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**THE FOUNDATION FIGHTING BLINDNESS**

**INSTRUCTIONS FOR THE PREPARATION OF**

**CAREER DEVELOPMENT AWARD SCIENTIFIC PROGRESS REPORT (SPR)**

**AND**

**FINANCIAL REPORT**

**This document provides instructions for the preparation of the Scientific Progress Report (SPR) and Financial Progress Report (FR) for Career Development Awards (CDA) for submission to the Foundation Fighting Blindness (FFB). The electronic versions of these Instructions, the Cover Page/Checklist (required for submission) and the Financial Report (FR) form, are located on the FFB web site (See:** [Applications and Forms](http://www.blindness.org/index.php?option=com_content&view=article&id=945&Itemid=273#cda)**).**

**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 is comprised of two parts: **Part A**–components provided by the award recipient; and **Part** **B**–components provided by the mentor(s). The length of the SPR contributed by the award recipient (**Part** **A**) should not exceed **ten (10)** 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 progress for a **CDA**.

**KEY DATES:**

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

For example, a three-year Award whose start date is June 1, 2008, would require annual submission of five SPRs, provided to FFB by March 31, 2009, 2010, 2011, 2012, and 2013. FRs would be due by August 31, 2009, 2010, 2011, 2012, and 2013.

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

For example, a five-year Award whose start date is June 1, 2008, would require annual submission of five FRs, provided to FFB by August 31, 2009, 2010,2011, 2012, and 2013.

**FFB CONTACT FOR INQUIRIES**

**Direct inquiries regarding completion of the Scientific Progress Report to:**

**Director, Grants and Awards Program**

**The Foundation Fighting Blindness**

**7168 Columbia Gateway Drive, Suite 100**

**Columbia, MD 21046-3256**

**Tel: 410-423-0583 or 1-800-683-5555**

**Fax: 410-872-0574**

**Email:** [grants@fightblindness.org](mailto:grants@fightblindness.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 FFB (Director, Grants and Awards Program; [grants@fightblindness.org](mailto:grants@fightblindness.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 award recipients 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 explanation 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 CDA SPR (Word or PDF file, text-accessible) using the secure online portal (**<https://reports.blindness.org/>**) with the log-in emailed to you. If you have not received a log-in, please contact** [grants@fightblindness.org](mailto:grants@fightblindness.org)**. Use the browse button for the final report to select your PDF or Word document, and click upload to complete the process.**

**Components (6) to be included for the CDA SPR are listed below, as Parts A and B. Detailed instructions for their content and format are provided in subsequent Sections.**

**Part A (to be submitted by the award recipient):**

1. **Cover Page/Checklist: The Cover Page and Checklist must accompany the complete SPR. [Section I]**

1. **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]**

1. **Scientific Progress toward Specific Aims (Technical). [Section III]**
2. **Products/Outcomes: Publications, posters, PowerPoint presentations, meetings, etc. arising during this Award reporting period. [Section IV]**
3. **Biographical Narrative: This biosketch is used by FFB in public communications, events, and fund-raising, and should be written for a non-technical audience. [Section V]**

**Part B (to be submitted by the mentor(s)):**

**Mentor(s) Report(s). This is a “stand-alone” component on clinical progress benchmarks achieved by the CDA awardee. This component is to be sent directly by the mentor(s) to FFB and is not to be included in SPR Part A. [Section VI]**

**SCIENTIFIC PROGRESS REPORT COMPONENTS**

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

The [Cover Page and Checklist for the CDA SPR](http://www.blindness.org/images/stories/science_grants/Career%20Development/Progress_Web%20Version_March2009_EM/CDA%20SPR%20Instruct%20CoverPage_Checklist_Final_Web.doc) is available electronically on the FFB website, and must accompany **SPR Part A.** All questions should be answered on these pages in the available spaces.

Cover Page information must include:

* Name of the CDA recipient and academic degrees
* Title of grant
* Grant number
* Award date, funding duration (years), and reporting period (e.g., second of a five-year grant)

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

**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 five of a five-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 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 five of a five-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 research assistant).**

**NOTE: a)** 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.**

**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)

A biographical **narrative** (i.e., not bullet form and not an NIH biosketch) for the CDA recipient, 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.

**SECTION VI:** **MENTOR(S) Report** (limit: **4** single-spaced pages (per Mentor))

This report is to be **submitted directly by the mentor,** electronically to:

**Executive Assistant, Science Department**

[grants@fightblindness.org](mailto:grants@fightblindness.org)

This evaluation by the mentor(s) must include and explain the specific aims, timelines and benchmarks selected to record the progress achieved over the year by the CDA recipient in patient care and clinical expertise in inherited orphan retinal degenerative diseases (and non-exudative age-related macular degeneration, if applicable). In addition, there must be a detailed description of the extent and nature of the mentoring interactions between the mentor and award recipient over the past award year.

**FINANCIAL REPORT SUBMISSION INSTRUCTIONS AND COMPONENTS**

The [Financial Report,](http://www.blindness.org/content.asp?id=560) 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.

For example, a five-year Award whose start date is June 1, 2008, would require annual submission of five Financial Reports, provided to FFB by August 31, 2009, 2010, 2011, 2012 and 2013.

1. The [**Financial Report form**](http://www.blindness.org/index.php?option=com_content&view=article&id=945&Itemid=273) **(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. The FR must be **submitted electronically** **using the secure online portal (**<https://reports.blindness.org/>**) with the log-in emailed to you. If you have not received a log-in, please contact** [grants@fightblindness.org](mailto:grants@fightblindness.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 originalgrant application.