



Phase I/II Infrastructure Grants Progress Report Description

The annual progress report is a detailed presentation of data and results for the completed grant year. Investigators should discuss their project 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 project plan.

Each year's funding is contingent upon satisfactory scientific progress, expenditures and planned budget. Notification is emailed to the PI and Grant Manager after the report has been reviewed and approved.

Report Templates

All required templates, including the Phase I/II Infrastructure Budget Form and Enrollment Template, can be downloaded from the [ALSF Grant Recipient webpage](#).

- Report Cover Page Template
- Phase I/II Infrastructure Budget Form Template
- Phase I/II Infrastructure Enrollment Reporting Template

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-f.

- Goals:** Restate the original goals of the project. Describe how the funds for infrastructure have been used to reach your goals during the past funding year.
- Results:** Describe the most significant outcomes from any ALSF-supported trials.
- Challenges:** Describe problems or challenges faced during the last funding year.
- Future Plans:** List goals for the next funding year and note any changes from the original application.
- Impact Story:** Detail at least one patient impact story. This information is confidential; neither a child's name nor diagnosis will be used without direct consent from a parent or guardian.
- Lay Update:** Write a brief summary to inform our supporters of your progress and the potential impact of your results so far on children with cancer. The update will be added to your ALSF project web page and may be used in various ALSF publications.
- Institutional Letter of Commitment:** Letter from an institutional representative confirming the amount the institution is providing. ALSF will match this amount (maximum match of \$62,500 per year).
- Publications:** Report on **this** grant year and project only. List publications for which you have acknowledged ALSF funding from this grant, and submit copies of your publications through the ALSF grants portal.

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- i) **Budget:**
1. **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.
 2. **Justification** (1.5 pages): Provide a detailed explanation of planned expenses, including justification for any expected carry-over.
- j) **Phase I/II Enrollment Form:** Fill out Table 1 and Table 2.
1. For Table 1, provide a summary of enrollment for all pediatric oncology trials that have been ALSF-supported over each year of Phase I/II Infrastructure support.
 2. For Table 2, provide a list of all open trials at your center, as well as any trials that have closed over the previous grant year. Do not include trials that were reported as closed in previous grant years.

Report Submission Instructions

Progress reports should be submitted as one PDF using the [ALSF grants portal](#).

- 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 as a PDF publications (if applicable) and the progress report.
- Save.
- Review and Submit, Submit!

Contact

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

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