

## National MS Society

### Progress and Final Report Guidelines

The National MS Society will want to learn from you about your progress on the activities supported by this fund.

Please plan to provide **a progress report at 6 months from initiation** and a **final report at the conclusion** of the funding period (1 year), and as detailed in the Grant Agreement.

Please include the below outline in the body of your progress and final reports.

**Please summarize the goals of the project funded by this grant:**

1. Project overview:

- Summary of the project's goals and objectives.
- Clear description of the tasks and responsibilities of the research team involved in this study

2. Progress achieved:

- Milestones achieved since the start of the project.
- Any deviations from the original project plan and the reasons for them.

3. Data and findings:

- Preliminary data collected, if applicable.
- Any unexpected or significant findings.

4. Challenges and solutions:

- Identification and explanation of challenges faced during the project.
- Strategies implemented to overcome these challenges.

5. Budget utilization:

- Breakdown of how the grant funds have been utilized.
- Any budget modifications and justifications.

6. Community engagement (If applicable)

- Description of community involvement and engagement activities.
- Feedback received from the community.

7. Next steps for continuing studies:

- Plans for the remainder of the project.
- Any adjustments to the project timeline, protocol or objectives.

8. Final steps:

- List of publications, presentations, and other dissemination activities resulting from the research.
- Comparison of actual expenditures to proposed budget.

Additional required information:

1. Please provide a detailed financial statement related to the funding provided by this grant for this funding period. If your actual expenses were significantly different (by 20% or more) than those anticipated in any category, please provide an explanation.
2. Copies of any publicity or press coverage about the project from the funding period; and
3. Any supplementary material you believe might interest the NMS society.
4. For multi-year projects, to request renewal of funding for the second year, you must submit a letter requesting an extension along with your annual progress report. The decision to extend funding will be based on the progress demonstrated in your report.