

Final Report Format for Technical Studies and Healthy Homes Demonstration Grantees

The final report template that follows is intended for use by all Technical Studies program grantees and Healthy Homes Demonstration program grantees. In lieu of a final report, technical studies grantees have the option of submitting one or more draft manuscripts (intended for submission to a scientific journal) to their GTR as their final deliverable. This must be agreed to in advance by the GTR and clearly indicated in the grantee's work plan. Advantages to this approach are that the information will be made available to the public in a format that is more visible than a report and the paper(s) will be subject to peer review. Grantees who submit one or more papers as their final deliverable should supplement them (e.g., as appendices) with any important supporting material that are not included in the papers.

Final reports should be created using a standard 10 or 12-point font using software that is compatible with HUD's operating system. The operating system in place at the time this guidance was written (August, 2004) is Microsoft Office 2000, with Word 2000 the word processing software. The final report must also be submitted to the GTR in electronic format. If the file size is not prohibitive, it can be submitted directly to the GTR as an email attachment. If this is not possible, the grantee should submit the electronic files on one or more 3-1/2 inch diskettes or on a CD-ROM disk (i.e., for files that are too large to be submitted on a diskette).

TITLE PAGE

DOCUMENT TITLE

Final Report

Prepared for:

U.S. Department of Housing and Urban Development

Office of Healthy Homes and Lead Hazard Control

Prepared by:

Author 1

Author 2

HUD Grant No. / Contract No. / Interagency Agreement No. [INSERT]

[If applicable:]Task Order No. / Task Specification No. / Work Order No.

Organization/Grantee/Contractor/Agency Name

City, State

Date

BACK OF COVER

Visit the OHHLHC Web Site www.hud.gov/offices/lead/ to find this report and others posted by HUD's Office of Healthy Homes and Lead Hazard Control.

ACKNOWLEDGEMENTS

Acknowledgements of authors, reviewers and others involved in the preparation of the report.

**[For grants:] HUD Government Technical Representative
[insert name]**

**[For grants, contracts and interagency agreements:] HUD Government Technical Monitor(s)
[insert if applicable]**

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DISCLAIMER

The contents of this report are the views of the author(s), and do not necessarily reflect the views or policies of the U.S. Department of Housing and Urban Development or the U.S. Government.

ABSTRACT

One-paragraph summary (maximum 300 words) of the technical approach, partners involved and findings or results.

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EXECUTIVE SUMMARY

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EXECUTIVE SUMMARY
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1.0 INTRODUCTION

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1.1 Subheadings within Chapter 1

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1.1.1 *One Level under Subhead*

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2.0 TITLE OF CHAPTER 2

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2.1 Subheadings within Chapter 2

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2.1.1 *One Level under Subhead*

Body Text

3.0 TITLE OF CHAPTER 3

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