



Progress/Final Reporting Guidelines

Reporting Guidelines

- Continued support for a second year of funding is contingent upon a non-competitive review and demonstration of satisfactory completion of proposed research objectives and appropriate budget expenditures.
- A final progress report is required at the conclusion of funding.

Report Format:

- The Report should be a brief presentation of the accomplishments on the research project during the reporting period, in language understandable to a biomedical scientist who may not be a specialist in the project's research field.

The entire Report should not exceed three pages and should address:

- A.** The Specific Aims of the Research Project
- B.** The results obtained to date. If this is a clinical research or infrastructure program, address enrollment onto clinical research studies.
- C.** Significance
- D.** Future plans
- E.** Human subjects and/or vertebrate animal issues that are new and relevant.
- F.** A list of published research findings and meeting presentations related to the research findings. We require and appreciate your recognition of Alex's Lemonade Stand Foundation support in all presentations and publications directly resulting from the project.

- In addition and on separate pages, provide a summary of how the grant was budgeted in the past year.
- For non-competing renewals, also provide a budget for the next year of funding.
- NIH style should be used including budget page itemizing expenses and justification.

Progress Reports are due on or before June 16, 2008.

Final Reports are due on or before July 1, 2008

Guidelines for Submission

- All progress reports will be received and processed electronically.
- **Each progress report should be submitted as a single pdf file, no larger than 10MB.**
- Grant Recipients should use the Report Format, as described above.
- Please adhere to NIH guidelines for font size and reference styles.
- **Email your progress report to: grants@alexslimonade.com**

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Please contact the Alex's Lemonade Stand Foundation office at 610-649-3034 or at: grants@alexslimonade.com with questions about your progress/final report and submission.