INSTRUCTIONS FOR CFF FINAL SCIENTIFIC REPORT COMPONENTS

Font: Times New Roman 12 or Arial 11 font. Margins: No less than a half inch on each side.

Enter the Principal Investigator's name at the top of the page. Number pages at the bottom right.

**FACE PAGE**

### Complete all sections of the CFF Final Scientific ReportFACE PAGE, and submit a signed PDF copy along with the completed final report to grants@cff.org. The report must be signed by both the PI and the Authorized Institutional Official (AIO). CFF accepts digital signatures that are verifiable.

**LAY ABSTRACT**

Provide a brief summary of the objectives, aims, and methods of this project in non-scientific terms. Make reference to the relationship of this work to cystic fibrosis. Do not include confidential or proprietary information. **Do not exceed 3/4 of a page.**

**FINAL SCIENTIFIC REPORT**

**For research projects:** Address **A1** and **B through E.**

**A1. Detailed report of research progress during the award year.** Page limit: Seven (7) single-sided pages, including pages for summary charts, graphs or tables. (For RDPs, this limit applies to individual sections for each research core or pilot.) Report in detail on the following:

1. The scope of work accomplished during the year
2. Progress and results achieved to date (whether or not results have been published) as related to specific aims
3. Problems/issues encountered and actions taken
4. Plans for the future, if any, as related to the experimental design and methodology. Clearly indicate any changes from the original application in design, methods and/or procedures and the reasons for these changes.

**OR**

**For projects that do not include research (e.g.** 1st Year Clinical Fellowships, PACE)**:** Address Section **A2** and **B through E**.

**A2. Detailed report of progress during the year.**  Page limit:Maximum five (5) single-sided pages, including pages for summary charts, graphs or tables. Report in detail on the following:

1. The scope of work accomplished during the year
2. The progress of training or work in clinic
3. Problems/issues encountered and actions taken
4. Plans forfuture training. Clearly indicate any anticipated and/or implemented changes from the original application in training design and/or structure and the reasons for these changes.

**AND**

1. **Staffing**. Note any changes in the professional staffing, and the reasons for change from the original proposal.
2. **Publications/Presentations.** List authors, titles and complete citation (if available) for publications or presentations that have resulted from this work. List manuscripts and/or abstracts that have been submitted, and attach copies to the report.
3. **Invention Disclosures/Patents.** Indicate all invention disclosures and/or patents filed or issued that have resulted from the relevant CFF support. If none exist at this time please notify CFF at when the patent(s) has/have been issued and the corresponding CFF account number(s) that provided funding which led to the patent(s).
4. For research projects supported by multiple awards, indicate the **estimated percentage of CFF support** to the total.

Final Scientific Reports must be submitted electronically to CFF within 90 days after completion of the project. Failure to comply with this policy may result in forfeiture of any outstanding payments from CFF.

**For questions about the report**, email grants@cff.org (Please write “Report Question” in the subject line), or call 301-841-2614.

**SUBMISSION**

Email a PDF copy of the signed face page and final scientific report to: grants@cff.org. (Do not include this instruction page with your submission.) Please write “Final Scientific Report” **and your award number** in the Subject line. *Note:* *CFF uses only electronic documents and no hardcopy is necessary.* The final award payment will be made upon receipt and approval of the final scientific and expenditure reports.

#  CFF FINAL SCIENTIFIC REPORT

**FACE PAGE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Award:** |       | **CFF Award #:** |       |
| **Principal Investigator (PI):** |       |
| **Institution:** |       |
| **Project Title:** |       |
| **PI’s Contact Information:**  | **Mailing Address:**      | **Department:**      |
| **Email:**      |
| **Telephone:**      |
| **Principal Investigator and Institutional Assurances** |
| **Invention Disclosures/Patents?** | [ ]  **No** | [ ]  **Yes, all relevant invention disclosure and/or patent information is included in this final report.** |
| **Assurance Statement:** We, the undersigned, certify that the statements herein are true and complete to the best of our knowledge and accept the regulations, policies, and objectives of the Cystic Fibrosis Foundation concerning this type of project. |

***(CFF accepts digital signatures that are verifiable. Please note: Principal Investigator & Authorized Institutional Official’s Signatures are required)***

**Principal Investigator’s Signature / Date**

**Mentor’s Signature (if applicable) / Date**

Mentor’s Name:

**Authorized Institutional Official’s (AIO) Signature / Date**

AIO’s Name:

Title:

Email & Telephone:

**P.I. Name**

**LAY ABSTRACT**

Provide a brief summary of the objectives, aims, and methods of this project in non-scientific terms. Make reference to the relationship of this work to cystic fibrosis. Do not include confidential or proprietary information. **Do not exceed ¾ of a page.**

**CFF FINAL SCIENTIFIC REPORT**

(Use continuation pages as necessary. Delete the A section that’s not applicable to your award.**)**

Font: Times New Roman 12 or Arial 11. Margins: No less than ½”

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**A.1 Detailed report of research progress during the award year.** Page limit: Seven (7) single-sided pages, including pages for summary charts, graphs or tables. (For RDPs, this limit applies to individual sections for each core or pilot.) Report in detail on the following:

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**OR**

**For projects that do not include research (e.g.** 1st Year Clinical Fellowships, PACE)**:** Address Section **A2** and **B through E**.

**A.2 Detailed report of progress during the year.**  Page limit:Maximum five (5) single-sided pages, including pages for summary charts, graphs or tables. Report in detail on the following:

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**AND**

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2. **Publications/Presentations.** List authors, titles and complete citation (if available) for publications or presentations that have resulted from this work. List manuscripts and/or abstracts that have been submitted, and attach copies to the report.
3. **Invention Disclosures/Patents.** Indicate all invention disclosures and/or patents filed or issued that have resulted from the relevant CFF support. If none exist at this time please notify CFF at when the patent(s) has/have been issued and the corresponding CFF account number(s) that provided funding which led to the patent(s).
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