



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 materials 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.

Please include a detailed accounting of how grant funds were used.

- If an event was held:
 - Indicate what expenses SfN grant funds covered, please note if any costs covered differed from those proposed.
 - Provided a brief summary of the event including the following:
 - How was the event publicized? Attach copies of emails, posters, and any other advertising materials
 - How many participants attended? As much as possible indicate the chapter membership attendance and any public attendance.
 - Include summary assessment data from your event. Include the assessment vehicles used (e.g. participant surveys).
 - What value did this event bring to the chapter, the participating institutions, and the general public (if appropriate)?

- For a purchased item, provide a summary description and its use including:
 - How did these materials benefit the chapter, what need did they serve?
 - Where is the item housed and who will be responsible for any necessary care and maintenance?
 - What value do the materials bring to the chapter as a whole?

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 for unused grant funds should be mailed to:

Society for Neuroscience
Attn: Chapters
1121 14th St NW, Suite 1010
Washington, DC 20005