet). Reports are to be submitted as follows:

- Six-Month Progress Reports (One Year Projects)
  - Year-End Reports (Two Year Projects) - submitted to NOAMA at the end of the first funding year, and must be approved by the NOAMA AFP Innovation Sub Committee prior to the release of second year funding.
- A. Executive Summary (not to exceed one page)
1. Introduction and purpose of project
  2. Summary of Work to Date
- B. List of Performance Evaluation Metrics (or metrics proposed in the original application)
- C. Table of Evaluation Metrics that should include:
- Metric
  - Status
  - Comment
  - Findings (if applicable)
- D. List of Challenges faced to date
- Include brief discussion about issue(s) and solution(s)
- E. List of Performance Evaluation Metrics for next period (if altered from Proposal)
- F. Conclusion and Next Steps
- G. Contact Information of participating physicians
- H. Budget

*Note: The **Report Budget Template (Excel spreadsheet – Appendix C)** is to be used for Six Month and Year-End Progress Reports*

- Provide details of actual budget expenditures with explanations of significant variances from original budget projections.