

ANNUAL NARRATIVE REPORT FORMAT

INDIVIDUAL RESEARCH MULTI-INVESTIGATOR PROJECT GRANTS

The submission of an annual Progress report is required. Second-year support is contingent upon successful review of the first year Progress Report.

All Progress Reports are due at the New Jersey Commission on Brain Injury Research office by June 1st of each year.

An original and 15 copies must be submitted and sent to the **New Jersey Commission on Brain Injury Research, P.O. Box 360, Trenton, New Jersey 08625**. If you have questions related to the report, please contact the NJCBIR office at (609) 633-6465 or (609) 633-6575 or-email at NJCBIR@doh.state.nj.us.

Please utilize the guidelines below in preparing your report:

COVER PAGE

The following information should be included on the cover page of the report:

1. Program Director's Name, Address, Telephone Number
2. Name of Organization/Institution
3. Grant title
4. Grant Number
5. Grant Period Covered by Report
6. Date of Submission of the Report

BODY OF REPORT

The report should cover the following information in five pages, in addition to photographs, figures, charts, etc.

1. Summarize progress made during grant period. Use language suitable for lay readers.
2. List task that have been addressed during the grant period.
3. Report any results, data and discussion.
4. Report problems encountered during the grant period.
5. Report any changes in the original research plans.
6. List all research publications emerging from this research, including those in preparation. Please attach a copy of the article(s)
7. Plans to continue the research, including applications submitted to other sources for ongoing support. Explain how you have leveraged NJCBIR funding to obtain additional federal or other support for brain injury research and list the appropriate funding organizations.
8. Financial summary.

PULBICATIONS AND PRESENTATIONS

All papers, presentations, chapters, and abstracts should mention that the research was supported by a grant from the New Jersey Commission on Brain Injury Research. Copies must be sent to the NJCBIR office, even if you inadvertently forgot to cite NJCBIR support.