

## **FINAL NARRATIVE REPORT FORMAT**

This Final Narrative report format applies to the following:

**INDIVIDUAL GRANT**  
**PROGRAMMATIC MULTI-INVESTIGATOR PROJECT GRANT**  
**PILOT RESEARCH GRANT**

For all grant categories, a Final Narrative Report is required and shall be submitted to the New Jersey Commission on Brain Injury Research (NJCIBIR) office within 90 days of termination of the grant.

One (1) original, One (1) PDF, and Five (5) hard copies of the Final Narrative Report must be submitted and sent to the **New Jersey Commission on Brain Injury Research, P.O. Box 360, 369 S. Warren Street, 5<sup>th</sup> Fl, RM 502, Trenton, New Jersey 08625**. If you have questions related to the Final Narrative Report, please contact the NJCIBIR office at 609-633-6465 or by email at [NJCIBIR@doh.state.nj.us](mailto:NJCIBIR@doh.state.nj.us)

Please utilize the guidelines below in the preparation of your Final Narrative 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 the 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. Use language suitable for lay readers.

1. Original aims of the project.
2. Project successes.
3. Project challenges.
4. Implications for future research and/or clinical treatment
5. Plans to continue the research, including applications submitted to other sources for ongoing support. Explain how you have leveraged NJCIBIR funding to obtain additional federal or other support for brain injury research and list the appropriate funding organizations.
6. List and include a copy of all publications emerging from this research, including those used in preparation.
7. Financial summary.

### **PUBLICAITONS AND PRESENSTATIONS**

All papers, presentations, chapter, 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 NJCIBIR office.