



## **Final Report Requirements**

*Upon completion of individual research grants, a final report covering the full period of funding is to be submitted to the Morton Cure Paralysis Fund within thirty (30) days. Please follow the outline below. Send one (1) pdf copy to [info@mcpf.org](mailto:info@mcpf.org).*

### **COVER PAGE**

Should include: 1. Name, address and telephone number of Principal Investigator; 2. Title of project; 3. Dates covered by grant; and 4. Date of submission of report.

### **LAY REPORT**

Include the following information in bullet format and language suitable for lay readers:

1. Original aims of project.
2. Project successes.
3. Project challenges.
4. Implications for future research and/or clinical treatment.
5. Plans to continue this research. (Include applications submitted to other sources for support with amounts requested.)
6. A list of publications and presentations that have emerged from this research. Include at least one photo/slide that illustrates your results, with a caption suitable for lay readers.
7. Grants you have received from other funders using the data from this project. List name and amount.

(1 through 5 above not to exceed one page.)

### **TECHNICAL REPORT**

In lieu of a lengthy technically oriented final report, submit copies of publications and/or presentations resulting from the research and a one-page peer-focused summary of progress and results.

### **PUBLICATIONS AND PRESENTATIONS**

Send copies of all abstracts, papers, and chapters submitted for publication, in the press or published derived from MCPF support. Copies should be sent even if you inadvertently have forgotten to cite MCPF's financial assistance. (MCPF will send follow-up reminders, in case publications (or patents) deriving from our sponsored research emerge after the final report has been submitted to us.)

### **FINANCIAL REPORT**

The appropriate representative of the host institution should complete a financial report on the project. Financial reports are to be sent to MCPF within 30 to 90 days of the termination of the contract.