

THE FOUNDATION FIGHTING BLINDNESS

**INSTRUCTIONS FOR THE PREPARATION OF
NON-RODENT LARGE ANIMAL AWARD
SCIENTIFIC PROGRESS REPORT (SPR)
AND
FINANCIAL REPORT (FR)**

This document provides instructions for the preparation of the Non-Rodent Large Animal Award (NRLA) Progress Reports to the Foundation Fighting Blindness (FFB). The electronic version of these Instructions, the Checklist page required for submission, and the form for the Finance Report are located on the FFB web site ([See: Reporting](#)).

GENERAL INFORMATION AND KEY DATES

A concise description of the progress and accomplishments during the current budget year (reporting period) should be provided within the **Scientific Progress Report (SPR)**. The SPR for the last award year is cumulative. The SPR length should not exceed **eight** single-spaced pages.

A **Financial Report** for the current budget period (reporting period), listing all expenditures, must be prepared by the grant administrator and submitted after the SPR.

These progress report instructions apply specifically to reporting on an **Non-rodent Large Animal Award**. Progress on Center Grants is reported separately; see *INSTRUCTIONS FOR THE PREPARATION OF CENTER RESEARCH GRANT SCIENTIFIC PROGRESS REPORT*.

KEY DATES:

The annual **SPR** is due **60 days before** the end of the current grant budget period, for each year of the Award.

The annual **Financial Report** is due no later than **90 days after** the end of the current grant budget period, for each year of the Award.

FFB CONTACT FOR INQUIRIES

Direct inquiries regarding completion of the Scientific Progress Report to grants@fightingblindness.org

ANIMAL, RECOMBINANT DNA AND HUMAN SUBJECT ASSURANCES

Any alterations to submitted initial approvals from the Institutional Review Board (IRB),

Institutional Biosafety Committee (IBC), and/or Institutional Animal Care and Use Committee (IACUC), along with assurances of compliance with Health Insurance Portability and Accountability Act (HIPAA) and the requirement for education in the protection of human research participants, must be documented and communicated to grants@fightingblindness.org), at the time the changes are executed.

REVIEW AND USES OF THE SCIENTIFIC PROGRESS REPORT

The intention of the SPR is to provide a qualitative and quantitative assessment of what steps have been taken toward accomplishing the Specific Aims of the Award. It serves as a mechanism to ensure accountability, both by Principal Investigators to FFB and by FFB to its Board of Directors, for the allocation and use of the Foundation's research funds toward achieving its goal of preventions, treatments, and cures for retinal degenerative diseases.

Lastly, the SPR provides FFB with a vehicle for communicating with its constituents and ensuring future support of cutting-edge research.

Awardees are urged to be forthcoming and direct with the information they provide. It is acceptable (and preferred) to state that no progress has been made toward a Specific Aim, provided justification is offered.

FORMATTING INSTRUCTIONS

All applications must conform to the following formatting requirements:

- Use an **Arial typeface and a font size of 11 points or larger**. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.)
- Type density, including characters and spaces, must not exceed 15 characters per inch.
- Type may be no more than six lines per inch.
- Use standard letter size (8 ½" x 11") sheets of paper.
- Use at least one-half inch margins (top, bottom, left, and right) for all pages.
- All page limits specified refer to single-spaced format using the above formatting requirements.

SCIENTIFIC PROGRESS REPORT SUBMISSION INSTRUCTIONS

Submit an **electronic** copy of the **NRLA SPR (Word or PDF file, text-accessible)** using the secure online portal (<https://jump-reporting-blindness.azurewebsites.net/>) with the log-in emailed to you. If you have not received a log-in, please contact grants@fightingblindness.org. Use the browse button for the final report to select your PDF or Word document, and click upload to complete the process.

Components (four (4)) to be included within the NRLA SPR are listed below. Detailed instructions for their content and format are provided in subsequent Sections.

1. **Cover Page/Checklist:** The Cover Page and Checklist must accompany electronic and hardcopy versions of the complete SPR. [Section I]
2. **Lay Summary:** A lay summary (describing overall purpose and each specific aim) prepared with the understanding of non-confidentiality, must accompany the SPR. [Section II]
3. **Scientific Progress toward Specific Aims (Technical).** [Section III]
4. **References:** Publications, posters, PowerPoint presentations, meetings, etc. arising during this Award reporting period. [Section IV]

SCIENTIFIC PROGRESS REPORT COMPONENTS

SECTION I. COVER PAGE/CHECKLIST (limit: 2 single-spaced pages)

The [Cover Page and Checklist](#) for the NRLA SPR is available electronically on the FFB website at: <http://www.fightingblindness.org> and must accompany the SPR; all questions should be answered on these pages in the available spaces.

Cover Page information must include:

- a listing of the Principal Investigator (PI) and all co-investigator names
- title of grant
- grant number
- award date, funding duration (years), and reporting period (e.g., second of a 3-year grant).

Do **not change** the **title** from that submitted in the original application and **approved** by FFB.

If you change the PI and/or co-investigator names on your SPR (i.e., if it **differs** from your **award**) you **MUST** inform the Director, Grants and Awards Programs (grants@fightingblindness.org) of any changes.

Unreported alterations will delay confirmation of timely receipt of your progress report.

Checklist information must be completed, to assess whether your SPR is accurate and comprehensive.

SECTION II. LAY SUMMARY (limit: 2 single-spaced pages)

Provide a summary of the scientific progress of the project, written **in lay terms** (i.e., written for someone of the general public who may have limited knowledge of retinal

degenerative disease research). The lay summary, which should contain **non-confidential** information, serves to inform our constituents about your research progress, and is important for future funding. It may also be posted, wholly or in part, on our web site. Lay summaries must be updated for each new reporting period.

