**Guidelines for Final Report Submission**

As specified in the Award criteria, the awardee must submit a written report at the end of your funding period (or at the end of the first year). This report should address the CSCTR Council and include information about the work accomplished as a result of this award (by addressing the questions outlined below), a final accounting of the grant funds, and be accompanied with any funds not used.

Narrative: Address the following questions in the narrative of your report.

1. In brief, what was the aim of your project?
2. What activities took place to accomplish the goals and objectives of the project?
3. Progress toward reaching grant outcomes: what successes has your project had?
4. What did you learn? Reflect on the overall effect of the project and how it enhanced the work of your organization and its programs.
5. If you presented your abstract at the CSCTR Annual Meeting, what are your thoughts about any feedback you may have received?
6. Looking forward, describe what next steps will take place to continue the work funded by this grant.
7. List all presentations and publications resulting from the work supported by the Award and provide copies, if available.
8. Using the example below, include an itemized statement of how grant funds were expended.
9. Return unused funds (in USD) to CSCTR.

**Send your report electronically to kschardin@csctr.org.**

The award criteria for your reference:

* The ECDA award amount is $10,000
* The term (*funding period*) for the ECDA is for one year
  + If necessary, funds can be carried over for up to three years. Proper justification must be sent to the CSCTR Administrative office for CSCTR Executive committee review and approval
  + Funds may be used for any combination of salary and/or lab support. Institutional indirect or general overhead costs cannot be covered by the award.
  + Return unused funds (in USD) to CSCTR
* You are encouraged to make proper acknowledgements in presentations and publications resulting from the research sponsored by the award and should also notify CSCTR of any publications resulting from the work supported by the Award.
* You must submit a brief written report at the end of their funding period (or at the end of the first year). This report must be sent to the CSCTR Council, and include information about the work accomplished as a result of this award. This information will be used by CSCTR for future planning.

Timeline

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|  | Less | ($10,000) |
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Return unused funds payable to Central Society for Clinical and Translational Research (CSCTR) in USD

CSCTR

555 E. Wells St., Ste. 1100

Milwaukee, WI 53202