



## RESEARCH GRANTS Final Work Product Requirement

Award numbers like xxxxxxx-38-xx

Updated 4/26/18

Organizations that received a National Endowment for the Arts (NEA) *Research: Art Works* grant must submit a final research paper as the product requirement on the award. Information regarding this requirement was included in the guidelines.

All final papers must include a cover page that has the title of the grant, the grant number, authors/organizations, and a disclaimer regarding the contents of the paper (see page 3 for a template).

At the end of the grant period, grantees are required to submit a 20-50 page research paper that, at a minimum, includes 2 separate components: an abstract/executive summary and a full research paper:

- The *abstract/executive summary* of the project should consist of 1-5 page summary of the study's research goals, methods, findings, conclusions, and implications for research and policy and/or practice.

**Abstracts/executive summaries must be targeted toward both technical and non-technical audiences.**

In addition, *full research papers* (excluding the abstract and executive summary) typically are comprehensive accounts of the project, and usually contain the following components:

- An explanation of why the research topic and related question(s) are important.
- A review of existing literature or previous work on the topic, if any, including a description of the theory being tested and hypotheses, if appropriate.
- A description of the methods, such as the descriptions of the research participants, sample characteristics and/or data source characteristics, procedures, measures and assessments, and the data analysis plan.
- A summary of the analysis conducted, and related findings.
- A conclusions section, including interpretations of the findings and discussion of whether the results supported or did not support any research hypotheses as appropriate; strengths and limitations of the research; future directions; and research and/or policy recommendations, based on the findings.
- A works cited or references list.
- Tables and figures, as appropriate (these can be included in the body of the paper if desired, rather than at the end).
- Any appendices or supplementary material.
- Contact information of the corresponding author (name and email at minimum) and websites for where the papers, products, and data of the project may be available beyond the NEA website, if applicable. This section should also include whether raw-data and/or meta-data will be accessible or shared, and procedures to obtain that information if it is, in the case that the NEA, other researchers, or non-researchers are interested in obtaining updated papers, data, or other resources.

For translational research projects, grantees are encouraged, but not required, to also submit a research product that can be used easily by practitioners or researchers who might be interested in developing a similar program, model, or tool.

The exact format and organization of the final products may vary depending on the project scope and dissemination plans, see "[Research: Art Works Study Findings](#)" page for examples of previous grantees' final research products. These include but are not limited to academic research articles; white or grey papers; and books, handbooks, or book chapters.

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It is the NEA's intention to publish grantees' research papers on its website. We also understand that some of our grantees may desire to publish their work in other venues, such as peer-review research journals, in books, or in other types of publications. With this possibility in mind, we intend to post final research papers as "working papers;" if the papers are copyrighted or become copyrighted, then we will replace any working papers with the copyrighted versions. However, you may request a one-year embargo (a restriction) on electronic access to your final research papers through the NEA Research: Art Works Grants Study Findings page. Should the NEA agree to restrict access to your final paper, then your name, the title of your work, a description of your research, and the abstract will be available via the NEA website, but the full text version will not be available for viewing or download until the embargo period has passed.

### How to Submit

- (1) Email the product to the Office of Research & Analysis (ORA) at [nearesearchgrants@arts.gov](mailto:nearesearchgrants@arts.gov). Identify your grant number and organization name in the Subject line, e.g. Product xxxxxx-38-xx Applicant Organization. If the paper is available online provide a link to it in the e-mail. Please also include your plan for publishing your work outside of the final report you submit to us and indicate whether you would like an embargo on electronic access to your final research papers through the [NEA Research: Art Works Grants Study Findings](#) page. If you request an embargo, provide a justification for your request.
- (2) Submit the product to the NEA's Grants Office via the online awards management system **eGMS REACH** (REACH) at <https://grants.arts.gov/eGMS-Reach/Login.aspx>. Go to the Reports Tab of your award and click the "pen" next to the product.

*Accessibility requirements:* Ensure that your paper is developed in a format that is readable by screen reading software so that it is accessible to individuals with vision disabilities. Use the built-in accessibility features of your software to create content in an accessible format. Provide a text equivalent for every non-text element, such as tables, charts, and photos by tagging them with alternate text descriptions (alt text) and captions. Do not use color-coding as the only method of conveying information. More resources regarding Accessibility is located at <http://arts.gov/accessibility/accessibility-resources>.

### Non-NEA Publications and Presentations

If your work has been or will be published in a format other than the final paper you submitted to the NEA, please contact the ORA and we can provide links and citations to your final publications. Similarly, if your work becomes published in another format after your grant has closed out, please send us the links and citations so that we may promptly post them. The same kind of information would also be welcome for presentations of your work (e.g., PowerPoint slides or links to webcasts or video). **Registering your publications and presentations with the NEA will allow us to increase visibility and impact of your research based on your NEA grant. Please email [nearesearchgrants@arts.gov](mailto:nearesearchgrants@arts.gov) with any new or modified citations.**

In all of these publications and presentations, grantees must clearly acknowledge support from the National Endowment for the Arts. Additional acknowledgment requirements may be provided later.

**TITLE**

(working paper)

**AUTHOR/S**

**AUTHOR POSITION/S if applicable**

**ORGANIZATION AFFILIATION/S**

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