

FINAL NARRATIVE REPORT FORMAT

This Final Narrative Report format applies to the following:

EXPLORATORY RESEARCH GRANTS

For all grant categories, a Final Narrative Report is required and shall be submitted to the New Jersey Commission on Spinal Cord Research (NJCSCR) office within 60 days of termination of the grant.

An Evaluation Form must be completed and submitted after the second and fifth years following termination of this grant. This form is available at www.state.nj.us/health/spinalcord. The NJCSCR office will send reminders as appropriate.

An original and 15 copies of the Final Narrative Report must be submitted and sent to the **New Jersey Commission on Spinal Cord Research, 369 S. Warren Street, 5th Floor, RM 502, P.O. Box 360, Trenton, New Jersey 08625.**

If you have questions related to the Final Narrative Report, please contact the NJCSCR office at 609-292-4055, or e-mail at NJCSCR@doh.state.nj.us.

Please utilize the guidelines below in the preparation of your Final Narrative 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. Use language suitable for lay readers.

1. Original aims of the project.
2. Project successes.
3. Project challenges.
4. Implications for future research and/or clinical treatment.
5. Plans to continue this research, including applications submitted to other sources for ongoing support.
6. List and include a copy of all publications emerging from this research, including those in preparation.

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 have inadvertently forgotten to cite NJCSCR support.