

New York State
Department of Health
Extramural Grants Administration

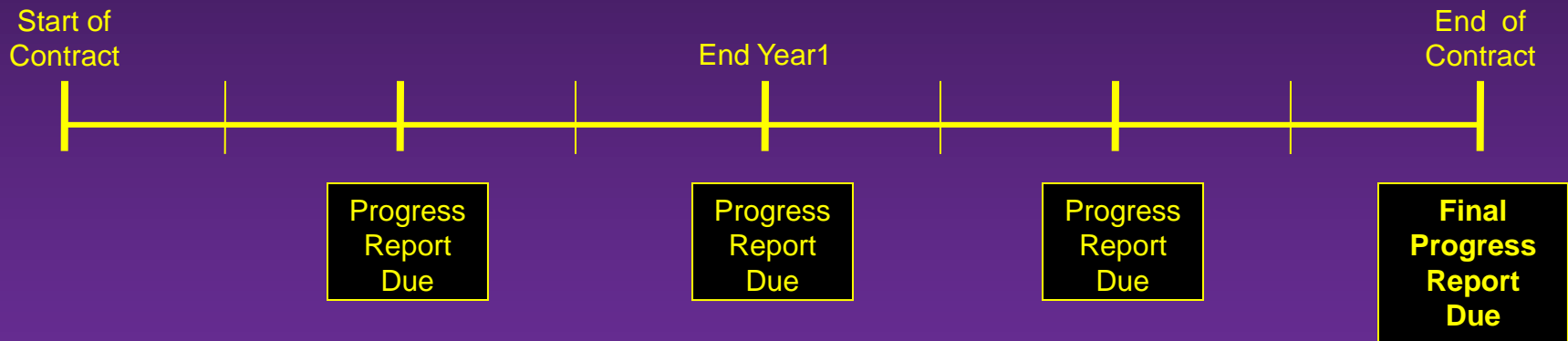
Contractor Training
Progress Reports

Progress Report Forms

- Section 1 Progress Report
- Section 2 Lay Abstract
- Section 3 Scientific Progress
- Section 4 Personnel Effort
- Section 5 Other Support
- Section 6 Publications

Progress Report Timeline

Example: 2 Year Contract Timeline



Progress Report Requirements

- **Periodic** Progress Report due no later than 30 days after quarter end or per contract
- **Final** Progress Report due no later than 60 days after contract end, or per contract specifications
- Must be submitted electronically
- Must be submitted on currently approved forms
- Publications must be submitted as PDF files

Common Progress Report Mistakes

- Insufficient detail provided in Progress Abstract and/or Scientific Progress areas
- Personnel Effort changes not explained
- Other Support incomplete or incorrect
- DOH Programs not acknowledged in publications as research funding source

Why It Matters

- Vouchers cannot be paid if Progress Reports are overdue, incorrect or incomplete
- Continued funding depends on verifiable progress of each program; publications go to Governor, legislature, general public

Current Scientific Progress Report Form

NYS Department of Health
Wadsworth Center
Extramural Grants Administration
Scientific Research Progress Report Form

New York State Stem Cell Science Program (nystemgrants@wadsworth.org)
Investigator Initiated Research Projects (IIRP)
Innovative, Developmental or Exploratory Activities (IDEA)

Breast Cancer Research and Education Program (hrrsb@wadsworth.org)
Rowley Research Projects

Contractors must submit progress reports electronically in MS Word to the appropriate e-mail address above. Please enter the contract number in the subject line of the e-mail. The complete six-part "Progress Report Form" should be submitted. Indicate "Nothing to Report" on any form where appropriate.

June 2013

**Revised
June 2013**

Section 1

Progress Report

Include:

- Name of PI & grant or contract official
- Name of Institution
- Program Type: HRSB or NYSTEM
- Contract Number
- Report Number or Final Report
- Contract period start and end date
- Reporting period start and end date

Section 1- Form

NYS Department of Health – Wadsworth Center – Extramural Grants Administration

Scientific Research Progress Report

The Principal Investigator is responsible for providing a well-organized and comprehensive report that includes the activities and progress of all collaborators, subcontractors, consultants and subprojects. Consecutively number all pages of this report, using additional pages as necessary. If there is nothing to report in a section during the reporting period, state "Nothing to Report."

Section 1 – Cover Page: Complete the information requested. For contracts with subprojects, please include required information for each subproject; ensure each subproject is identified.

