

## **NARRATIVE REPORT FORMAT**

### **FIVE-YEAR NAMED CHAIR FOR SENIOR & JUNIOR FACULTY**

The submission of an annual Narrative Report is required for funding continuation in years two through five. All Narrative Reports are due at the New Jersey Commission on Spinal Cord Research office by February 15<sup>th</sup> for Grant Cycle A, and by July 18<sup>th</sup> for Grant Cycle B.

An original and 15 copies must be submitted and sent to the **New Jersey Commission on Spinal Cord Research, P.O. Box 360, Trenton, New Jersey 08625**. If you have questions related to the report, please contact the NJCSCR office at 609-292-4055, or e-mail at [NJCSCR@doh.state.nj.us](mailto:NJCSCR@doh.state.nj.us).

Please utilize the guidelines below in the preparation of 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.

With respect to the Business Plan presented in your original proposal:

1. Discuss specific accomplishments and/or any problems that have arisen.
2. Provide a summary of progress made in the spinal cord research in the Chair's laboratory.
3. List, and include copies of, any publications or presentations emerging from this research, including those in preparation.

With respect to the Strategic Plan presented in the original proposal:

1. Discuss how the Chair is integrating into the institutional research environment and detail the synergies between the two.
2. Discuss specific accomplishments vis-à-vis the institution's long-range spinal cord research development goals as measured against the evaluation plan to measure progress.
3. Discuss the effectiveness of the administrative mechanisms to track and evaluate implementation of the spinal cord research plan.

#### **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 Spinal Cord Research. Copies must be sent to the NJCSCR office, even if you inadvertently forgotten to cite NJCSCR support.