



Organizations that received a *Research: Art Works* grant must submit a final research report as the product requirement on the award. Information regarding this requirement was included in the guidelines.

If you received an FY12 or FY13 grant, then you have two format options for fulfilling the product requirement. One is to include in your research report the components listed below. The second option is to follow the FY14 guidelines. We will accept either format. In addition, all final reports 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 report (see page 3 for a template).

FY12 Awards - grants that begin 12-3800-7xxx.

A 30-50 page research report that includes:

- An executive summary.
- A summary of the analysis conducted, and related findings.
- A conclusions section, including research and/or policy recommendations, based on the findings.
- A technical note or summary of the methodology used.
- If applicable, web links to research that resulted from this project.

FY13 Awards - grants that begin 13-3800-7xxx.

A 30-50 page research report that includes:

- An executive summary.
- An explanation of why the research question(s) is important.
- A review of existing literature or previous work on the topic, if any.
- A description of the data used in analysis.
- A summary of the analysis conducted, and related findings.
- A conclusions section, including research and/or policy recommendations, based on the findings.
- A technical note or summary of the methodology used.
- If applicable, web links to the research report, publicly accessible data, and any other research that resulted from this project.

FY14 Awards - grants that begin 14-3800-7xxx.

A 30-50 page research report that at a minimum includes three separate components: an abstract, an executive summary, and a full research report:

- The abstract of the project should be approximately 2 to 3 paragraphs in length. This should be a concise summary of the project that describes its content and scope and identifies the project's objective, its methodology and its findings and conclusions;
- The executive summary of the project should be no longer than 5 pages. This should be an extension of the abstract. It should include a brief overview of the project that describes its content and scope and describes and identifies the project's objective, its methodology and its findings and conclusions.

Abstracts and executive summaries for NEA grantee projects will be widely disseminated and therefore must be targeted toward a variety of audiences.

In addition, full research reports (excluding the abstract and executive summary) typically are comprehensive reports 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.
- A description of the theory being tested.
- A description of the data used in analysis.
- A summary of the analysis conducted, and related findings.
- A conclusions section, including interpretations of the findings; strengths and limitations of the research; future directions; and research and/or policy recommendations, based on the findings.
- A technical note or summary of the methodology used.

For All Years

It is the NEA's intention to publish grantees' research reports on its website, but it may in the future publish the reports in other locations. The NEA reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish or otherwise use these materials for federal purposes and to authorize others to do so (see 2 CFR Part 215.36, Intangible Property, OMB Circular A-110). "Federal purposes" include the use of award products in activities or programs undertaken by the federal government, in response to a governmental request, or as otherwise required by federal law. However, the federal government's use of copyrighted materials is not intended to interfere with or disadvantage the recipient or assignee in the sale and distribution of the award product.

How to Submit

E-mail the report to finalreports@arts.gov and copy the Office of Research & Analysis (ORA) at nearesearchgrants@arts.gov

Identify your grant number and organization name in the Subject line, e.g. Product 12-3800-7xxx Art Organization. If the report is available online provide a link to it in the e-mail.

You can check receipt of the product at www.arts.gov/mygrant.

Non-NEA Publications and Presentations

If your work has been or will be published in a format other than the final report you submitted to the NEA, please contact the ORA and we can remove your working paper from our website and instead provide links and citations to your 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 with any new 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

AUTHOR/S

AUTHOR POSITION/S if applicable

ORGANIZATION AFFILIATION/S

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