



PCFA Reporting Guidelines

These reports serve two purposes:

1. They are a formal requirement for individual accountability and compliance with the intended aims of PCFA's grant scheme.
2. They are an essential source of information for our publications: Prostate News, Annual Report and Research Program website.
 - We use lay summaries of your progress to update men living with prostate cancer, and their families, and our donors about outcomes of prostate cancer research.
 - We update the community at large about advances in prostate cancer research nationally via interviews and media releases.

Scientific Reporting Requirements

A scientific report should provide:

- Annual progress - please give details of progress referring separately to each aim and/or objective as stated in the original application.
- Details regarding any delays and the impact on the overall research progress.
- Any technical difficulties and an explanation of how you plan to overcome such difficulties.
- Electronic copy of any journal or media articles published during the award period

Financial Report Requirements

Financial reports are provided separately and must be an internally audited financial report from the Administering Institution against the approved Grant budget (i.e. financial reports must be certified and signed by a senior accountant at the Administering Institute). All expenditure reported should be in accordance with the budget requested in the application.

The financial report must include justification for funds unspent, to be carried over or returned. Carry-over of funds remaining up to 25% of the grant budget must be justified; funds remaining over 25% will automatically revert to PCFA.

***PCFA will suspend payment of further instalments until the scientific report, the financial report and, if applicable, a request to carry forward unspent funds have been submitted and assessed as satisfactory. Please advise us if you anticipate any reporting delays. Please also notify your administering institution's grant office and finance department of any delays to the submission of reports, so that they are aware of the reason for any outstanding invoices they may have sent on your behalf.**

Report Submission

Please submit the following documents to research@pcfa.org.au

- Scientific Report
- Financial Report
- Electronic copy of any journal or media articles published during the award period

Chief Investigator

Title	<input type="text"/>	First Name	<input type="text"/>	Surname	<input type="text"/>
Institution	<input type="text"/>				
Grant ID	<input type="text"/>	Date of Report	<input type="text"/>		

Project

Title of Project

Have you delivered any presentations at academic meetings or conferences? YES NO

Have you delivered any presentations at community meetings? YES NO

Have you participated in any peer review panels? YES NO

Have you participated in any advisory committees? YES NO

Is this study a clinical trial? YES NO

If yes, please indicate the clinical trial phase

How many prostate cancer patients have been recruited?

Please outline any delays or technical difficulties and how you overcame them *(character limit of 3000)*

Please provide a summary of the project *(character limit of 5000)*

Please provide a lay summary of the project *(character limit of 1000)*

- Please state clear outcomes and impact of the project in a language that is easily accessible to the general public.
- In the event that there is no lay alternative to a scientific term, please provide a clear definition of the term used.
- This information may be used in PCFA publications.

Publications

The following section is for documenting publications that have resulted directly from this work.

- Publications must be "In press" (i.e. definitely published) and any reviews should be clearly indicated as such.
- **Please include WOS (ISI) Journal Impact Factor (JIF) and Google Scholar Citation Indices.**
- Please follow PubMed conventions for all publications as in the following example:
 - Zhu RR, Gao YK, Xu LJ, Zhang QX. Genetic diversity of *Aquilegia* (Ranunculaceae) species and cultivars assessed by AFLPs. *Genet Mol Res.* 2011 May;10(2):817-27. PubMed PMID: 21574138.
- PubMed conventions for the abbreviation of journal names should also be used.
- List "in press" (i.e. definitely published) publications, that are directly related to this PCFA grant.
- **Please state if the paper included an acknowledgement of PCFA support.** (*character limit of 5000*)

List any presentations at National Conferences. (*character limit of 1500*)

List any presentations at International Conferences. (*character limit of 1500*)

List any patents registered as a result of your work on this grant. (*character limit of 1500*)

List any recent awards, including leveraged funding, obtained in the last 12 months that relate directly to this PCFA funded research. *(character limit of 1500)*

Please list any academic promotions you have achieved in the last 12 months. *(character limit of 1500)*

Are you the leader of your group? YES NO

If yes, please answer the following questions:

How many full-time researchers or support staff do you employ? Please breakdown the number of employees at each level.

How many part-time researchers or support staff do you employ? Please breakdown the number of employees at each level.

How many PhD students work in your lab?

How many Honours students work in your lab?

Please submit completed report to research@pcfa.org.au