**NPCR Annual Evaluation Report Template**

***Note: Page number maximum is 2 pages. Please use the blank space next to sections 1-3 to document your evaluation progress.***

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| **Section 1: Evaluation Overview**Provide 1-2 sentences on the evaluation purpose and context.Includes:* What is being evaluated?
* What informed the focus of your evaluation?
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| **Section 2: Describing the Evaluation** *(1 paragraph)*Explain your progress on addressing the evaluation questions. Summarize the evaluation design and where you are in the timeline of data collection and analysis. Includes:* Evaluation questions (answered and unanswered)
* Evaluation activities that are planned and implemented
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| **Section 3: Major Findings, Achievements and Areas for Improvement** *(2 paragraphs)*This should be the focus of your summary report. Briefly summarize key findings from your evaluation in the past year. If this is your progress report for Year 2, 3, 4 or 5, discuss how findings are similar or different from previous results. Include minor and major achievements to date. Lastly, discuss any areas for improvement in program implementation based on findings.Includes:* Evaluation question results
* Comparison of results against previous findings
* Minor and major achievements to date
* Areas for improvement
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