



Scientific Progress Report Instructions

NOTE: Requirements for **Interim Progress Reports** and **Final Progress Reports** differ. Please see the instructions below for details specific to the report that you are submitting.

NOW REQUIRED: We now require that a signed **Consent to Public Disclosure** form be enclosed with all progress reports submitted. By signing this form you acknowledge that the Public Statement included in your report may be shared with CURE donors, and that it was prepared with the **understanding of non-confidentiality**. The Consent to Public Disclosure form may be found in proposalCENTRAL, or you can request a copy from Liz Higgins at Liz.Higgins@CUREepilepsy.org

INTERIM PROGRESS REPORT INSTRUCTIONS (all reports *except* the final):

The first page of your Interim Progress Report must include:

1. List of Principal Investigator (PI) and all co-investigator names
2. Title of grant
3. Award start date
4. Funding duration
5. Reporting period for this report

For your **Interim Progress Report(s)**, the following must be included:

1. **Public Statement (****limit 1 single-spaced page****):**

***Please note that CURE may use this summary in materials presented to donors, so it should be prepared with the understanding of non-confidentiality.** * The Public Statement must be re-written with each progress report to include any new information. Keeping in mind that the Public Statement may be shared with donors, please be sure to present details in Public Statement in **lay/non-scientific terms**.

*Please be sure to clearly address all points outlined below when composing your Public Statement:

- a. **Hypothesis & Aims:** Provide a brief summary of the hypothesis and aims of your project.
- b. **Potential Impact:** Describe the potential impact of this work and how, if successful, it will transform the field of epilepsy research and the care of epilepsy patients.

- c. **Latest Progress/Findings:** Provide a brief lay description of the progress made toward each specific aim.
 - d. **Next Steps:** Describe your immediate next steps (research, applying for additional funding, upcoming presentations, etc.)?
2. **Scientific Progress toward Specific Aims (limit 5 single-spaced pages):**
 - a. **Specific Results:** Describe the overall goal(s) for the proposed project for the current reporting period. Give a detailed description of the results achieved for each aim within this period. If no progress has been made on a particular aim, state this and provide an explanation/justification.
 - b. **Scope Changes:** Indicate whether changes have been made to the original approved application and why. Explain any new directions or future objectives that were not included in the approved proposal, and how you intend to achieve them. Include in this section if any personnel changes have been made.
 - c. **Clinical Value:** Describe the potential clinical value associated with any specific aim, if applicable, in terms of developing therapeutic or preventive interventions, as well as the feasibility of applying the anticipated results to the development of new or improved interventions.
3. **List any products/outcomes resulting from work:**

This should include (but is not limited to): publications, conference presentations, web sites, databases, technologies, educational materials, or equipment. All publications should be submitted electronically to proposalCENTRAL. In addition, please note all subsequent funding that has been obtained for this work.

FINAL PROGRESS REPORT INSTRUCTIONS:

IMPORTANT: The **Final Progress Report** must be cumulative and should reflect overall achievements for each specific aim for the entire award duration.

The first page of your Final Progress Report must include:

1. List of Principal Investigator (PI) and all co-investigator names
2. Title of grant
3. Total award duration (including start and end dates)

For your **Final Progress Report**, the following must be included:

1. **Public Statement (limit 1 single-spaced page):**

*** Please note that CURE may use this summary in materials presented to donors, so it should be prepared with the understanding of non-confidentiality.*** The Public Statement must be re-written with each progress report to include any new information. Keeping in mind that the Public Statement may be shared with donors, please be sure to present details in Public

Statement in **lay/non-scientific terms**.

Please be sure to clearly address all points outlined below when composing your Public Statement:

- a. **Hypothesis and Specific Aims:** Provide a brief summary of the hypothesis, aims, and methods of this project.
 - b. **Results:** Provide a brief lay description of the progress made toward each specific aim.
 - c. **Potential Impact:** Describe the potential impact of this work and how, if successful, it will transform the field of epilepsy research and the care of epilepsy patients.
2. **Scientific Progress toward Specific Aims (limit 10 single-spaced pages):**
- a. **Specific Results:** Describe the overall goal(s) for the proposed project. Give a detailed description of the results achieved for each aim.
 - b. **Scope Changes:** Indicate whether changes were made to the original approved application and why. Explain any new directions or future objectives that were not included in the approved proposal, and if they were achieved. Include in this section any personnel changes that were made.
 - c. **Clinical Value:** Describe the potential clinical value associated with the success of this work, if applicable, in terms of developing therapeutic or preventive interventions, as well as the feasibility of applying the anticipated results to the development of new or improved interventions.
3. **List any products/outcomes resulting from work performed during the duration of this award:**
This should include (but is not limited to): publications, conference presentations, web sites, databases, technologies, educational materials, or equipment. All publications should be submitted electronically to proposalCENTRAL. In addition, please note all subsequent funding that has been obtained for this work.

If you have any questions about the preparation of progress reports, please contact Liz Higgins at Liz.Higgins@CUREpilepsy.org or 312.255.1801