

Fibrolamellar Cancer Foundation Final Grant Report Guidelines

Written Report

- **Format**
 - Calibri font 11 point (or equivalent); 1-inch margins all around; please number pages
 - PDF format
- **Title Page**
 - Principal Investigator (PI) and other key personnel: Name(s) and Titles
 - Institution and Department
 - FCF Grant Number and Title
 - Start and closing date of period covered since the latest Interim Grant Report (generally the final year of a multi-year award)
- **Lay Language Abstract:** Provide an updated Lay Abstract (based on the one provided in the original application) to reflect progress towards achieving the grant's Specific Aims/Milestones, as well as any work that fell outside the most recent Aims/Milestones. Please highlight any changes relative to the previous Lay Abstract.
 - Limit length to 450 words or less.
 - Write in plain language, so that non-scientists can understand the importance and achievements of the project
 - Summarize progress made against the project's broad, long-term objectives and against the Specific Aims or Milestones
 - Indicate significance of any new findings and the overall completed project to the understanding, diagnosis, and/or treatment of fibrolamellar carcinoma (FLC)
- **Technical Abstract:** Provide an updated Technical Abstract to reflect progress made to date towards achieving the grant's Specific Aims/Milestones, as well as any work that fell outside the original Aims/Milestones. Please highlight any changes relative to the original Technical Abstract.
 - Limit length to 1 full page
 - Write for scientific & medical readers, including those who may not be directly involved in FLC research or treatment
 - Summarize progress made against the project's broad, long-term objectives and the Specific Aims/Milestones
 - Indicate significance of any new findings to the understanding, diagnosis, and/or treatment of FLC
- **Specific Aims/Milestones**
 - Insert an exact copy of the Specific Aims/Milestones page from the original application, or the most recent version of the Specific Aims/Milestones were revised with the agreement of the FCF
- **Results**
 - Review progress against the Specific Aims/Milestones
 - Format the Results section with a clearly labeled sub-section for each Specific Aim or Milestone
 - Describe any work carried out beyond or outside the most recent agreed version of the Specific Aims/Milestones [if appropriate, head the section(s) with a statement of a corresponding new Aim or Milestone]

- Indicate any areas in which unanticipated difficulties or roadblocks have been encountered
- Include Figures and Tables as needed
- **Conclusions/Significance**
 - State any major conclusions reached in the work to date, with the understanding that at this state conclusions may be provisional
 - Discuss the significance of new observations to the understanding, diagnosis, and/or treatment of fibrolamellar carcinoma
 - Briefly indicate important follow-up studies and/or new directions suggested by the results of the completed project
- **References**
 - As needed (please include full titles)
- **Publications**
 - List any manuscripts, conference reports/abstracts, or poster presentations submitted or published (including preprints available online) during the entire grant funding period that benefitted from the grant funding. Include names of all authors and title of the publication. State whether FCF funding was acknowledged in the manuscript or presentation. If possible, please provide a PDF copy of each publication, manuscript, conference report, abstract, and poster.
- **Intellectual Property**
 - Provide details of any patent applications (US or foreign) filed during the entire grant funding period based on inventions arising from research carried out in whole or part with support from the FCF grant.
- **Additional Funding Obtained**
 - List all additional funding during the grant period, including grants, sponsored research agreements, or gifts, for work on fibrolamellar carcinoma. Indicate the funding source (agency, company, etc.), name of PI, project title, dates, dollar amount. (Can limit to funding of \$10,000 or greater).
 - Indicate whether preliminary data obtained with support of the FCF grant was important to the award of the additional funding.
- **Financial Report**
 - While it need not be included in the final progress report for the grant, please be sure that the FCF receives a final financial report within 60 days of the completion of the final calendar quarter of funding. The report should reflect all expenses incurred since the previous interim report. The report shall contain all expenses incurred during the that period. It should include a beginning and ending balance.

Oral Presentation (Zoom Meeting)

- Prepare a slide presentation (ca 30 minutes) covering the project's major goals, final Specific Aims/Milestones, and progress during the period since initiation of grant funding. Include any roadblocks encountered, work outside the original Aims/Milestones, and proposed major future efforts suggested by the research accomplished.
- Please send the slides to Dr. Payal Ray (pray@fibrofoundation.org) and CC to Dr. Mark Furth (mfurth@fibrofoundation.org)
 - It is very helpful if the slides can be received by FCF at least 1 day prior to the Zoom call