Chapter Grant Final Report Guide

Chapters awarded grant funds must submit a final grant report and return any unused funds to the Society for Neuroscience. This report which includes financial/budget on the use of funds is required to ensure accountability. Financial reports and reimbursement of unused funds must be submitted no later than 30 days after the event. If the proposal does not involve a discrete “event” but rather purchase of some piece of equipment or something that will be used by the chapter for multiple events, receipts should be submitted. Chapters that fail to submit the final grant report will be ineligible to apply for additional funding. Below are guidelines for writing the final grant report.

Chapter Grant Report (for an event):

1) Please provide a brief summary of the event including the following:
   - Participant reaction: Were you and your colleagues satisfied with the event?
   - Approximate attendance: How many people attended the event? Please identify faculty and students separately and their institutions.
   - Were you satisfied with the attendance?
   - How was the event publicized? Please attach a copy of the publicity poster, local newspaper, newsletter clips, etc.
   - What is the impression of the value of this event in terms of chapter vitality?

2) Please include a detailed breakdown of how grant funds were used.

3) Enclose check payment for any unused funds made payable to: Society for Neuroscience.

Chapter Grant Report (for equipment purchase):

1) Please provide a brief summary describing the item and its use including the following:
   - Why is this item important for the chapter?
   - How has the item been used?
   - Approximately how many people have used/viewed this item?
   - Who is in charge with the maintenance and upkeep of this item?
   - Are you and your colleagues satisfied with this item?
   - What is the impression of the value of this item in terms of chapter vitality?

2) Please include a detailed breakdown of how grant funds were used. Note that receipts are required for equipment purchase and must be included with the final report.

3) Enclose check payment for any unused funds made payable to: Society for Neuroscience.

All questions and materials should be sent to chapters@sfn.org.

Reimbursement checks for unused grant funds should be mailed to:
Society for Neuroscience, Attn: Chapters
1121 14th St. NW, Suite 1010
Washington, DC 20005