Source of funds:

Check One Breast Cancer Research NYS Stem Cell Research
hrsb@wadsworth.org nystemgrants@wadsworth.org

Award type:

Check One Rowley Research Projects
 IDEA IIRP

CONTRACT # _____ CONTRACT START DATE & END DATE ____ - ____

SEMI-ANNUAL PROGRESS REPORT OR FINAL REPORT

REPORTING PERIOD ____ to ____ DATE OF SUBMISSION ____

PROJECT TITLE: _____

PRINCIPAL INVESTIGATOR: _____

INSTITUTION: _____ ADDRESS: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____ WEBSITE: _____

CONTRACTS AND GRANTS OFFICIAL

NAME/TITLE: _____ TELEPHONE: _____

ADDRESS: _____ FAX: _____

E-MAIL: _____

ASSURANCES: By submission of this document the Principal Investigator and the submitting organization certify that the statements in this report are true, complete and accurate to the best of their knowledge.

NOTE: SIGNATURES NOT REQUIRED

Section 2

Lay Abstract

- Summary of progress for reporting period or entire project-keep under 300 words
- Use “lay language”
- Not a “Copy and Paste” of previous Abstract
- Progress Abstract information used for Annual Reports and other program publications

Section 2- Detail

NYS Department of Health – Wadsworth Center – Extramural Grants Administration

Scientific Research Progress Report

Section 2 – Lay Abstract:

Using lay language, briefly summarize the progress toward completion of the specific aims that has been made since the beginning of the contract. This text will be made public to demonstrate the success of the program; do not include confidential information. Using copies of previously submitted abstracts, including the one from the application, is not acceptable. Please be sure to define abbreviations. **DO NOT EXCEED 300 WORDS.** Use this format: Introduction/Background; Progress Toward Specific Aims; Future Directions; and Impact.

Section 3

Scientific Progress

- State **each** aim and provide detailed account of progress on each during report period – **include data**
- Modification, deletion or addition to research aims must be justified/explained
- Briefly describe activities planned for next period
- Describe and explain the implications of significant problems and describe planned solutions/adjustments

Section 3- Detail

NYS Department of Health – Wadsworth Center – Extramural Grants Administration

Scientific Research Progress Report

Section 3 – Progress:

Include a statement of each aim, followed by a detailed account of progress made toward its accomplishment during the reporting period. Include data to support findings. Include a discussion of stated aims not yet addressed. Briefly describe activities planned for the next reporting period. Describe any significant problems encountered that jeopardize the successful completion of the aims. Explain the implications of the problems encountered and the anticipated/planned solutions and/or adjustments. **The PI is reminded that prior approval is required whenever there are significant changes in the project or its direction.** If applicable, explain:

- The reason for eliminating or changing an original aim (or milestone)
- The relevance of any proposed modified or new specific aim(s) to the project's mission and research priorities
- Progress toward achievement of new or modified aims that were previously approved.

Section 4

Personnel Effort

- List all personnel funded by award, including support staff
- Complete each column
- Pre-approval by EGA is required for change to key personnel
- PIs must maintain minimum Percent Effort as indicated in the RFA

Section 4- Detail

NYS Department of Health – Wadsworth Center – Extramural Grants Administration

Scientific Research Progress Report

Section 4 – Personnel Effort:

List all personnel devoting effort to the project, including support personnel. Indicate the percentage of effort for all personnel as most recently reported. **Approval is required prior to any changes to key personnel.** Describe any changes in role. Indicate date of change. The principal investigator must maintain at least the minimum percentage of effort indicated in the RFA.

NAME	% OF EFFORT LAST REPORTED	CURRENT % OF EFFORT	KEY or SUPPORT PERSONNEL	FUNDED or NOT FUNDED BY THIS AWARD	DESCRIBE ROLE OR NEW ROLE	DATE OF CHANGE

PI must maintain minimum % Effort required by RFA at all times

Section 5

Other Support

- Complete this section for all key personnel
- Use reporting format requested on page –
- **Note Changes**
- Use extra pages as needed
- Total Percent Effort can not exceed 100% from all active sources for any individual

Section 5- Other Support

NYS Department of Health – Wadsworth Center – Extramural Grants Administration

Scientific Research Progress Report

Section 5 – Other Support:

Repeating the format shown below, provide current information on all active and pending sources of support for the PI, Co-PI(s) and all key personnel listed in Section 4 of this report. *The PI and the contracting organization are responsible for notifying NYS administrative staff of any changes in funding overlap information throughout the contract term.*

If the individual listed has no active or pending support other than the funding provided by the contract that is the subject of this progress report, type an "X" in the box and go on to the next person. For each entry of other support, provide a project title. Type an "X" in the box to indicate whether the support is active or pending. Provide a brief description of the project. List the name of the PI awarded funding for the project. Provide the name of the funding agency, the assigned grant/contract number, and the period of support for the project. Provide the percent of effort the individual devotes to this project. Type an "X" in the box to indicate whether the project involves stem cell research. If 'Yes,' list the specific aims of the project and explain the distinction between the project and the NYS-funded contract that is the subject of this progress report. Type an "X" in the box to indicate whether the project includes any scientific or budgetary overlap with the contract that is the subject of this progress report. If 'Yes,' provide the intended resolution if the project is funded. Type an "X" in the box to indicate whether data from the contract that is the subject of this progress report contributed to the application for this project.

