

THE HENRY M. JACKSON FOUNDATION FOR THE ADVANCEMENT OF  
MILITARY MEDICINE, INC.

TECHNICAL REPORTING REQUIREMENTS

A. Interim reports must provide a complete summary of the research accomplishments to date with respect to the approved Statement of Work. A report shall be submitted 60 calendar days of the award year.

B. A final report summarizing the entire research effort, citing data from interim reports shall be submitted at the end of the award performance period. The final report will provide a complete reporting of the research findings. Final reports must include a bibliography of all publications and meeting abstracts. A final report shall be submitted within 60 calendar days after the termination of the contract.

C. Although there is no page limitation for the reports, each report shall be of sufficient length to provide a thorough description of the accomplishments with respect to the approved Statement of Work.

D. All reports shall have the following elements in this order: front cover, table of contents, introduction, body, key research accomplishments, reportable outcomes, conclusions, references, and appendices.

Front Cover: To include: project title; type of report, principal investigator name, period of time report covers, name and address of recipient organization; HJF award number, date of report.

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Introduction: Narrative that briefly describes the subject, purpose and scope of the research.

Body: This section of the report shall describe the research accomplishments associated with each task outlined in the approved Statement Of Work. Data presentation shall be comprehensive in providing a complete record of the research findings for the period of the report. Appended publications and/or presentations may be substituted for detailed descriptions but must be referenced in the body of the report. If applicable, for each task outlined in the Statement of Work, reference appended publications and/or presentations for details of result findings and tables and/or figures. The report shall include negative as well as positive findings. Include problems in accomplishing any of the tasks. Recommended changes or future work to better address the research topic may also be included.

Key Research Accomplishments: Bulleted list of key research accomplishments emanating from this research.

Reportable Outcomes: Provide a list of reportable outcomes that have resulted from this research to include (if applicable): manuscripts, abstracts, presentations; patents and licenses applied for and/or issued; degrees obtained that are supported by this award; development of cell lines, tissue or serum repositories; infomatics such as databases and animal models, etc.

Conclusions: Summarize the results to include the importance and/or implications of the completed research and when necessary, recommend changes on future work to better address the problem.

References: List all references pertinent to the report using a standard journal format (i.e. format used in *Science*).

Appendices: Attach all appendices that contain information that supplements, clarifies or supports the text. Examples include original copies of journal articles, reprints of manuscripts and abstracts, patent applications, study questionnaires, and surveys, etc.

**PROGRESS REPORT**  
**(Annual, interim, or final report)**

**I. Cover Page**

**Date of the report:**

\_\_\_\_\_

**Principle Investigator's  
Name** \_\_\_\_\_

**Award Number:**

\_\_\_\_\_

**Project Title:**

\_\_\_\_\_

**Purpose: (check one)**

Annual

Quarterly

Interim

Bi-Annual

Final

**Period covered by this report: from \_\_\_\_\_ to \_\_\_\_\_**

**II. Table of Contents**

**III. Introduction**

**IV. Body**

**V. Key Research Accomplishments:**

**VI. Reportable Outcomes:**

**VII. Conclusions:**

**VIII. References:**

**VIII. Appendices:**

(Refer to the enclosed details for information to be covered under III – VIII)