

Progress Report Information

All James S. McDonnell Foundation programs require progress reports to be submitted throughout their lifecycle. However, not all award types have the same submission requirements.

Submission Schedules

All JSMF award programs require final reports be submitted within 45 days of the grant's closing date.

Report schedules vary by program. Reporting schedules can be found by logging into the JSMF Grants Management System: <https://jsmf.smartsimple.com/>

Types of Reports

Annual/Biennial/Mid-Term Progress Reports

The progress report should include:

- A brief description of the scientific findings. Please minimize the use of technical jargon.
- A bibliography listing papers in press or published attributable to JSMF funding. Manuscript copies and/or reprints should not be attached.

Final Reports

- The progress report should include:
- A brief description of the scientific findings. Please minimize the use of technical jargon.
- Presentations resulting from research supported by the grant.
- Awards or honors received by the Researcher.
- The title, amount, duration, and funding agency of any successful grants attributable to the research.
- Refereed publications.
- We also appreciate feedback on such issues as the appropriateness of the amount and duration of support, and responsiveness of the Foundation to grantee.

Submitting Progress Reports

Progress reports must be submitted electronically. Do not mail paper copy.

Submit the PDF electronically here: <https://jsmf.smartsimple.com/>. You must have the JSMF grant number to upload the report.

Report Templates

All reporting templates available via the following .zip file: [Download](#)