**Substance Abuse Mental Health Services Administration Addiction Technology Transfer Center Network**

# Semi-Annual Report Cover Sheet

### Identifying Information:

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| --- | --- |
| **Grantee Organization (Institution)** |  |
| **ATTC Name** |  |
| **Grant Number** | TI- |
| **Date Report is submitted to SAMHSA** |  |
| **Report period** | *Fiscal year of grant****FY 2022*** | *Monthly Reporting Period***October 1, 2021 – March 31, 2022** |
| **Project Director** |  |
| **Phone number** |  |
| **Email address** |  |

Recipients must comply with the GPRA requirements that include the collection and periodic reporting of performance data as specified in the FOA or by the Grant Program Official (GPO). This information is needed in order to comply with PL 102-62, which requires that SAMHSA report evaluation data to ensure the effectiveness and efficiency of its programs. Please contact your Government Program Official (GPO) for program specific submission information. Additional information on reporting requirements is available at <https://www.samhsa.gov/grants/grants-management/reporting-requirements>

**\*\*Progress reports must be must be submitted through the eRA Commons system in PDF format.**

Please attach narrative. Number all pages consecutively. Please do not include attachments.

**IMPORTANT:**

### For archiving purposes, send a PDF copy of your report via electronic mail to your GPO and Michael Knabel at knabelm@umkc.edu.

Note: Always send this cover sheet with your report. Do not use any other cover sheet. It is not necessary to include a cover letter. Please be sure to complete all of the identifying information boxes above. As stipulated in the terms and conditions of your Notice of Grant Award, this is a required report that must be submitted according to the instructions and format provided, and on time, unless you have prior written approval from the Project Officer.

# ATTC Semi-Annual Report

***OBS: If you are typing your report on this Word sheet please delete all text in purple, including this observation.***

# Primary Award Report Sections:

1. **Notable Activities:**

*To complete this section, you may want to pull from the highlights of your bi-monthly updates.*

*Provide 1 to 3 bullets of notable activities/initiatives (HIGHLIGHTS) from your center over the reporting period. If possible and available, please describe the outcomes/impact from these activities. The intent of these bullets is to provide SAMHSA with information about each center’s notable accomplishments during the reporting period.*

1. **Status Update on Workplan Objectives:**

*Please copy and paste the formatted Workplan Objectives Progress Update Table here.*

*The goals and objectives included in the table are from your Center’s Workplan for this reporting period. Provide an update on the progress of each objective in the Progress Update column. You can also view your full list of* [*workplan activities*](https://attchub.org/regcenters/webadmin/reporting/workplanActivities.aspx)*in the workplan module.*

1. **Critical Issues:***This is intended as a mechanism to alert SAMHSA to sensitive and/or critical issues related to the grant. For example, in this section grantees might report legal issues, concerns from Single State Agencies, challenges with provider associations, etc. Include date that Project Officer was first notified of the critical issue, and indicate by what method (phone call, email, letter, face-to-face meeting). Describe steps taken to date to resolve the problem, as well as proposed next steps for addressing the critical issue. If there are no critical issues, it is acceptable to indicate that at this time.*

**OBS:** if you have NOT reached the minimum target (80%) for GPRA Participants or Follow- up, please justify in this section.

1. **ATTC Center Products:***Please copy and paste the table of products added to the website by your Center for this reporting Period.

You may also add below to the table any additional completed or in progress new product(s) developed/improved (such as white paper, flyer, infographic, training package, training curriculum, new webinar series, summits or annual meetings, etc.) during the reporting period and use one small sentence to describe the product and its audience.*
2. **Collaborations:**

*Report any collaboration your center has established or have been involved with between ATTCs or any other organization during the reporting period. Please use one bullet per collaboration.

You can also pull data from the*[*ATTC Collaborative Projects Google Sheet*](https://docs.google.com/spreadsheets/d/1AlwWuKPaEZN6aiQUHDk9-SySQkHkS37CNz7Fg9fximI/edit?usp=sharing)

1. **Data Analysis:**

*Please provide data analysis on program activities for this reporting period. Please use SPARS and any additional data collection systems in use for your analysis. You can use narrative, tables or graphics to present key data information such as: number and types of events, number of attendees per event category, types of professionals who attended the events including demographics, any outcome data you may have collected, etc.*

*To complete this section, you may want to export graphs from the*[*data dashboards.*](https://attchub.org/regcenters/webadmin/reporting/Dashboards.aspx)