**COLLABORATIVE GRANTS**

**FINAL TECHNICAL REPORT**

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| **Team 1**  **PI’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Institution Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Award number: \_\_\_\_\_\_\_\_\_\_**  **Date submitted: (MM/DD/YYYY)** | **Team 2 *(If applicable)***  **PI’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Institution Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Award number: \_\_\_\_\_\_\_\_\_\_** |

**GENERAL INSTRUCTIONS:**

This document contains information and instructions necessary for your research team to complete the final technical report of their CRDF Global award. The final report provides an accurate and comprehensive representation of the research conducted under your CRDF Global award. In the case of a joint-team project, drafting the report should be a collaborative effort undertaken by all Principal Investigators.

The Final Report serves several important functions to CRDF Global and its funders and is used as:

* An essential component of CRDF Global’s due diligence activities;
* A metric for gauging the impact of CRDF Global’s programs;
* An opportunity for grantees to suggest areas for improvement;
* Publicity and marketing information (with the approval of the Principal Investigators) to advance CRDF Global’s mission and activities

In addition to the Final Report template, teams are also asked to provide responses to separate surveys (please see other attachments). Teams should complete these according to instructions contained within the individual documents.

All answers provided in this document should be typed within the **non-shaded** text boxes.

**Please note that final reports are due within thirty (30) days of the end date of your CRDF Global award.** Failure to provide the required information will delay final payments of your grant and may jeopardize your ability to participate in future CRDF Global funding opportunities. All questions contained within this template must be answered completely and accurately to the best of your knowledge and ability. Incomplete reports will be returned, and you will be required to remediate any missing information.

**When finished, please submit the completed report electronically to your Project Officer with subject line: *Project Final Report - Award # [team 1]/ [team 2 – if applicable]*.** Technical reports should only be submitted once by one PI while the other PI should be clearly CC’d to the email to indicate concurrence. Additional questions, comments, and supplemental information may also be sent to the Project Officer.

SECTION I: CGP PROJECT RESULTS & ACCOMPLISHMENTS

# Brief statement of major research accomplishments

## Instructions:

In one or two sentences, please state major research accomplishments made possible by receiving your CRDF Global grant. Please indicate how your research results contributed to the advancement of scientific knowledge nationally and internationally.

## Major Accomplishments and Results:

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# Public Summary

## Instructions:

Please describe your major scientific achievements to a non-scientific community highlighting (in non-scientific language) major benefits of your research for your home university/institution, industry, and the society at large. The public summary should begin by clearly stating the project’s goal(s) as originally outlined in the proposal, but without restating the project title. The summary should highlight findings and implications as concisely and informatively as possible, commenting as appropriate on the techniques or approaches used and the significance of your research to the public domain.

Using the template below as guidance, please provide your public summary in the blank text box located at the end of this section. The public summary should **NOT** be in outline format – rather, the outline is to check that you have addressed all relevant topics in your summary.

The summary should be written from the point of view of a completed project and should be self-contained and intelligible to a layperson. Please do not re-submit the proposal abstract. The public summary should be no more than 300 words in length and should be prepared in both English and the native language of the non-US team.

**Note:** CRDF Global may use the public summary in publicly-distributed documents and other materials.

**Do not include proprietary or business-sensitive information**.

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| **RECOMMENDED Public Summary Outline**: **Goals (list up to three):**  1.  2.  3.  **Research Problem Statement**  This should include a brief statement about the research problem you attempted to solve; the importance of this problem to the scientific community; and a description of how the results of your research contributed to solving the problem and/or furthering knowledge in the field.  **Summary of Research Findings and Research Impacts**  This section should address the following (described in more detail below). When thinking about each issue, we encourage you to consider the kind of impact your research has on local, national, regional, and international levels.   * Benefit to Institution * Furthering Knowledge in the Research Field * Potential Applications (Solving societal problems and/or providing basis for commercial applications) * Follow-On Activities/Next Steps   **Benefit to Institute:**  This should state briefly how your research findings benefited your home institution. Please state briefly the research problem you attempted to solve and the importance of this problem to the scientific community and how the results of your research contributed to solving the problem and/or furthering knowledge in the field.  **Furthering Knowledge in the Field:**  This paragraph should explain how your specific research project will contribute to expanding general knowledge in your scientific discipline.  **Potential Applications:**  This paragraph should highlight how the results of your research address significant societal problems and/or will contribute to the development of commercial materials. |

## Public Summary (English):

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## Public Summary (Non-U.S. Team Native Language – please copy if both teams are non-U.S. teams with different native languages):

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SECTION II: TECHNICAL REPORT

## Instructions:

The technical report should be **no more than five (5) pages in length with one-inch margins on all sides and a font no larger than Arial 10pt (or equivalent).** The technical report should outline the goals of the original research project and provide a technical description of how these goals were or were not met, highlighting specific achievements.

