



Research Grant Progress Report Guidelines

The annual progress report is a detailed presentation of data and results for the completed grant year. Investigators should discuss their research aims, outcomes, expenditures, and planned budget. The report should identify any obstacles or delays and present plans to address them, including a timeline. Discuss any changes to the original research plan.

Funding is contingent upon satisfactory scientific progress, expenditures and planned budget, and notification is emailed to the PI and Grant Manager after the report has been reviewed.

Progress Report Templates

All required Progress Report templates, including the cover page and budget template, can be downloaded from the [ALSF Grant Recipient webpage](http://www.alexslimonade.org/researchers-reviewers/recipients). (www.alexslimonade.org/researchers-reviewers/recipients)

Report Outline

The maximum length of the report is eight pages for sections A-J, not including the cover page and IRB/IACUC approvals.

- a) [Signed Cover](#) page
- b) [Specific Aims](#): Restate the original aims of the project.
- c) [Results](#): Present progress obtained to date and identify obstacles or delays.
- d) [Significance](#): Describe in what ways the results obtained so far are significant for childhood cancer.
- e) [Career Development](#): Describe career development goals as it relates to activities that include but are not limited to continuing education, mentorship, that allow the PI to advance to an independent research career. ***(This is to be completed by Early Career Awardees (Young Investigator and 'A' Award) only. All other awardees can skip to the next section.)***
- f) [Future Plans](#): Discuss research plans for the next year. Present changes in the project and an adjusted timeline if applicable.
- g) [Resource Sharing](#): ***For grants awarded from 2023, Please address comments from the resource sharing plan review, where applicable, in your report. The comments are available in your project deliverables.*** List the unique resources generated under this award using the following template:
 - (1) [Resource 1](#):
 - (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.
- h) 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.
- i) Lay Update: 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. Note if you do not agree to release the update for use by ALSF.
- j) Budget: Download template [here](#).
 - **Budget template** (1.5 pages): Use the Detail Budget page for planned expenses for the next grant year. The Budget Summary section should show clear and estimated expenses for the completed grant year.
 - If your grant is 1-3 years, use the Budget Form – Standard.
 - If your grant is 4-5 years, use the Budget Form – 5 Year.
 - **Justification** (1.5 pages): Provide a detailed explanation of planned expenses, including justification for any expected carry-over.
- k) Publication/Presentations: Report on **this** 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.
- l) 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.
- m) 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 of sections above using the ALSF portal at proposalcentral.com.

- Login with your username and password on the Applicant or Awardee tab.
- From the Awards tab, click the title of your project.
- Navigate to the Deliverables tab and select the corresponding Progress Report Deliverable based on the Due Date.



- Complete data fields.
- Upload Report PDF and publications (if applicable).
- Once completed, click Submit at the bottom of the page. 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

Reach out to us if you have any questions at Grants@AlexsLemonade.org.