



## Final Report Guidelines

### Submission Instructions: [ALSFapps.force.com](https://ALSFapps.force.com)

All requirements will be submitted using the ALSF portal at the URL above.

- 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.
- Review and Submit, Submit!

Please contact us if you have any questions [Grants@AlexsLemonade.org](mailto:Grants@AlexsLemonade.org)

Forms: [www.AlexsLemonade.org/grants/grantees](http://www.AlexsLemonade.org/grants/grantees) Please download ALSF's report cover page and budget template. There is a Grant Calendar available from this webpage as well.

### Report Description and Outline:

#### **Description**

The Final Report is a detailed scientific presentation of data and results for the grant period. ALSF's Scientific Review Board (SAB) will assess significance of results, completion of research aims, and expenditures. The report should identify any obstacles or delays. If a no cost extension is requested, present details of the work to be accomplished during the extension.

- ALSF's budget template must be used to report final expenditures.
- The Summary page is used to report final expenditures of all grant years (show any refund due ALSF).
- No Cost Extension
  - Requests must be justified in detail. If details are lacking, ALSF and the SAB may elect not to grant the extension in which case a refund is expected.
  - The Budget Detail page must be used to itemize use of remaining funds during the extension
  - The Budget Summary page must be used to show the completed years and carry over to the extension.

Please report publications or presentations *resulting from the data collected from this project in the past year*. If you have copies of articles acknowledging ALSF, please upload to the online form.

#### **Report Outline**

- The Report Cover page *must* be included.
- Maximum length of report is six pages for sections A – G. The cover page is not counted.
  - A. Specific Aims: restate the original aims of the project.
  - B. Results: present scientific data and results obtained during the project period; identify obstacles or delays.
  - C. Significance: please describe how these results move us towards a meaningful therapy for patients.

- D. Future Plans/No Cost Extension Request: Discuss plans for the next phase of the research. If you are requesting a no cost extension, provide detailed discussion of the work to be completed during the extension.
- E. Lay Update: Please write a brief summary to inform our constituency of your results and the potential impact for children with cancer. You will copy paste this section into our online form. Please note if you do not agree to release the update for use by ALSF.
- F. Budget:
1. **Budget template** (1 ½ pages): The Summary page should show cleared expenses for all completed grant years. If requesting a no cost extension, use the Detail Budget page for planned expenses for the extension period.
  2. **Justification** (1 ½ pages): detailed explanation planned expenses. If requesting a no cost extension, justification of carry-over is expected.
- G. Publication/Presentations: Please report for the term of this grant and any planned publications (in draft/submitted/in press). ALSF requests copies of published research findings, as well as meeting presentations or posters for which you have acknowledged ALSF funding. If you have copies, please upload PDF(s) to the online form. Please acknowledge ALSF funding in future publications from this project and email to [Grants@AlexsLemonade.org](mailto:Grants@AlexsLemonade.org).
- H. Reagents/Resources (e.g. cell lines):
1. Is raw data (e.g. NGS/RNA sequence data) available for upload into a data commons sharing platform in the future (Yes/No)?
  2. Please include a list of reagents/resources (e.g. cell lines) generated as a result of this funding that could be shared with the research community.