Final/NCE Report Description

The final/NCE progress report is a detailed presentation of data and results for either the full grant period or NCE period. Investigators should discuss their research aims, outcomes, and expenditures. The report should identify any obstacles or delays. If a no-cost extension is requested, present details of the work to be accomplished during the extension.

Report Templates

All required Final/NCE Report templates, including the cover page and budget template, can be downloaded from the [ALSF Grant Recipient webpage](#).

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-J, not including the cover page and IRB/IACUC approvals.

a) <u>Specific Aims</u>: Restate the original aims of the project.
b) <u>Results</u>: Present progress obtained to date and identify obstacles or delays.
c) <u>Significance</u>: Describe in what ways the results obtained so far are significant for childhood cancer.
d) <u>Future Plans</u>: Discuss plans for the next phase of the research project. If a no-cost extension is requested, provide a detailed description of the work to be completed during the extension.
e) <u>Resource Sharing</u>: List the unique resources generated under this award using the following template:
   (1) <u>Resource 1:</u>
      (a) Type of resource (e.g. model organism, cell line, plasmid, antibody, protocol, source code, data set etc.)
      (b) Repository where the resource can be found
      (c) Accession number/URL/DOI
      (d) Metrics of reuse (e.g. number of requests, number of downloads, number of citations) and if applicable, examples of how these research outputs have been used by others in your discipline, in other disciplines, and/or outside of academia.
      (e) 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, and metrics of reuse.

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f) <u>Open Science</u>: Beyond resources shared, as listed in (e), describe instances where you have engaged in "open" activities such as making articles open access, posting a preprint, etc. and any plans to engage in open activities in the future.

a) <u>Lay Update</u>: 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. Note if you do not agree to release the update for use by ALSF.

g) <u>Budget</u>:
- **Budget template** (1.5 pages): The Summary page should show cleared expenses for all completed grant years. If requesting a no-cost extension, use the Detailed Budget page for planned expenses for the extension period.
- **Justification** (1.5 pages): Provide justification for any expected carry-over.

h) <u>Publication/Presentations</u>: Report on **this** grant year and project only. List publications, meeting presentations or posters for which you have acknowledged ALSF funding from this grant and submit copies of your publications through the ALSF grants portal.

i) <u>Intellectual Property:</u> 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) <u>Human subjects and/or vertebrate animal</u>: If applicable, describe new and relevant issues. Include renewals of IRB and/or IACUC approvals at the end of the report if requesting a no-cost extension.

Report Submission Instructions

Final/NCE reports should be submitted as one PDF using the ALSF portal at ALSFapps.force.com.

- 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 publications (if applicable) and Report PDFs.
- Save.
- Review and Submit, Submit!

Contact

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

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