

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE
NATIONAL INSTITUTES OF HEALTH
NATIONAL INSTITUTE OF BIOMEDICAL IMAGING AND BIOENGINEERING
(NIBIB)**

**INSTRUCTIONS AND FORMAT FOR PREPARING
THE ANNUAL PROGRESS REPORT
FOR NIBIB P41 CENTERS**

January 2013

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GENERAL INSTRUCTIONS

An Annual Progress Report for an NIBIB P41 grant uses the PHS 2590 form (<http://grants2.nih.gov/grants/funding/2590/2590.htm>), and follows the general instructions **on when and where** to submit the progress report (<http://grants2.nih.gov/grants/funding/2590/phs2590.pdf>). The page limit in PHS 2590 does not apply to the P41 progress report. A centralized mailing address for submission can be found in the PHS 2590 instructions. The report is **DUE TWO MONTHS BEFORE** the start date of the next budget period. The reporting period is the award budget period specified on the “Notice of Grant Award.” Please note that a Scientific Advisory Board (SAB) annual review report and an action plan from the Principal Investigator (PI) in response to the SAB’s recommendations must be attached to the progress report. Therefore, the PI should plan the SAB annual meeting one to two months prior to submitting the progress report.

The PI is responsible for the accuracy and completeness of the report and **MUST SIGN THE COVER PAGE** of the Annual Progress Report. EACH page must contain the complete grant number (5-P41EBxxxxxx-xx) in the upper right-hand corner. The responses to each item should be numbered and furnished in the sequence and format shown in the following instructions. Pages are to be numbered in sequential order; all information should be typed. In addition, PIs may send the Annual Progress Report in electronic format directly to their program director. However, PIs are still responsible for following the submission guidelines above.

Part I. PROGRESS REPORT INSTRUCTIONS AND FORMS

Use the PHS 2590 instructions and form for your progress report **EXCEPT**:

- 1) Provide Biographical Sketches of only those investigators who were not in the original application, such as a new co-investigator and/or collaborators
- 2) Use **Continuation Page** in the PHS 2590 to provide information requested in Part II, as described below
- 3) Include up-to-date IACUC or IRB approvals and Human Subject Enrollment forms pertinent to the TR&D projects.

The individual fillable PHS2590 forms are available at <http://grants2.nih.gov/grants/funding/2590/2590.htm>.

Part II. PROGRESS REPORT

II A. Summary of Center Progress (not to exceed a total of 60 pages, excluding tables)

Write the summary of your Center’s progress in language readily understandable to a well-informed scientist who may not be a specialist in your field. Include an Introduction Section of no more than 3 pages with a brief description of the overall objectives of the Center and all the achievements for the year, referencing more detailed sub-sections in the actual body of the report that describe all the facts, including figures, graphs and charts.

Summarize progress made in each of the Technological Research and Development Projects. Discuss at least three Collaborative Research Projects and their fruitful interactions with the TR&D Projects. Outline the unique role of the Center as a national resource. Address any changes in the scientific or technological direction of the Center and their significance, as well as problems encountered or anticipated.

Provide a brief description of any **new** training and dissemination activities conducted during the reporting period and web-links if available. Describe and assess the outcome of the dissemination efforts as well as the impact of your Center on biomedical research and research training at your institution and on the broader community that the Center serves. Institutional benefits might include the organization of special courses and meetings, attraction of students, and faculty participation. Scientific community benefits might include software released, workshops organized, collaborations established, service performed, technology developed, and technology disseminated through patents, publications, peer-reviewed citations of center collaborations by non-center investigators, and personnel trained.

Equipment: If major equipment was purchased during the reporting period, describe the name, manufacturer and model of the equipment. If appropriate, describe other sources of funding and the usage of the equipment. Describe the administration, operation, and plans for maintenance of the equipment.

In addition, provide a Center Summary table as shown below. Information provided in the table should be broken down by unit: TR&D Projects, Collaborative Projects, Service, and Training and Dissemination. Under each unit heading, enter the appropriate numbers.

CENTER SUMMARY TABLE

Grant Number: P41EB

Reporting Period: (mm/dd/yyyy - mm/dd/yyyy)

	TR&D Projects	Collaborative Projects	Service	Training and Dissemination	Total
Number of Publications					
Number of Patents					
Number of Investigators					
% of Center Funds Allocated					100%
% of Center Funds for AIDS					
Service Fees Collected (\$)					

Please note that

- 1) **Number of Publications** should agree with the information provided in the listing of BOOKS/PAPERS/ABSTRACTS in section II F.

- 2) **Number of Investigators** is the total number of investigators who interacted with the Center during the reporting period. Do not count an investigator more than once.
- 3) **% of Center Funds Allocated** must add up to 100 percent. Prorate administrative and miscellaneous dollars to individual Center units.
- 4) **Service Fees Collected:** If fees were collected for service, report totals of all receipts here.

