Instructions

1. Update all placeholders with information specific to your project
2. Complete the report
3. Save file using the following naming convention

SUP26-CXXXX-BR3\_Short title

1. Submit completed report to CHFS.SUP@ky.gov in accordance with delivered and deadlines outlined in your SUP contract
	1. SUP26-C#### must be included in the subject line of your submission to be accepted
2. This page can be deleted prior to submission



PI Name Here

University Name  SUP26 C####

Project Name Here

Biannual Report: December 2025

**EXECUTIVE SUMMARY**

The executive summary should be typed here and should consist of 1-2 pages summarizing key milestones and findings within the biannual period as related to the project, the methodology, and the findings. The executive summary does not count towards the page limits noted below

To promote maximum impact

* References to Kentucky Revised Statutes (KRS) and Kentucky Administrative Regulations [(](https://legislature.ky.gov/Law/kar/Pages/default.aspx)KAR) are highly recommended in the executive summary
* Refer to [Instructions for Authors | JAMA | JAMA Network](https://jamanetwork.com/journals/jama/pages/instructions-for-authors#SecKeyPoints) for additional guidance

**BACKGROUND**

Include a narrative providing background information for the project, with appropriate academic citations provided to justify the project. (2 pages max)

A literature review must accompany this section of the biannual report.

**PROJECT OBJECTIVES**

Clearly define the objectives of the SUP project in this section. (1 page max)

**PROJECT UPDATES**

Provide a brief narrative on key milestones in the project, including a timeline of activities, and address the status of the project (i.e., on target, facing unexpected delays, etc.) compared to the submission on the SUP application. The intent of this section is to ascertain how a project is adhering to the submitted schedule for administrative purposes, not as an evaluation of the efficiency of the project itself. (2 pages max)

**METHODOLOGY**

Provide a narrative detailing the methodology used in the SUP project to date for the results discussed in this biannual report. (2 pages max)

**RESULTS AND FINDINGS TO DATE**

Include a narrative with accompany charts, tables, graphs, etc. providing insight into findings during the biannual period. (1 page max)

**DISCUSSION**

Provide a narrative detailing the significance of the findings to date. (1 page max)

**POLICY IMPLICATIONS**

Review relevant existing policies from the Cabinet and provide insight into how the work connects to Medicaid policies (i.e., evidence of need for policy revisions, suggestions for future policy, etc.). (1 page max)

**NEXT STEPS**

Provide a brief narrative addressing next steps for the project and milestones remaining to be accomplished before the next biannual period. (1 page max)

**BIBLIOGRAPHY**

Include citations here. Does not count toward the page limits for the report. Please use a recognized citation style that is consistent with the rest of the report. You are permitted to define your own citation style based on the standards for your field.