



Progress/Final Reporting Guidelines

Reporting Guidelines

- Progress Report - Continued funding is contingent upon a non-competitive review and demonstration of satisfactory progress on the proposed research objectives and appropriate budget expenditures each year.
- Final Report - Required at the conclusion of funding.

Report Format

- The report should be a brief presentation of the accomplishments of the research project during the support period.
- The following sections are *required*:
 - A. Specific Aims of the research project
 - B. Results obtained to date
 - C. Significance
 - D. Future Plans
 - Progress Reports: Discuss any changes in the project from the original application
 - Final Reports: Discuss the next steps etc.
 - E. Lay Update (NEW for 2012) - A brief summary in lay terms to inform our constituency of your progress and impact of funding. The update will be added to your ALSF project web page.
 - F. Human subjects and/or vertebrate animal issues which are new and relevant
 - G. Publication/Presentations - List published research findings, meeting presentations or posters related to the funded research. Please email separate pdfs of any of the aforementioned which acknowledge ALSF to Grants@AlexsLemonade.org.
 - H. Data – complete data collection form, found on the following page. *Questions A-C are required for all projects.* C1-4 are required for projects with human subjects.
 - I. Budget - A summary of how the funds were used in the past year(s).
 - Progress Reports must include a budget and justification for the next year of funding.
 - Use template provided on the ALSF Guidelines and Submission webpage found at ALSF.Grants.org.

Submission of Progress and Final Reports

- Maximum length of reports is six pages *including* budget/justification and data page.
- All reports must be submitted to Grants@AlexsLemonade.org in one pdf. File must not be larger than 10 MB due to email constraints. Please send copies of any publications which acknowledge ALSF in a separate email.

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Questions?

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ALSF Human Subject Data Collection

A. Have you received additional funding because of your ALSF grant?

___ Yes, from (Source/Type) _____

___ No

B. Will your study result in a clinical trial? ___ Yes ___ No ___ N/A

C. Did your study require patient enrollment? ___ Yes ___ No

If yes, please complete the following:

1. Please enter the total number of patients enrolled:

a. before the ALSF funding period

b. during the ALSF funding period

c. after the ALSF funding period

2. What is the planned length of this study?

3. When did the study start? (mm/yyyy) ____/____

4. What are the diagnoses of the patients enrolled? (Highlight any involved)

- Astrocytoma
- Brain Tumor: *GeneralGlioma* *Medulloblastoma*
- Ewing's Sarcoma
- General Pediatric Cancer
- Germ Cell Tumor
- Hepatoblastoma
- Leukemia: *ALL* *AML* *CML* *JML* *Other* _____
- Lymphoma: *Hodgkin's* *Non-Hodgkin's* *Other* _____
- Neuroblastoma
- Osteosarcoma
- Primitive Neuroectodermal Tumor
- Retinoblastoma
- Rhabdoid Tumor
- Rhabdomyosarcoma
- Wilm's Tumor
- Other _____