

Fibrolamellar Cancer Foundation Interim 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 by the Interim Grant Report
- **Lay Language Abstract:** Provide an updated Lay Abstract (based on the one provided in the original application) to reflect progress 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 Lay Abstract (or the previous Lay Abstract if this a >2-year award).
 - Limit 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 to the understanding, diagnosis, and/or treatment of fibrolamellar carcinoma (FLC)

Indicate any proposed changes in direction during the remaining term of the grant
- **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
 - Indicate any proposed changes in direction during the remaining term of the grant
- **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 prior to execution of the Letter of Agreement (LOA)
 - Indicate and highlight any proposed change(s) in Specific Aims/Milestones for the remaining term of the grant, with brief explanation of the rationale for the change(s); this could be a revision of existing Aim(s) and/or insertion of a new Aim
- **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 original 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
 - Discuss any major changes in the work plan for the remainder of the grant suggested by the results of the project to date, including plans to overcome unanticipated difficulties or roadblocks as well as any new directions
- **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 most recent 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 most recent funding period based on inventions arising from research carried out in whole or part with support from the FCF grant.

Oral Presentation (Zoom Meeting)

- Prepare a slide presentation (15-20 minutes) covering the project's major goals, 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 changes in direction for the remaining term of the grant.
- 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