

FINAL PROGRESS REPORT FORMAT

This Final Progress Report format applies to the following:

FELLOWSHIP GRANTS

For all grant categories, a Final Progress Report is required and shall be submitted to the New Jersey Commission on Brain Injury Research (NJCIBR) office within 90 days of termination of the grant.

An Evaluation Form must be completed each year for two years following termination of this grant. This form is available at www.state.nj.us/health/njcbir/. The NJCIBR office will send reminders as appropriate.

One (1) original, One (1) PDF, and Five (5) hard copies of the Final Progress Report must be submitted and sent to the **New Jersey Commission on Brain Injury Research, P.O. Box 360, 369 S. Warren Street, 5th Fl, RM 502, Trenton, New Jersey 08625**. If you have questions related to the Final Progress Report, please contact the NJCIBR office at (609) 633-6465, or by email at NJCIBR@doh.state.nj.us.

Please utilize the guidelines below in the preparation of your Final Progress 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 Brain Injury Research. Copies must be sent to the NJCIBR office, even if you inadvertently forgotten to cite NJCIBR support