Include the following:

1. The overall research question(s) being investigated.
2. The significance of the proposed project in terms of accelerating the advancement of therapeutic and preventive approaches into the clinic, and how the proposed research directly supports the mission of FFB.
3. A brief **lay** description of the **experimental approach(es)** for **each Specific Aim** of your original application.
4. A brief **lay** description of the **progress made toward each Specific Aim** of your original application.
5. A short listing of diseases/patient populations being studied or possibly impacted by this work.

NOTE: If this lay summary is written for the **last reporting period** of your award, progress must reflect your **overall achievements for each Specific Aim for the entire award duration** (i.e., for year three of a three-year award, progress is reported cumulatively).

SECTION III. SCIENTIFIC PROGRESS TOWARD SPECIFIC AIMS (limit: 4 single-spaced pages)

1. Specific Results: Describe the overall goal(s) for the proposed project for the current reporting period. Numerically list the Specific Aims, using the titles from the original application. For each, give a detailed description of the results achieved within this reporting period. If no progress has been made on a particular Specific Aim, state this and provide an explanation/justification.

2. Percent Completion: Using your original timelines, relate your progress to the timeline for each Aim, providing an estimate of percent completion for each Aim. If no progress has been made, state that, along with a brief justification.

3. Scope Changes: Indicate whether or not 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 proposals, and how you intend to achieve them.

4. Clinical Value: Describe the potential clinical value associated with any Specific Aim, if applicable, in terms of developing therapeutic and preventive interventions for inherited orphan retinal degenerative diseases and dry age-related macular degeneration, as well as the feasibility of applying the anticipated results to the development of new or improved interventions.

5. Future Relevance: If a Specific Aim(s) has been achieved, briefly state how it will advance scientific knowledge or clinical practice (i.e., effects on concepts, methods, technologies, treatments, services, or preventive interventions that drive the field of research on inherited orphan retinal degenerative diseases and dry age-related macular degeneration).

NOTE: If this technical progress report is written for the **last reporting period** of your award: a) progress must reflect your **overall achievements for each Specific Aim for the entire award duration** (i.e., for year three of a three-year award, progress is reported cumulatively); and, b) percent completion estimates must be cumulative.

If one or more Specific Aims have not been achieved, provide a brief rationale and description of work remaining, for each Aim.

6. Use of Residual Budget Funds (from Previous Budget Reporting Period)

If any portion of your budget for the current reporting period derived from residual funds from the prior reporting period (i.e., “carry over”), report the distribution and use(s) of the surplus funds (e.g., A \$2,000 Laboratory Supply surplus was reallocated toward Personnel (Salary) for a post-doctoral fellow). **NOTE:** Reallocation into Travel and Equipment is not allowed.

SECTION IV: PRODUCTS/OUTCOMES (limit: 1 single-spaced page)

List any products/outcomes resulting from work performed during this reporting period. This should include (but is not limited to): publications, conferences, presentations, web sites, networks, databases, technologies, software, educational materials, or equipment.

NOTE: All listed publications, presentations, etc., **should be submitted electronically** as individual files (PDF, PowerPoint, etc.), **separate from the SPR** file. Use this Sharefile link to upload files: <https://blindness.sharefile.com/i/i84cf69cdbca4eb7b> (Upload files only, no folders.)

All Scientific Progress Reports must include URL links to publications in PubMed Central supported by the Foundation Fighting Blindness since the inception of the award, recognizing that publications within the last 12 months will not be posted yet. Whenever possible, authors should make every effort to deposit an electronic copy of their final peer-reviewed manuscripts in PubMed Central immediately upon acceptance for journal publication.

State any ways in which this work has resulted (or is likely to result) in technology transfer, such as (but not limited to): new inventions, patents/licenses, transfer of results to industry or government, initiation of a start-up company, or adoption of new practices.

SECTION V: BIOGRAPHICAL NARRATIVE (limit: 1 single-spaced page, per narrative)

If this is your first progress report for this award you must submit a biographical narrative. If you have submitted a biographical narrative for **this** award then you should submit again only if your biographical narrative has changed since your last submission for this award.

A biographical narrative (i.e., not bullet form and not an NIH biosketch) for the Center Director, as well as each Module PI, must accompany the SPR. This biosketch is used by FFB in public communications, events, and fund-raising, and should be written for a non-technical audience.

Information to be included, in paragraph form, is:

- Name, professional degrees, current affiliation (as you would like it to appear in FFB materials and publications), current position and title(s), and general duties and responsibilities;
- Past professional (technically relevant) positions leading to your current position (e.g., job, fellowship, residency) and highlights of your respective, overall duties/responsibilities; degree-granting institutions and departments/programs (i.e., education); and,
- Current area(s) of expertise and scientific/clinical interests; select, major accomplishments (optional); and note-worthy awards and honors.

FINANCIAL REPORT SUBMISSION INSTRUCTIONS AND COMPONENTS

The Financial Report, submitted separately from the SPR, should provide a comprehensive accounting of all expenditures throughout the budget reporting period. It must be received no later than 90 days after the end of the previous budget period.

1. The **Financial Report form (an Excel document)** to be used for each Financial Report is provided on the [FFB web site](#). Forms submitted in alternate formats will be returned.
2. Financial Reports must be **submitted electronically** using the secure online portal (<https://jump-reporting-blindness.azurewebsites.net/>) with the log-in emailed to you. If you have not received a log-in, please contact grants@fightingblindness.org. Use the browse button for the final report to select your PDF or Word document, and click upload to complete the process.
3. Reports should be prepared and signed by the Grants Administrator for this grant. Expense categories should match those provided within the FFB-approved, annual budgets submitted for the original grant application.