**Grant FINAL Progress Report**

***General Instructions***

The **scientific progress report** should not exceed 5 pages (1 page general information, 4 pages scientific report).

In addition, max. 2 figures and 2 tables can be included (1 page each, including clear legends).

The text should be written in 11-pt Calibri font, with 1.5 line spacing.

Essential references (max 10) might be included, using 8-pt Calibri font, single line spacing.

Manuscripts or abstracts submitted, accepted, or published as a result of the specific SPF/PFD supported research project, should be attached.

A **financial report** (1 page), signed by the legally responsible officer of your Institution, must be attached.

Create two PDF documents:

* one main PDF with the scientific report and the financial report;
* one supplementary PDF with all the attachments.

Filename of the PDF documents should be as follows: Grant Acronym\_FinalPR\_PI Surname

(e.g.: **PD-STUDY\_FinalPR\_Surname**)

(e.g.: **PD-STUDY\_FinalPR\_Surname\_suppl.**)

Please send the PDF file by email to the following address:

*lindavandervoort@parkinsonfonds.nl*

***Reports not prepared according to these guidelines might be returned for revisions before further consideration.***

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**Specific instructions and required information:**

1. Grant Number:
2. Grant Acronym
3. Principal Investigator

Title, Name and Surname, degree(s)

Academic Position

Affiliation

Address

Email Phone

1. Total amount of funding approved for this project, as mentioned in the contract.
2. Starting date of the project, as mentioned in the contract.
3. Duration of funding, as mentioned in the contract (years).
4. Total period covered by this FINAL report (e.g.: 01 May 2022 – 30 Apr 2024)
5. Name of the scientic personnel hired with this funding (e.g.: PhD student, technician,…)
6. Main research objective(s), as stated in the original grant application (max 5 lines).
7. Summary of results obtained by this project (max 3 pages):
* Main findings, secondary findings
* Unexpected findings, which may have shifted the focus of the originally outlined project
* Was any of the originally planned experiments not completed and why?
1. Any unexpected problems directly related to the project? (answer: Yes or Not)
2. If you answer Yes to the previous question, please describe (max 0.5 pages), e.g:

* delay in permission from ethical committee, delay of permission to perform animal experiments, delay in hiring personnel, sickness, change of position, relocation, etc.
* budget-neutral extension of project duration
* predictable changes requested in the allocation of the funding – e.g.: shift from consumables to funding scientific personnel.
1. Any other issues relevant for the conduct of the research project (max 5 lines).
2. Was other funding obtained based on the results of this project?
3. List all **abstracts** resulting from this project; clearly mention if **submitted**, **accepted** or **published**; attach the abstracts (PDF).
4. List of **manuscripts** based on the results of this project; clearly mention if **submitted**, **accepted** or **published**; attach the manuscripts (PDF).
5. If no manuscripts/abstracts are available, please provide an outlook concerning publications.
6. Date
7. Name and signature of the Principal Investigator