



## RESEARCH CENTER PROGRAM PROJECT AWARD

### REPORTING GUIDELINES

This document provides instructions for the preparation of the **Scientific Progress Report (SPR)** and **Financial Progress Report (FR)** for **Research Center Program Project Award** for submission to the Foundation Fighting Blindness (FFB). The electronic versions of these guidelines and the Financial Report form 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)**.

PPA Centers are required to submit a standard SPR for **every** year of the Award (typically, year one through five), with **the following exception**:

- For all Centers, the SPR for the third year is a presentation during an in-person site visit
- For **all** Centers, the SPR for the **last award year (Year Five) is cumulative**.

The SPR length will depend on the number of Individual Projects; however, specified page limits exist for each SPR component and should be applied. (See: **Research Center Program Project Award Progress Report Components, Sections I-V**, below.)

A **Financial Report** for the current budget period, summarizing all category expenditures for each Individual Project, must be submitted no later than 90 days after the end of the current grant budget period (See: **FINANCIAL REPORT SUBMISSION INSTRUCTIONS AND COMPONENTS**, below).

#### **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:

Foundation Fighting Blindness  
7168 Columbia Gateway Drive, Suite 100  
Columbia, MD 21046  
Tel: 410-423-0583, 1-800-683-5555  
Fax: 410-872-0574  
Email: [grants@fightingblindness.org](mailto:grants@fightingblindness.org)

## **ANIMAL, RECOMBINANT DNA AND HUMAN SUBJECT ASSURANCES**

Any alterations to submitted initial approvals from the Institutional Review Board(s) (IRBs), Institutional Biosafety Committee(s) (IBCs), and/or Institutional Animal Care and Use Committee(s) (IACUCs), 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 (Grants and Awards Program Director; [grants@fightingblindness.org](mailto: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 overall goals and objectives of the Center Program Project Award as well as the Milestones of each Individual Project within the Award. It serves as a mechanism to ensure accountability the Project Leader and Principal Investigators (PIs) to FFB and of 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.

In addition, the SPR for a Center Program Project Award should demonstrate the enhancements that an integrated approach promotes, such as: facilitating an interdisciplinary approach across scientific areas, promoting creative collaboration (within and between Individual Projects), and creating a synergistic environment that fosters greater scientific and clinical benefits than the individual projects taken alone. Lastly, the SPR provides FFB with a vehicle for communicating with its constituents and ensuring future support of cutting-edge research. **However, information presented in the SPR that is classified as "Confidential" will NOT be publically shared or communicated.**

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 within a given Individual Project, and to provide an explanation of how the obstacle(s) will be overcome.

## **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 **Research Center Program Project Award SPR (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@fightblindness.org](mailto:grants@fightblindness.org).

**IMPORTANT:** For publications and manuscripts, DO NOT submit with the SPR into the portal due to potentially large file size. Instead, publications and manuscripts saved as PDFs should be uploaded to the secure FFB Sharefile:

**Sharefile link to upload files:** <https://blindness.sharefile.com/i/i84cf69cdbca4eb7b>  
**(Upload files only, no folders.)**

**Components (five) to be included within the Research Center Program Project Award SPR** are listed below. Detailed instructions for their content and format are provided in subsequent Sections.

1. **Cover Page:** A Cover Page must accompany the complete SPR. [Section I]
2. **Lay Summaries:** Center-specific lay summaries, prepared with the understanding of non-confidentiality, must accompany the SPR. [Section II]
3. **Target Product Profile:** if applicable [Section III]
4. **Individual Project-Specific Scientific Progress toward Specific Aims (Technical).** [Section IV]
5. **Products/Outcomes:** Individual Project-specific publications, posters, PowerPoint presentations, meetings, technology, inventions, etc., arising during this Award reporting period. [Section V]
6. **Biographical Narrative:** A biographical narrative for the Project Leader and each Individual Project PI must accompany the SPR. [Section VI]

## RESEARCH CENTER PROGRAM PROJECT AWARD PROGRESS REPORT COMPONENTS

### SECTION I. COVER PAGE

Cover Page information must include:

- a listing of the Project Leader, Principal Investigators (PI) and all co-investigator names
- titles of grant and all Individual Projects
- grant numbers for all Individual Projects
- award date, funding duration (years), and reporting period (e.g., second of a five-year grant).

