

Progress Report Requirements

The Sponsoring Institution must provide an annual Progress Report, including a budget summarizing last year's spending and forecasting future spending. Subsequent year(s) of funding will be contingent on, and only made on, timely submission of a complete and satisfactory progress report. Progress reports are due twelve (12) months after the start date of the award. Submit the report to grants@dtrf.org.

The progress report should contain the following:

1. **Cover page** (Download template: <https://dtrf.org/wp-content/uploads/2023/10/DTRF-Grant-Cover-Page.docx>): include signatures for the PI and Sponsoring Institution Authorized Official
2. **Specific Aims**: Restate the original aims of the project
3. **Results**: Description of the studies performed and results obtained in the completion of the original aims, including technical or other difficulties encountered.
4. **Progress**: Details of progress against performance metrics set forth in the initial grant application
5. **Significance**: An explanation of the significance of the findings to the scientific field and potential clinical applications.
6. **Future Plans**: Discuss plans for the next year(s) of the project.
7. **Resource Sharing**: List the unique resources generated, in whole or in part, by this grant funding using the following template:
 - a. Resource 1:
 - i. Type of resource (e.g. cell line, plasmid, protocol, source code, dataset, etc.)
 - ii. Repository where the resource can be found
 - iii. Specific location (e.g. URL, DOI, accession number)
 - iv. Metrics of reuse (e.g. number of requests, number of downloads, number of citations) and if applicable, examples of how these research outputs have been used by others in your discipline, in other disciplines, and/or outside of academia.
 - v. If the resource is not deposited in a repository, describe the resource in detail and how it can be obtained (i.e. the request process, contact info, etc.)
8. **Lay Summary**: A lay-friendly summary of the findings and impact (or potential impact) in desmoid research and/or patient care, as well as the next year's research plan. This summary will be made publicly available on the DTRF website and may be used in various forms of DTRF content. It should not include sensitive information.
9. **Citations**: Use Vancouver or NIH style (numbered citations within text) format
10. **Budget** (Download template: <https://dtrf.org/wp-content/uploads/2023/10/DTRF-Budget-Form.xlsx>):
 - a. **Budget template**: Use the Detail Budget for planned expenses for the next grant year. The Summary page should show cleared expenses for all completed grant years.
 - b. **Justification**: Provide a detailed explanation of planned expenses, including justification for any expected carry-over.
11. **Publications**: For this grant year only, attach copies of all publications arising from the research.
12. **Quote**: Provide a quote describing the impact of your work that may be used in various DTRF content.