



Centers of Excellence (COE) Progress/Final 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.

Part I: [Signed Cover](#) page

Progress Update

Part II: Infrastructure Report

- A. Describe how the funds for infrastructure have been used to reach the goals of the grant, during the past funding year. Including but not limited to:
 - a. New trials developed.
 - b. Trial accrual strategy, screening etc.
 - c. Collaborations with other ALSF COEs.
- B. Please describe the most significant outcomes from any ALSF supported trials.
- C. List publications acknowledging ALSF COE infrastructure support (since last report).
- D. Describe problems or challenges.
- E. At least one impact story ALSF can share with constituents.

Part III: Physician Scholar Report (completed by each scholar, max 2 pages each scholar)

- A. Describe how COE Scholar training has or will enhance your ability to perform clinical trial work. What have you been able to accomplish that otherwise would not have been possible?
- B. Curriculum/Training completed or will complete during the year.
- C. List clinical trials specifically developed by the Scholar
- D. List grants, publications, presentations...How have you leveraged the Scholar funding?
- E. Scholar's Future Training Plans



Part IV: Diagnosis of the patients enrolled in COE pediatric trials.

Check all that apply:	
Astrocytoma	
Brain Tumor General	
AT/RT	
Glioblastoma	
Glioma	
Medulloblastoma	
Ependymoma	
Ewing's Sarcoma	
Germ Cell Tumor	
Hepatoblastoma	
Leukemia General	
ALL	
AML	
CML	
JML	
Other:	
Lymphoma General	
Hodgkin's	
Non-Hodgkin's	
Neuroblastoma	
Osteosarcoma	
Primitive Neuroectodermal Tumor (PNET)	
Spinal Cord Tumor General	
Astrocytoma	
Neuronal-Glial	
Low Grade Glioma	
Myxopapillary Ependymoma	
Retinoblastoma	
Rhabdoid Tumor	
Rhabdomyosarcoma	
Wilms' Tumor	
Other:	

Part V: Enrollment Reporting. Include ClinicalTrials.gov ID (NCT Number). Download [Enrollment Form](#) and insert completed form in this section.



Request for Future Funding

Part VI: Clinical Trials Program

- A. Impact Statement: how will funding for the next year impact pediatric cancer patients?
- B. Describe the aims/goals for the Center of Excellence for the coming funding year. How will funds stimulate growth of early phase trial research efforts? Describe future infrastructure plans.

Part VII: Scholars Program (Completed by COE PI)

- A. Goals & Future Plans for scholar training. Changes or additions to overall training program.
- B. Recruitment: Propose new scholar(s) to be trained and/or timeline for recruitment. Eligibility reminder: Pediatric oncology fellows in their second or third year of training or board eligible or certified pediatric oncologists within 10 years from completion of their fellowship training. Scholar will be committed to and participates in a formal developmental therapeutics or cancer pharmacology training program.
 - i. Training Plan & Mentoring commitment
 - ii. Biosketch(es) for proposed scholar(s)

Part IIV: Budget – While the budget will be made up of institutional funds and ALSF funds, please propose a budget for the full amount (amount your institution will contribute plus the match from ALSF) not to exceed \$350,000 per year. ** Use the budget template sent with these guidelines. 50% of funds should be used for infrastructure and 50% should be used to support the training of physician scholar in drug development.

- Letter from an institutional representative confirming the amount the institution is providing. ALSF will match this amount (maximum match of \$175,000 per year).
- Detail Page: (January – December 2023) showing expected expenses for the year.
- Summary Page: include expenditures from previous year and anticipated spending for the next 2 years.
- Justification

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.