Do **not change** the Individual Project **titles** from those submitted in the original Center Program Project Award Application.

### SECTION II. LAY SUMMARIES (limits: Center Overview summary (1 page); Individual Project summary (1 pages, each))

Provide a summary of the **overall progress of the Center, plus Individual Project-specific summaries** of the scientific progress of each. These must be written **in lay terms** (i.e., written for someone of the general public who has limited knowledge of retinal degenerative disease research). These summaries, which serve to inform our constituents about your research progress and are important for future funding, should contain **non-confidential** information and may be posted, wholly or in part, on our web site. Lay summaries for the Center and the individual Projects must be updated for each new reporting period.

The Center Program Project Award Overview lay summary must include:

1. Clearly states the central hypothesis of the program that unifies each project; and,
2. Highlights of the program's collective accomplishment toward addressing its hypothesis and a summary of the plans for the next year of the award.

The Individual Project lay summaries must include:

1. The overall research question(s) being investigated by each Individual Project; and,
2. A brief **lay** description of the **progress made toward the relevant Specific Aim(s)** for this reporting period as described in your application timeline.

**NOTE:** If these lay summaries are written for the **FINAL 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: TARGET PRODUCT PROFILE

If a therapeutic is being developed under this program, describe progress and provide updates relative to the submitted Target Product Profile

## **SECTION IV. INDIVIDUAL PROJECT-SPECIFIC SCIENTIFIC PROGRESS TOWARD SPECIFIC AIMS** (limit: 4 single-spaced pages per Individual Project)

**1. Specific Results:** Describe the overall goal(s) for the proposed project for the current reporting period. Numerically list the Specific Aims for each Individual Project, using the titles from the original application. For each, give a detailed description of the results achieved within this reporting period.

**2. Percent Completion:** Using the original timeline for the Individual Project, relate progress to the timeline for each Aim and provide an estimate of percent completion for each Aim. If no progress has been made, state this, along with a brief explanation and how the obstacle(s) will be overcome.

**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.

**Note:** Include developments which may have arisen subsequent to your Award, such as additional IRB feedback, consent issues, adverse event reports, etc.

**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).

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.

**NOTE:** If this technical progress report is written for the **FINAL 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.**

**SECTION V: PRODUCTS/OUTCOMES** (limit: 2 single-spaced pages, per Individual Project)

Research: For each Individual Project, list any products/outcomes resulting from funded 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 **publications** should be submitted electronically, as **individual PDF files**, separate from the Research Center Program Project Award SPR to the secure FFB Sharefile:

**Sharefile link to upload files:** <https://blindness.sharefile.com/i/i84cf69cdbca4eb7b>  
**(Upload files only, no folders.)**

Technology: 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 VI: BIOGRAPHICAL NARRATIVE** (limit: 1 single-spaced page, per narrative)

A biographical narrative (i.e., not bullet form and not an NIH biosketch) for the Project Leader, as well as each Individual Project 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.

After year one, a biographical narrative should only be submitted if the information has been updated.

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 must be submitted separately from the SPR and no later than **90 days after** the end of the current budget reporting period. It should provide a comprehensive accounting of all expenditures, for each Individual Project, throughout the current budget reporting period.

For example, a five-year Award whose start date is July 1, 2008, would require annual submission of five Finance Reports detailing expenditures for each Individual Project, provided to FFB by September 30, 2009, 2010, 2011, 2012, and 2013.

1. The **Financial Report form (an Excel document)** to be used for each Financial Report is provided on the **FFB web site**. Reports generated using the Institutions financial software is acceptable as long as the expense categories match those within the FFB-approved, annual budgets submitted for the original grant application.

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](mailto: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.