**New Jersey Governor’s Council for Medical Research and Treatment of Autism**

**Year 1 Progress Report: NJACE**

Dear Grantee:

To maintain grant support, you must submit a Progress Report **by the date(s) indicated in Attachment C.** See the template and instructions, below. Timely submission allows the Autism Council sufficient time to assess your progress and approve or deny continued funding.

**Progress Report Guidelines:**

* Submit your Progress Report in SAGE **by the date(s) indicated in Attachment C** (or the next business day). Timely submission of the report is required.
* Provide clear and concise answers to the template questions (see below).
* Keep the written portion of the report within 2-5 pages (absolute maximum: 10 pages).
* Attach an updated copy of the project’s Objectives & Activities as an appendix.
* Attach all reports within the Progress Report Attachments section of SAGE.
* For instructions on how to use SAGE to submit a Progress Report and a request for a Grant Amendment, please contact SAGE Help Desk Monday through Friday, 9:00 AM – 4:00 PM; (609) 376-8508 or [njdoh.grants@doh.nj.gov](mailto:njdoh.grants@doh.nj.gov).

**Please utilize the following Progress Report template and fill in your information:**

**Year 1 Progress Report Template:**

1. **Grant information**

* Grant number and title:
* Principal Investigator:
* Grants Management Officer:
* Institution:
* Email address:
* Period covered by this report:
* Date of report:
* Amount of grant:

1. **Work Progress and Accomplishments**

* Major goals and objectives of the project with a timeline
* Progress for each of the goals/objectives (include preliminary data)
* Implications of the project results to date for future ASD research and treatment
* Activities planned for the next reporting period to accomplish the goals and objectives

**\*Any request for change in goals or objectives must be submitted as a grant amendment in SAGE,**

**to be approved by ORI and NJGCA.**

1. **Provide your project IRB/IACUC approval number(s) and attach the approval document as an appendix.**
2. **Challenges**

* Challenges encountered or anticipated, and actions utilized to remediate those challenges
* Long term issues or concerns

1. **Objectives & Activities:** Attach an updated copy of the projects Objectives & Activities sheet as an appendix to your report.