

## ASFO GRANT RECIPIENT ANNUAL ACCOUNTABILITY REPORT WRITING GUIDELINES

As the recipient of a (year) ASFO (*type*) Grant, you are required to submit an annual progress report.

The Following are a few items you should address in your report.

- Progress Reports should be brief; one page will be sufficient

If your research/project has not been completed:

- Please identify your progress report as an "Interim" Progress Report.
- How far along is your research/project?
- If your initial proposal application included a timeline, are you as far along as you predicted?
- Please address any delays.

If your research/project has been completed:

- Please identify your progress report as a "Final" Progress Report.
- When did you complete the research/project?
- Were the funds used in full?
- Have your results been submitted as an abstract to the AAFS (has it been approved or presented)?
- Have you submitted an abstract to the ASFO Newsletter?
- Have your results been submitted as a manuscript to the *Journal of Forensic Sciences* or some other professional journal (has it been approved or published)?
- Your report does not need to include the detailed results; however, you may include a brief findings statement.

Please submit either an interim status report or a final report to the current ASFO Research Committee Chair by **December 31**