

# Suggested Project Reports for BJA Grantees

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The goals of the national BJA grantee funded programs include increasing the capacity for data-driven processes to support the implementation of evidence-based and evidence-informed practice. Ultimately, these practices are intended to support public safety and crime prevention, delivery of justice, and greater system efficiencies. In support of these goals, it is critical to learn from the experience of BJA grantee programs and to share this learning across the criminal justice professional and research communities.

Consequently, BJA seeks to have grantees develop project reports that will inform local practice but also be submitted to BJA for dissemination to support and inform the grantee community of practice across the nation. Although there is not a strict set of guidelines for these reports, and we anticipate that we will develop “best practices” over time, the following represents a template for BJA grantees to consider as they develop project reports, particularly final reports.

Project reports will be shaped by the nature of the specific grant program and local context. The following suggestions refer to key elements needed to inform the community of practice.

We strongly recommend that reports be developed with input from both the research partners and project leaders. Ideally, reports will be co-produced by the Research Partner and the leadership team of criminal justice professionals. Minimally, reports developed will be shared with the criminal justice partners and particularly the lead agency with an opportunity for feedback.<sup>1</sup>

## Basic Expectations

### Description of the Project

- Context – BJA funded grant program; local, state, Tribal focus; description of community
- Nature of the Team/Partnerships
- Problem/Issues Being Addressed
- Goals and Objectives

### Summary of Outcomes

- Description of Implementation Success/Challenges
- Key Findings Related to Outcomes

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<sup>1</sup> Ideally, the lead agency in the partnership will “sign-off” on the final report to BJA. This is not intended to infringe on the researcher’s academic freedom to produce a report presenting independent research findings but rather to ensure that the research findings are presented, reviewed, and discussed in the context of the action research partnership. Should discrepancies arise in interpretation of findings, results, implications, etc., that cannot be reconciled, we encourage creating opportunities for the partners to offer a dissenting comment to the report.

## Lessons Learned and Implications

- Practice and Policy
- Replication
- Sustainability
- Future Research

## **Ideal Expectations**

Ideally, the final project report will include an Executive Summary that will largely reflect the Basic Model described above. The final project report will also include a more detailed report, most likely developed by the Research Partner that provides greater detail on issues such as the logic model, implementation, research design, measurement, and process and outcome measures. This model provides an Executive Summary for wide dissemination, particularly to the community of practice, whereas the full report provides detail for continuous learning of value to the research community.

## Executive Summary

- Description of the Project
- Summary of Outcomes
- Lessons Learned
- Implications

## Full Report

- Description of the Project
  - Context
  - Problem Being Addressed/Problem Diagnosis
  - Nature and Basis of Intervention (Evidence-Based; Evidence-Informed)
  - [Logic Model](#)
- Methods
  - Data Sources
  - Design
- Summary of Findings
  - Process Measures
  - Outcome Measures
- Lessons Learned and Implications
  - Practice and Policy
  - Replication
  - Sustainability
  - Limitations
  - Future Research

BJA Grantees are encouraged to develop and share additional formats for disseminating findings. For example, the Executive Summary and Final Project Report templates presented above could be complemented with a single-page Research-in-Brief that summarizes key findings for busy policymakers and executives.

## **Complementary Reports**

In addition to the final project reports described above, the BJA grantee program can be supported through periodic project reports. Prior experience in data-driven, multi-agency partnerships reveals that periodic reports can support the grant team and demonstrate the value of the inclusion of the research partner as a key member of the team. Examples of topics include:

- Summary of systematic analyses of the problem being addressed
- Review of research evidence for addressing the problem being addressed
- Presentation of the logic model
- Periodic reports on implementation status
- Reporting on perceptions of the BJA grantee team on the status of the partnership and project status
- Interim reports on outcome measures

These represent examples and the variety of topics will reflect the BJA funded program, local context, the problem(s) being addressed, and the status of the project.

The [Innovations Researcher-Practitioner Fellows Academy](#) is available to BJA funded grantees for additional information and support around analysis, partnerships, research and evaluation. The Innovations Suite Research Practitioner Fellows Academy is a four-day training opportunity for practitioners and researchers to collect and disseminate project reports to share information about action research findings, examples of effective data presentations, and examples of innovative communication strategies.