

A year-end report is requested to evaluate the outcome of research studies supported by the GLAS program. Please email your report submission using the MS Word template “Year-End Report Form” by June 30 to the GLAS grant administrator at glas@aalas.org. The reports will be submitted for review to members of the AALAS Scientific Advisory Committee.

Your year-end report should be printable on white 8.5” x 11” paper with single-spaced text using a 12 point or larger font (e.g., Times New Roman), with the margins set at one inch all around, and it must contain the following:

1. The completed Year-End Report cover sheet (page 1)
2. The Year-End Report details, which include the following components (pages 2–8)
 - a. Abstract (300 words maximum) that follows the structure below:
 - Study objectives
 - Scope and relevance
 - Experimental design and methods
 - Results and conclusions
 - Key words
 - b. A complete and detailed narrative of the study, including:
 - All progress made, problems encountered, resolution to those problems, as well as a projection of future work identified by the project results.
 - A resolution of anticipated problems or concerns.
 - Any relevant photographs, charts or other documentation that help demonstrate the study’s status.
 - Possible publications, models, new methods or technologies, workshops, presentations
 - Study result applications; e. g., as support for other grant applications or research, as part of a regulatory agency submission, or as a means to influence an institutional policy and practice.
 - The impact of the study results on the laboratory animal field.
 - Attach additional sheets as necessary for supporting documentation.
 - c. Summary of budget expenditures
 - For any expense category that changed more than 20% from the budget submitted in your application, describe the change and provide an explanation.