II B. Center Highlights

Provide what you consider to be the top three highlights of the Center that illustrate its value and effectiveness. The highlights can be selected from any of the Center components *i.e.* TR&D Projects, Collaborative Projects, Service, Training and Dissemination. Describe accomplishments in terms of their contributions to new knowledge and their significance to actual or potential improvements in health. Each highlight should be about one page long. An extended abstract format is suitable; include the title, investigators, an introduction, methods, results, implications, and discussion. Each highlight should be accompanied by a reference to a significant paper/patent/copyright published that year or accepted/submitted for publication.

II C. Scientific Advisory Board (SAB) Report and Response

A copy of the SAB annual review report must be included as part of the Annual Progress Report. The PI should plan to have their SAB annual review meeting one to two months prior to the submission of the progress report, and invite your NIBIB program director to attend the meeting. **The PI is also required to include an action plan in response to the SAB's recommendations as part of the Annual Progress Report.**

Provide the following information for each member of the SAB. Expand the table as needed:

Member's Name	Institution	Position at Institution	Area of Expertise

II D. Collaborative Research Projects Summary Table

Follow the format below to list ALL Collaborative Projects carried out in the Center during the reporting period. Expand the table and/or use different paper layout as necessary. **If there have been Collaborative Projects removed or added to the Center since the last reporting period, provide a brief justification on the changes made as well as an abstract for each new Collaborative Project.**

COLLABORATIVE PROJECTS

Grant Number: P41EB

Reporting Period: (mm/dd/yyyy - mm/dd/yyyy)

Project Title	PI name	Affiliation	Grant number	Contact Info

II E. Service

Provide a brief description of any **new** services provided to the scientific communities during the reporting period. List investigators in the user summary table below who are new to the Center and used the Center's services during the reporting period. Expand the table as needed.

Last Name, First, MI	Non-Host Institution	State or Country

II F. Books, Papers and Abstracts

Following the format below, list all publications (including press releases) that resulted from the support and/or use of the Center's resources during the report period. Expand the table as needed. Do not include publications resulting from work not related to this grant and/or actual use of the Center's resources. List separately books, papers and abstracts. Group all published reports together arranged alphabetically by author. Then, group all "in press" articles in the same order. Significant reprints and description of significant patents or copyrights can be attached to the progress report.

List Author(s), Title of Article, Journal, Volume, Number, Pages, Year Published, and asterisk for those that specifically acknowledged the contribution of the center. **All publications should be NIH Public Access Policy Compliant.** Acceptable indicators of compliance include PMCID, NIHMSID, "PMC Journal – In Process," "Not Peer-reviewed." Additional information and useful links can be found at NIH Public Access Policy Website: <http://publicaccess.nih.gov>.

BOOKS/PAPERS/ABSTRACTS FOR EACH P41 CENTER UNIT

Grant Number: P41EB

Reporting Period: (mm/dd/yyyy - mm/dd/yyyy)

TR&D Project	Books	Papers	Abstracts
Number Published			
Number in Press			
Number in Submission/Review?			

Books (list):

Papers (list):

Abstracts (list):

Collaborative Projects	Books	Papers	Abstracts
Number Published			
Number in Press			
Number in Submission/Review?			

Books (list):

Papers (list):

Abstracts (list):

Service Projects	Books	Papers	Abstracts
Number Published			
Number in Press			
Number in Submission/Review?			

Books (list):

Papers (list):

Abstracts (list):

SUGGESTIONS OR CRITICISMS

Please provide suggestions, comments, and constructive criticism that you believe would increase the efficiency and effectiveness of the resource and/or the NIBIB P41 Program.

Suggestions aimed at improving program or grant administration, overcoming inherent program limitations, addressing neglected program opportunities, and identifying additions or alternatives to the program's goals are invited.

APPENDIX - NIBIB P41 Annual Progress Report Completing Checklist

The completed Annual Progress Report should contain all of the elements listed below, in the order shown.

_____ Cover Pages (from PHS 2590 Pages 1-7)

Use PHS 2590 *Continuation Pages* for the following:

_____ Summary of Center Progress

_____ Center Summary Table

_____ Center Highlights

_____ SAB Report (generated from SAB Annual Review Meeting)

_____ PI's action plan to the report

_____ SAB membership table

_____ Collaborative Research Projects Summary Table

_____ Service (narrative)

_____ User Summary Table

_____ Books, Papers, and Abstracts (Tables and Lists)

_____ Suggestions or Criticisms (narrative)

_____ Significant Reprints and Description of Significant Patents or Copyrights