NAME OF KEY PERSONNEL: _____

Check here if this person has no other source of Active or Pending support: _____

TITLE OF PROJECT: _____

Check here to indicate whether this support is Active or Pending: ___ ACTIVE ___ PENDING

BRIEF PROJECT DESCRIPTION:

NAME OF PROJECT PI: _____

FUNDING AGENCY: _____

AWARD # (e.g., NIH 5R01GM000000-01): _____

PERIOD OF SUPPORT (Start and End Dates): _____ - _____

PROFESSIONAL EFFORT: ___%

THIS PROJECT INVOLVES STEM CELL RESEARCH: _____ YES _____ NO

*For any "Yes" answer, list the specific aims of the project and explain the distinction between the project and this NYS-funded contract.

THIS PROJECT OVERLAPS A RESEARCH AIM OR A BUDGETARY ITEM IN THE NYS-FUNDED

CONTRACT: _____ YES _____ NO

**For any "Yes" answer, provide the intended resolution if the project is funded.

THE NYS-FUNDED CONTRACT CONTRIBUTED TO THIS REQUEST FOR OTHER

SUPPORT: _____ YES _____ NO

Section 5- Other Support Detail

NAME OF KEY PERSONNEL: _____

Check here if this person has no other source of Active or Pending support: _____

TITLE OF PROJECT: _____

Check here to indicate whether this support is Active or Pending: ___ ACTIVE ___ PENDING

BRIEF PROJECT DESCRIPTION:

NAME OF PROJECT PI: _____

FUNDING AGENCY: _____

AWARD # (e.g., NIH 5R01GM000000-01): _____

PERIOD OF SUPPORT (Start and End Dates): _____ - _____

PROFESSIONAL EFFORT: ___%

THIS PROJECT INVOLVES STEM CELL RESEARCH: _____ YES _____ NO

*For any "Yes" answer, list the specific aims of the project and explain the distinction between the project and this NYS-funded contract.

THIS PROJECT OVERLAPS A RESEARCH AIM OR A BUDGETARY ITEM IN THE NYS-FUNDED CONTRACT: _____ YES _____ NO

**For any "Yes" answer, provide the intended resolution if the project is funded.

THE NYS-FUNDED CONTRACT CONTRIBUTED TO THIS REQUEST FOR OTHER SUPPORT: _____ YES _____ NO

For all Key Personnel-Repeat format for all funding sources

Section 6

Publications

- Include only items published during report period
- Include PDF attachments with Progress Report
- Publications information used for Annual Reports and other program publications
- Publications must acknowledge DOH Program funding support

Section 6- Publications Detail

NYS Department of Health – Wadsworth Center – Extramural Grants Administration

Scientific Research Progress Report

Section 6 – Publications:

Research results must be disseminated and made easily available to the research community and the lay public in compliance with the terms of the contract. Using the formats shown below, provide a complete citation for each manuscript **published during the reporting period**. Indicate whether NYSTEM or HRSB funding contributed to the publication. If yes, attach a portable document format (PDF) file, including all items in press or published (do not include those “in preparation” or “submitted”). Also indicate whether NYSTEM or HRSB funding is acknowledged in the publication.

JOURNAL ARTICLES

Mouse M, Duck D, Fudd E, LePew P. “Effect of Combining Disney and Looney Tunes Characters.” Nature. 2009; 45(3):318-324.

CHAPTERS

Ella C and Charming P. “The Biomechanics of Glass Slippers.” Chapter: Deciphering Magical Phenomenon: A Multidisciplinary Perspective, pp. 10-18. New York, New York, 2009.

MEETING ABSTRACTS

Staph B and Coli E. “The Journey of a Germ.” Meeting abstract, 3rd Annual Meeting of the Society for the War Against Disease. Washington, D.C., November 15-19, 2008.

OTHER PRESENTATIONS

Astro N. “Expanding the Frontiers of Space.” Presentation, Smithsonian Institute, Air and Space Museum. Washington, D.C., February 20, 2009.

Publication Type	Citation	NYSTEM or HRSB Funding	
		Contributed (yes/no) if yes, attach PDF file	Acknowledged (yes/no)
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
		Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

Deleted Progress Report Sections

- Intellectual Property
- Other Products of the Project
- Training and Professional Development

*Report any activity in these areas as part of
Section 3 – Scientific Progress*

NYS Department of Health Extramural Grants Administration

Contact us at:

hrsb@wadsworth.org

nystemgrants@wadsworth.org