

**Damon Runyon-Sohn Fellow’s Final Progress Report**

|  |  |
| --- | --- |
| **Fellow:** | **Sponsor:** |
| **Institution:** | |
| **DRSG:**      - | **Award Term:**      - |
| **Project Title:** | |
| **Fellow’s Signature:** | **Sponsor’s Signature:** |

*All progress reports are kept strictly confidential. The reports serve as an auditing tool to monitor research progress and assure that the Fellow’s research is on target with the funded project.*

**Final Progress Report Instructions:**

Along with this completed cover sheet, please include:

1. A detailed summary of research performed during the period of the Fellowship and evaluation of the results. The summary should be technical, but targeted to a general scientific audience. The summary should be sufficiently detailed such that your research activities over the award period are clearly articulated but should not exceed three pages. Figures and references may be included if appropriate**. If the research differs from the originally funded proposal, please provide an explanation.**

2. Two abstracts (one lay and one scientific) of your accomplishments over the term of the award, including how the research is relevant to pediatric cancer.

3. A bibliography of all publications resulting from the research (submit pdf copies of publications).

4. A list of conferences and seminars attended and presentations given during the award year.

5. A brief description of collaborations and partnerships related to the Damon Runyon-funded research, with either academic and/or industry scientists. Please identify your collaborator(s) and their academic/industrial affiliation(s).

6. A brief description of your participation in any community-based educational mentorship program (e.g. STEM or Diversity, Equity and Inclusion initiatives).

7. A brief statement describing how COVID-19 pandemic lab closures and/or limited lab access affected your research productivity.

8. A statement indicating how the Damon Runyon-Sohn award has made a difference to you.

9. If you received COVID-19 extension funding, a statement addressing how this additional support impacted your research and career.

10. A statement of future plans.

11. An up-to-date *curriculum vitae*.

12. A brief summary **from your Sponsor**, assessing your scientific progress and professional development.

13. A completed intellectual property disclosure form.

14. A request for Open Access fee reimbursement—*if applicable.*

**Please email these items (with scanned copies of signed forms, where applicable) as attachments to** [**katie.tester@damonrunyon.org**](mailto:katie.tester@damonrunyon.org)**.**

|  |
| --- |
| **Please answer the following questions and use the space provided for any related commentary:** |
| Did you receive your full stipend? |
| How did you use your $2,000 expense allowance? |
| Did your institution use any part of this money without your consent? |
| Comments: |