

DEBRA International

Requirements for Interim and Final Reports

Dates of submission:

- ✓ **Interim annual reports are due** on the anniversaries of the date that the research project commenced; for grants of only one year's duration, an interim report is required at 6 months;
- ✓ **A full final report is due** at the end of the grant period;

Please also note:

- ✓ Reports should be in Word or PDF format;
- ✓ Send your reports to clare.robinson@DEBRA.org.uk
- ✓ At the time of submitting your final report, please also confirm that you have submitted your final invoice for the project.

(I) INTERIM REPORT

Main Report

(length is flexible, but likely to be 1000 – 2500 words)

The interim report should address the following:

- (1) Report progress against the specific aims and work plan as outlined in your grant application. You may also provide figures and tables to illustrate or summarize results, as appropriate.
- (2) Comment on results, noting anything of particular significance or interest.
- (3) Note any problems or opportunities you have encountered which affected the work you have done, or that you plan to do next.
- (4) List any publications arising from the work, or papers 'in press' (do not list ones only 'submitted'); and oral presentations or posters at conferences. If you are able to provide PDF or hard copies of papers, please do (these will be for our records only; we will not infringe copyright).
- (5) Patents awarded or pending.

Lay Summary

(200 – 500 words)

Please provide a lay summary, understandable by someone without a scientific background but with awareness of EB.

(II) FINAL REPORT

Main Report

(length is flexible, but likely to be 3000 – 5000 words)

The final report should include all aspects as above, but should report on the project as a whole. It is likely that final reports will be 3000-5000 words, plus figures and tables, as appropriate. Please, therefore, also:

- (6) Comment on what you have achieved, and what the outcomes are, in terms of having advanced understanding in the context of EB research as a whole, and/ or being likely to lead to improved treatments, care or diagnostics.
- (7) Note also any problems you encountered in carrying out the research, and anything you would wish to change for future research.
- (8) Note briefly whether, and how, you plan to take this area of research further.

Lay Summary

(700 – 1000 words)

Please provide a lay summary as above, but covering the project as a whole. For a lay audience, the work's importance to advancing understanding or generating treatments is particularly important.

(III) GENERAL NOTES

Dissemination

Please note that reports are circulated among members of DEBRA International's Medical and Scientific Advisory Panel (MSAP).

The reports will not be further disseminated, so you may include unpublished material.

If for the reason of a member of MSAP being a direct competitor, you do not wish unpublished material in the report to be seen by an individual member of MSAP, please note this at the time of submission.

The 'lay summary' section of both interim and final reports is intended for circulation among other national EB support groups, EB patients and families, and may be published in full or in part on the DEBRA International website. Bear in mind that it will therefore also be available to the general public.

Reports and Funding

Failure to provide reports on time may result in our withholding funds until satisfactory reports are provided. As noted in the Terms and Conditions, continuation of grants depends on satisfactory progress being made with the research. Should you encounter any difficulties which may affect progress, please contact DEBRA immediately to discuss them – do not wait until the next reporting deadline.

If you receive project grant funds from DEBRA which are, in part or in whole, received by us from another source (usually a Trust, or other Charity), which has its own additional reporting requirements, this will be made clear to you at the time of the grant offer. Acceptance of the grant offer means that you agree to meet these requirements, too.

And finally ... Press and Publicity

While it's a reminder at report time to let us know if you or your work has had publicity, it's even better if you can tell us at the time (or even before) it happens! This helps us to increase public awareness of EB, and provides an opportunity to highlight your research. Please let us know if you or your work has been featured in the press, radio or TV (and provide copies of press clippings, if possible).

If you are the recipient of an award, are opening a new lab, or have raised funds for EB by running a marathon, let us know!