

## **National MS Society**

### **Progress and Final Report Guidelines**

The National MS Society will want to learn from you about your progress in the activities supported by this fund. Please provide a progress report every six months until the conclusion of the funding period, as detailed in the Grant Agreement. A final report is due only at the end of the full funding period.

Please include the outline below 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

- Description of community involvement and engagement activities (e.g., holding MS information talks in your institution; organizing open days for the MS community; hosting educational sessions for healthcare professionals; conducting MS awareness activities).
- Engaging the MS community in the research (e.g. Feedback received from the community, surveying, community research events etc)

## 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 of the project from the funding period.
3. Any supplementary material you believe might interest the MS 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.