

Crazy 8 Progress Report Guidelines

The Crazy 8 annual progress report is a detailed presentation of data and results for the completed grant year. Investigators should discuss the team's roles and interactivity, 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 receipt, review, and approval of scientific progress, expenditures and planned budget by ALSF and ALSF Advisors. Notification and comments are emailed to the PI and Grant Manager after the report has been reviewed.

Crazy 8 Progress Report Templates

All required Progress Report templates, including the cover page and budget, 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 seven pages for sections A-G.

- A. Signed Crazy 8 Report [Cover Page](#)
- B. Specific Aims (0.5 pages): Restate the original aims of the project and how they relate to the project's Crazy 8 theme.
- C. Team Interactions (1.5 pages): Describe the cross functional team collaboration(s) as it relates to each specific aim. Enumerate products/outputs of these collaborations (papers, data sets, tools, reagents, other grants, training opportunities across teams). Please use the attached table for the products and outputs. Provide links to these outputs (such as Accession number/URL/DOI, Repository where the resource can be found, and 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) where appropriate.
- D. Accomplishments and Challenges (1.5 pages):
 - a. What was accomplished during **this reporting period**? Please highlight the significant results.
 - b. Describe in detail challenges/obstacles faced. **NOTE**: Challenges are expected. Sharing challenges through this report allows for ALSF SRB to provide feedback and this does not impact continuation of funding recommendations.
- E. Impact (0.5 pages): How do the accomplishments during this reporting period impact childhood cancer.
- F. Future Plans (1 page): Discuss research plans for the next year, the roles within the team involved in those plans, and any collaborations outside the team. Describe how the challenges faced will be addressed during the next reporting period. Present changes in the project and an adjusted timeline, if applicable.
- G. Lay Abstract (max 250 words): 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. Do not include proprietary or confidential information. **Note**: If you do not agree to release the update for use by ALSF please indicate this at the bottom of the summary.

- H. **Budget:** Download Crazy 8 Budget template [here](#)
- **Crazy 8 Budget Form** (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. Carryover expenses must be added to the justification.
 - **Budget Justification (1.5 pages) must include a narrative of change, if any, in the following categories: Carry-over funds; Personnel; Subcontractors/Subawards/Consultants; Equipment.**
- I. **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.
- J. **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 (sections A-J) using the ALSF portal at proposalcentral.com.

- Login with your username and password on the Applicant or Awardee tab.
- Once logged in, click 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

If you have any questions, please reach out to Margaret Poore at: M.Poore@AlexsLemonade.org