

Instructions for Preparing the Written Progress Report

Written Progress Reports will be provided to:

- 1) The Scientific Review Board in advance of the AAF Annual Scientific Meeting for use in the evaluation of Awardee progress.
- 2) All Meeting Participants prior to the Annual Meeting to enhance participation in the meeting.
- 3) The American Asthma Foundation, as part of an Annual Report.

Report Deadline

Reports are due at the AAF Research Program Office by **Monday, March 29, 2010**. Please e-mail your report as an MS Word document to Valerie Dougherty at dougherty@aaf.ucsf.edu.

Please observe the following requirements when preparing your written Progress Report.

Format

A Microsoft Word template is provided for your use. You may also recreate this format by using the following settings in Word:

Font: 12 point Times New Roman, with the exception of symbols (or Times 12 point if you don't have Times New Roman).

Margins: 1.0" for Top, Left and Right margins; 0.8" for Bottom margin; 0.5" for Header and Footer.

Line Spacing: Exactly 12 point. Under Paragraph formatting, select "Indents and Spacing". Under "Line Spacing", select "Exactly" and "12 point".

Text: Justified (except for the heading on page one of the Report, which is Centered).

Paragraphs: Separate paragraphs by a blank line. Do not indent at the start.

Please do not include headers, footers or page numbers. These will be added later by Program staff, when compiling reports for the meeting syllabus.

Page Guidelines

A total of 2-3 pages is recommended for Sections A through E, above. Additional pages may be used for Sections F through K (publications, funding, etc. that resulted from the Award) and for supplementary tables or figures, if needed (maximum two pages). It is recommended that the entire report not exceed five pages. Shorter is okay. While we encourage Awardees to stay within these page guidelines, please do not reduce font size or margins to achieve this.

Report Heading

On the first page of the report, please list on separate lines the following (Text is 12 point Times New Roman, and Centered):

AWARDEE NAME, DEGREE *[All caps, bold]*
Institution *[Regular case, no bold]*
Initial Year and Type of Award *[e.g., 2007 Early Excellence Award; regular case, no bold]*

PROJECT TITLE *[All caps, bold, underline]*

Report Content

Address your report to a reader with basic knowledge of science but without expertise in your field. Divide the report into the following sections, using the headings provided below. Include all sections (A-K).

A. Abstract

Provide an Abstract of the project.

B. Specific Aims

Provide the original Specific Aims of the Award as a numbered list. (You may word the Specific Aims more concisely than in the original proposal, but include all Aims.) Describe and justify any modifications to the original Aims.

C. Results

This section should receive the most emphasis. Describe the results of your studies, denoting and emphasizing results obtained during the current Award year. Include negative results.

D. Significance of Findings

Describe the significance of the findings to the scientific field and their potential impact on asthma. (This section should be brief.)

E. Plans

Summarize plans to address the Specific Aims during the next year of support. Include important modifications to the original plans. Address any changes involving research using human subjects. Detailed methods are not required, but the approach should be clear.

For projects ending June 30, 2010: Summarize plans, if any, to continue asthma-related research in your laboratory. (See Also “Additional Instructions for 2007 Awardees” at the end of this document.)

F. Publications Resulting from the AAF Award

List only publications that attribute support by your AAF Award, since the start of your Award. State "none to date", if none. Submit a copy of each article listed with your Progress Report (unless previously submitted). For accepted manuscripts, send only the title page and the page acknowledging support from your AAF Award. **Note:** For all publications resulting from the Award, please remember to list support as "an Award to [initials] from the American Asthma Foundation".

G. New Funding Resulting from the AAF Award

List funding that is clearly a result of the AAF Award, since the start of your Award. Include agency, project title, role, project period, annual direct cost for each year of the grant. State "none to date", if none.

H. New Investigators Brought Into the Asthma Field

List any junior faculty, postdoctoral fellows or other trainees who have been brought into the field of asthma research, and who are likely to continue in this field, as a direct result of your AAF award. Provide their name(s) and title(s), and institution(s).

I. New Resources Made Available Through the AAF Award

It is AAF policy that all unique research resources developed with AAF funds must be made available rapidly to the scientific community. These may include synthetic compounds, model organisms, cell lines, viruses, cell products, and cloned DNA, as well as DNA sequences, mapping information, crystallographic coordinates, and spectroscopic data.

<http://www.americanasthmafoundation.org/grants/award-policies#Intellectual%20property%20and%20unique%20research%20resources>.

J. Companies, Patents or Licenses Resulting from the AAF Award

List any companies, patents or licenses that resulted from the AAF Award, since the start of your Award.

K. Estimate of Carryover of Funds

Estimate the amount funds that you expect to carryover beyond June 30, 2010. We do not need an exact amount, but rather an estimate within \$10,000.

Additional Instructions for 2007 Awardees:

As a reminder, AAF policies allow 2007 Awardees to carry forward up to 60% of the annual Award amount into a 4th year no cost extension period without further authorization from the AAF Research Program Office. Larger amounts may be carried over with approval from the Research Director. If you expect to carry over more than \$25,000 beyond the 3rd year of your Award, please include plans for use of this support in Section E of your Progress Report.