

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

|  |  |
| --- | --- |
| **Fellow:**  | **Report Year:**  |
| **Institution:**       | **Mentors:**       |
| **DRQ:**      -      | **Award Term:**      -      |
| **Project Title:**      *Have there been any significant changes to your project?* [ ]  yes | [ ]  no |
| **Fellow’s Signature:** | **Mentors’ Signatures:** |

*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.*

**Annual Progress 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. The report should include a statement highlighting the relation between computational work and cancer research. Figures and references may be included if appropriate. The report must be signed by both the Fellow and the Mentors. 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 brief paragraph, no more than 75 words, concisely describing the computational methodology used in your research project.

[ ]  4. A bibliography of publications from the award year (please submit pdf copies of publications).

[ ]  5. A request for Open Access fee reimbursement, if applicable.

[ ]  6. A list of conferences and seminars attended, and presentations given during the award year.

[ ]  7. 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).

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

[ ]  9. A brief summary, **from the Mentors**, assessing the Fellow’s scientific progress and professional development.

[ ]  10. A completed intellectual property disclosure form.

[ ]  11. A completed expense allowance usage form for the next year of funding.

[ ]  12. Do you have any plans to share your data, either before or after its publication in a peer reviewed journal? If so:

1. What type of data is it (genome/exome sequence, images, structures, statistical software or algorithms, etc.)?
2. Where will it be shared (such as Figshare, Dataverse, Open Science Framework (OSF), Gene Expression Omnibus (GEO) or Electron Microscopy Data Bank (EMDB))?
3. Who will be in charge of preparing the data to share?
4. What are the expected costs of preparing and sharing this data?

**Please email these items (with scanned copies of signed forms, where applicable) as attachments to** tara.jackson@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:       |