

ANNUAL PROGRESS REPORT FORMAT

FELLOWSHIP GRANT AWARDS

The submission of an annual Progress Report is required. Second and/or third year funding support is contingent upon the availability of funds and upon the submission and successful review of a Progress Report and a recommendation from the mentor. The letter of recommendation from your mentor must be submitted with your Progress Report.

The Progress Report must be favorably reviewed by an independent scientific merit review panel and recommended to the New Jersey Commission on Brain Injury Research for continued funding.

One (1) original, One (1) PDF, and Five (5) hard copies must be submitted and sent to the **New Jersey Commission on Brain Injury Research, 369 S. Warren Street, 5th Floor, Room 502, PO Box 360, Trenton, New Jersey 08625**. If you have questions related to the report, please contact the NJCBIR office at (609)633-6465 or by e-mail at NJCBIR@doh.state.nj.us.

Please utilize the guidelines below in preparing your report:

COVER PAGE

The following information should be included on the cover page of the report:

1. Principal Investigator Name, Address, Telephone Number
2. Name of Organization/Institution
3. Grant Title
4. Grant Number
5. Grant Period Covered by the Report
6. Date of Submission of the Report

BODY OF REPORT

The report should cover the following information in 2-5 pages, in addition to photographs, figures, charts, etc.

1. Summarize progress made during grant period. Use language suitable for lay readers.
2. List tasks that have been addressed during the grant period.
3. Report any results, data and discussion.
4. Report problems encountered during the grant period.
5. Report any changes in the original research plans.
6. List all research publications emerging from this research, including those in preparation. Please attach a copy of the article(s).

PUBLICATIONS AND PRESENTATIONS

All papers, presentations, chapters, and abstracts should mention that the research was supported by a grant from the New Jersey Commission on Brain Injury Research. Copies must be sent to the NJCBIR office, even if you inadvertently forgot to cite NJCBIR support.