

**Damon Runyon Fellow’s Annual Progress Report**

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| **Fellow:** | **Report Year:** |
| **Institution:** | **Sponsor:** |
| **DRG:**      - | **Award Term:**      - |
| **Project Title:**  *Have there been any significant changes to your project?*  yes |  no | |
| **Fellow’s Signature:** | **Sponsor’s Signature:** |

*Continuation of support is contingent upon satisfactory review of the annual progress reports. 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.*

**Report Instructions:**

Along with this completed cover sheet, please include:

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

2. A brief, lay abstract of research performed during the award year, including how the research is relevant to cancer. The lay summary should not exceed one page.

3. A bibliography of publications from the award year (please 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 letter **from your Sponsor**, assessing your scientific progress and professional development.

8. A completed intellectual property disclosure form.

9. A completed expense allowance usage form for the second year of your award.

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

11. A dependent child allowance request form/certificate(s)—*if applicable.* [Please only submit new requests, as you will continue to receive $1,000 per year for forms already on file.]

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

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| **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: |