

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 THROUGH  
RESEARCH PERFORMANCE PROGRESS REPORT  
(RPPR)**

June 2014

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## **GENERAL INSTRUCTIONS for P41 ANNUAL PROGRESS REPORT**

Beginning October 17, 2014, all P41 annual reports should be submitted through Research Performance Progress Report (RPPR). Instruction to prepare RPPR can be found in [http://grants.nih.gov/grants/RPPR/rppr\\_instruction\\_guide.pdf](http://grants.nih.gov/grants/RPPR/rppr_instruction_guide.pdf).

The report is **due the first of the month preceding the month in which the budget period ends**. For example, if the award ends on 6/30/2014, the progress report is due May 1, 2014. 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.

In addition to submitting the RPPR through the eRA Commons, PIs may send the Annual Progress Report in electronic format directly to their program director.

\*\*\* It is strongly advised that PI first prepare the progress report according to instruction in Part II and save the report as one pdf file.

Please note that these instructions do not supersede the RPPR instructions (link above). The PI should contact his/her Sponsored Program Office or the Program Officer to help decipher what to include for the scientific portion of the progress report.

### **PART I RPPR SECTIONS (each text box cannot take more than 8000 Characters)**

\*\* In addition to answering all relevant sections, please follow the steps below.

#### **B.1 WHAT ARE THE MAJOR GOALS OF THE PROJECT?**

- Copy and paste the Introduction Section of the Progress Report.

#### **B.2 WHAT WAS ACCOMPLISHED UNDER THESE GOALS?**

- Upload the Progress Report prepared according to Part II. The size of the file cannot exceed 6 MB.

#### **B.5 HOW HAVE THE RESULTS BEEN DISSMINATED TO COMMUNITIES**

- Copy and paste the Training and Dissemination section of the Progress Report.

#### **C.1 PUBLICATIONS**

- List of publication will be automatically generated from myNCBI.

**NOTE to NON-COMPLIANT ITEM:** any indication of ‘non-compliant’ on the list will delay the release of the award until the issue is resolved. To clear the public access compliance issue, PI should submit an updated pdf file of myNCBI to Program Staff and Grants Management Specialists, following the instruction [http://www.nlm.nih.gov/pubs/techbull/nd12/nd12\\_myncbi\\_pdf.html](http://www.nlm.nih.gov/pubs/techbull/nd12/nd12_myncbi_pdf.html).

## C.2 WEBSITE(S) OR OTHER INTERNET SITE(S)

- Include the most updated addresses to the Center website and other relevant databases associated with the Center

## E.2 (About) INFRASTRUCTURE

- Copy and paste the Equipment section of the Progress Report

## G.9 FOREIGN COMPONENT (IMPORTANT) \*\*\*\*\*

- Include a table of ALL Foreign Collaborative Projects ongoing or established on or after June 10 of 2013 that were not previously reported.
- Include a table of ALL Foreign Service Projects that have co-authored publications with the Center personnel on or after June 10 of 2013 that were not previously reported.

\*\* Foreign travel for consultation is NOT considered a foreign component.

\*\* Information required for the table(s):

Foreign Institution/ location	Investigator	Animal Subjects (Y/N)	Human Subjects (Y/N)	Extensive foreign travel (Y/N)	Substantial monetary commitment > \$25K (Y/N)

## PART II PROGRESS REPORT TEMPLATE

### II A. Summary of Center Progress (not to exceed a total of 60 pages, excluding tables and 6MB in size)

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

### BOOKS/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):

Abstracts (list):

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

Books (list):

Abstracts (list):

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

Books (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.