



## Crazy 8 Progress Report Description

The Crazy 8 annual progress report is a detailed presentation of data and results for the completed grant year. Investigators should discuss the team's roles and interactivity, research aims, outcomes, expenditures, and planned budget. The report should identify any obstacles or delays and present plans to address them, including a timeline. This report should also discuss any changes to the original research plan.

Release of the upcoming year's funding is contingent upon receipt, review, and approval by ALSF and ALSF Advisors of scientific progress, expenditures and planned budget, and notification is emailed to the PI and Grant Manager after the report has been reviewed.

## Crazy 8 Progress Report Templates

All required Progress Report templates, including the cover page and budget template, can be downloaded from the [ALSF Grant Recipient webpage](#).

## Report Outline

The [cover page](#) should be the first page of the report. The maximum length of the report is eight pages for sections A-L, not including the cover page and IRB/IACUC approvals.

- A. **Specific Aims:** Restate the original aims of the project and how they relate to the project's Crazy 8 theme.
- B. **Team Interactions:** Describe how the individual groups coordinated to work together to address the goals and aims. Indicate relevant publications co-authored by members of the team.
- C. **Accomplishments:**
  - (a) What were the specific objectives in this funding year?
  - (b) What was accomplished during this reporting period?
  - (c) Please highlight the significant results.
  - (d) Elaborate on challenges, obstacles, or delays, if any.
- D. **Impact:** Describe in what ways the results obtained so far relate to your team's Crazy 8 theme and the impact of the results on childhood cancer.
- E. **Future Plans:** Discuss research plans for the next year, the roles within the team involved in those plans, and any collaborations outside the team. Present changes in the project and an adjusted timeline if applicable.
- F. **Resource Sharing:** List the unique resources generated under this award using the following template:
  - (a) Type of resource (e.g. model organism, cell line, plasmid, antibody, protocol, source code, data set etc.)
  - (b) Repository where the resource can be found
  - (c) Accession number/URL/DOI
  - (d) Metrics of reuse (e.g. number of requests, number of downloads, number of citations) and if applicable, examples of how these research outputs have been used by others in your discipline, in other disciplines, and/or outside of academia.
  - (e) If the resource is not deposited in a repository, list where it is stored, how it is validated, who is responsible, how requests are managed, and metrics of reuse.



- G. Open Science: Beyond resources shared, as listed in (e), describe instances where you have engaged in “open” activities such as making articles open access, posting a preprint, etc. and any plans to engage in open activities in the future.
- H. Lay Abstract: Provide a brief UPDATED lay summary of your research project since your last report and include new details of your progress. The update will be added to your project page on ALSF’s website and may be used in various ALSF publications. Do not include proprietary or confidential information. **Note**: If you do not agree to release the update for use by ALSF please indicate this at the bottom of the summary.
- I. Budget: Download here: <https://www.alexslimonade.org/researchers-reviewers/recipients>
- **Crazy 8 Budget template** (1.5 pages): Use the Detail Budget page for planned expenses for the next grant year. The Budget Summary section should show cleared and estimated expenses for the completed grant year. Carryover expenses must be added to the justification.
  - **Budget Justification (1.5 pages) must include a narrative of change, if any, in the following categories: Carry-over funds; Personnel; Subcontractors/Subawards/Consultants; Equipment.**
- J. Publication/Presentations: Report on **this current** grant year and project only. List publications, meeting presentations or posters for which you have acknowledged ALSF funding from this grant and submit copies of your publications through the ALSF grants portal. Please include the PMID (PubMed identifier).
- K. Intellectual Property: If applicable, list invention disclosures, patent applications and any patents issued that are resultant, in whole or in part, from this funded project. List any industry-related activity, such as the founding of a company or ongoing or completed sponsored research agreements with an industry partner.
- L. Human subjects and/or vertebrate animals: If applicable, describe new and relevant issues. Include renewals of IRB and/or IACUC approvals at the end of the report.

## Report Submission Instructions

Progress reports should be submitted as one PDF using the ALSF portal at [ALSFapps.force.com](https://www.alexslimonade.org/alsfapps).

- Login with your username and password.
- From your dashboard click the menu item “Requirements” to view the list, status, due dates.
- Click Edit to open the form.
- Complete data fields.
- Upload publications (if applicable) and Report PDFs.
- Save.
- Once completed, submit the report by clicking Review & Submit. You will see error messages for any required fields that need to be completed. Review all information and click Submit again.
- After your report has been successfully submitted an email confirmation will be sent. You will not be able to amend the report after submission.

## Contact

If you have any questions, please reach out to Brenna Carswell at [B.Carswell@AlexsLimonade.org](mailto:B.Carswell@AlexsLimonade.org)