**Note:** Please do not re-submit the project narrative from the original proposal.

**Note:** From time to time, CRDF Global conducts a review of completed grant projects for possible inclusion in publicity materials, for presentations at symposia, etc. In connection with this, CRDF Global occasionally asks expert reviewers from the original grant selection panels to review the final technical reports to assist staff in selecting projects for possible feature in such activities. CRDF Global does not use specific information (except as otherwise indicated in these Final Project Report instructions) about individual projects in publicity activities without the permission of both Principal Investigators.

## Technical Report:

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SECTION III: BIBLIOGRAPHY OF PROJECT-RELATED PUBLICATIONS

## Instructions:

In this section, please list the following:

1. Peer reviewed journal publications; and
2. Other non-peer reviewed journals; or
3. If no publications resulted from your research, an explanation for why and a plan for publishing results in the future.

*Please use the format provided below to list publications for both the peer reviewed journals and the other non-peer reviewed journals or articles.*

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| For a journal or magazine article: **Format:**  Author Name(s). “Article Title.” Journal Name Volume (Year): Page Numbers. (Country of publication)  **Note:**   * It is imperative to list the country of publication in addition to other citation information. * Please do not abbreviate the titles of journals or other publications. * Please do not include abstracts from conferences and conference proceedings. Such abstracts should be cited in Section VI, Conference Presentation List. * If you include items that have been submitted for publication but have not yet been accepted for publication, please clearly mark these items as “submitted” at the end of the citation.   **Example:**  Feldstein, M.M., I.M. Raigarodskii, A.L. Iordanskii, and J. Hadgraft. “Modeling of percutaneous drug transport in vitro using skin-imitating Carbosil membrane.” Journal of Controlled Release 52 (1998): 25-40. (Country of publication) For a book: **Format:**  Author Name. Title. Place: Publisher, Copyright Year. (Country of publication)  **Example:**  Ebbing, Darrell D. General Chemistry. Boston: Houghton Mifflin Company, 1996. (Country of publication) |

## Peer Reviewed Journals List:

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## Other Non-Peer Reviewed Journals List:

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1. If you do not have any project-related publications to cite, please explain:

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1. Are you planning on publishing in the future?

\_\_\_Yes

\_\_\_No

1. If yes, please provide details about planned publications, including the expected journal/book title(s) and submission date(s).

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SECTION IV: PROJECT-RELATED CONFERENCE PRESENTATIONS

## Instructions:

In this section, please list any project-related conference presentations made by any team members.

*Please use the format below to list conference presentations.*

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| **Format:**  Presenter’s Name(s). “Presentation Title, (Type of Presentation\*), Conference/Workshop Name, Dates of Conference, Location of Conference.  **Note*:***For “Type of Presentation,” please indicate either “Oral Presentation” or “Poster Presentation.”  **Example:**  KIordanskii, A. L. “Diffusion Modeling of the Propranol Drug Delivery from a Hydrophilic Transdermal Therapeutic System,” (Oral Presentation), Third Spanish-Portuguese Conference on Controlled Drug Delivery, September 6-9, 1998, Lisbon, Portugal. |

## Project-Related Conference Presentation List:

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1. If you have not made any conference presentations, please explain:

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1. Are you planning to make any conference presentations soon?

\_\_\_Yes

\_\_\_No

1. If yes, please describe planned presentations and list the titles, dates and locations of the respective conferences.

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SECTION V: SUPPLEMENTAL INFORMATION (optional)

## Instructions:

CRDF Global appreciates receiving supplemental information, such as photographs, publicity articles, publication copies, Power Point presentations, or other materials. Please send such materials along with your Final Report to the Project Officer.

If you submit photographs, please be sure to identify all persons pictured and indicate their roles in the CRDF Global project. Please be aware that unless you indicate otherwise, CRDF Global reserves the right to use photographs and other materials above in publicly distributed CRDF Global documents.

1. Do you have supplemental information you would like to provide to CRDF Global at this time?

\_\_\_Yes

\_\_\_No

1. If yes, please list supplemental information.

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Final Report Checklist

Please make sure that **all** sections listed below are included and properly indicated in your report. For your own reference, review your final report and check off each item that is included.

## Section I: CGP Project results & Accomplishments

Brief Statement of Major Accomplishments

Public Summary

## Section II: Technical Report

Technical Report (**no longer than five (5) pages**)

## Section III: Bibliography of Project-Related Publications

Peer Reviewed Journals List

Other Non-Peer Reviewed Journals List

Plans for publishing if no project-related articles have been published or submitted

Citation Index

## Section IV: Project-Related Conference Presentations

Project-Related Conference Presentation List

Plans for making project-related conference presentations if none have been made

## Section V: Supplemental Information (optional)

Do you have supplemental information you would like to include:

Yes  List of Supplemental Information (if applicable)

No

**Note:** For your Final Report to be considered complete, the Team Surveys completed by the respective teams must also be submitted. Download all Final Report documents at <https://www.crdfglobal.org/grants/forms>.