



ALSF POST Program Final Report

The Final Report consists of **four** components: a Student Narrative Report, a student survey, a mentor survey, and a budget form. The goal of the Final Report is to collect an overview of the achievements of each student's POST experience as well as to gain feedback from both the student and mentor's perspectives.

Report Templates

All Final Report templates—including the cover page and budget form—can be downloaded from the [ALSF Grant Recipients webpage](http://www.alexslimonade.org/researchers-reviewers/recipient) (www.alexslimonade.org/researchers-reviewers/recipient).

Student Requirements

Student Narrative Report

The Student Narrative Report is an overview of the student's participation, learning, and development throughout the project. It is written by the student and submitted by their mentor through [ProposalCentral](#). You must include a signed [POST program cover page](#) as part of the Student Narrative Report.

The required formatting for the report is as follows:

- Page Header
 - All pages of the application should be numbered.
 - The name of the principal investigator (mentor) should appear in the upper right-hand corner of each page.
- Format
 - Arial, Helvetica, Palatino Linotype, or Georgia fonts.
 - Font size of 11 points or larger.
 - Minimum of ½ inch margins.

The report should consist of seven sections, in the order as included below:

1. Signed [POST program cover page](#).
2. Personal achievements.
 - a. Length: 250 words or less.
 - b. Can include the development of new skills, exposure to new knowledge, manuscript submission, adding a figure to a manuscript, etc.
3. Project overall goal/Accomplished goals and results.
 - a. Length: 1.5 – 2 pages.
 - b. Describe the objective, methods, results, and conclusions.

4. Challenges.
 - a. Length: 150 words or less
 - b. Can include personal obstacles, roadblocks, difficulties in attaining usable data, etc.
5. Benefits of the POST program.
 - a. Length: 150 words or less
 - b. Include benefits during the summer program as well as how the program has supported your future growth as a researcher in pediatric oncology.
6. Future plans.
 - a. Length: 150 words or less.
 - b. Discuss next steps involving research, education, and new interests regarding pediatric oncology.
7. Filled-out [POST budget form](#).

Student Survey

The student survey will be shared separately and is to be submitted after completion of the POST program. Completion of this survey is independent of the Student Narrative Report and is required for the Final Report.

Mentor Requirements

Submitting Student Narrative Report

Mentors are required to submit the Student Narrative Report by **September 23, 2024**. See Report Submission Instruction below.

Mentor Survey

The mentor survey will be shared separately and is to be submitted after completion of the POST program. Completion of this survey is independent of the Student Narrative Report and is required for the Final Report.

Report Submission Instructions

The deadline for the POST program Final Report is September 23, 2024. Reports should be submitted as one PDF 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 Final Report Deliverable.
- Complete data fields.
- Upload report PDF and publications (if applicable).

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- 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, contact Conner Holm, Grant Associate, at C.Holm@AlexsLemonade.org.

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