NCRR BTRR Annual Progress Report Instructions
6/25/2007

INTRODUCTION

NCRR provides an electronic system for submission of information detailing the annual progress for Biomedical Technology Research Resources (BTRRs). Two modes for submitting the annual progress report (APR) are available: a web-based manual entry option or a standard XML format for system-to-system transfer. Both formats utilize the NCRR APR website for submission. The site can be found at: http://aprsis.ncrr.nih.gov. Username and password can be obtained from ncrraprsis@mail.nih.gov. Problems in using the web site or filing XML files should be reported via the technical support email at ncrraprsis@mail.nih.gov.

The NCRR report system will format the submitted information into a readable progress report immediately after submission. A copy of this APR should be printed and included in the progress report section of the non competitive renewal application (PHS Form 2590) for the BTRR grant. This form should be submitted through the usual process of paper submission (http://grants.nih.gov/grants/funding/2590/phs2590.pdf).   For non competing continuation of your award, both the PHS2590 and the BTRR APR are due each year 60 days BEFORE the budget period ends. In a competing renewal year, only the BTRR APR must be submitted via the NCRR APR website http://aprsis.ncrr.nih.gov. (The PHS 2590 is not required for a competing renewal).

DESCRIPTION OF THE BTRR APR STRUCTURE

Details of how to prepare each section of the APR is provided below. Here, we provide an overview of the structure of the APR. The BTRR APR has 16 sections, the first 9 of which are used in developing statistics for a large number of internal and external reports that NCRR must prepare. The first 9 sections begin with the cover page and conclude with three components of investigator support. Whether you use the web interface to submit, or retrieve an xml file from your previous year's submission, you will find that the fields in these areas have been populated with data submitted in your previous report, if you submitted one (new investigators will find fewer entries here), or are automatically partially populated by reference to NIH databases for PHS grant support and publications. You will need to make additions and deletions to these entries as appropriate (either via the Web interface or using an xml editor if you are submitting system-to-system). *Some of the publications and grants listed will be for research activities by users of your center that were carried out completely independently from your P41 Center; these should be deleted.*

The next three sections of the web APR are summary statistics derived from the previous sections and require *no entries*.

The last four sections of the report are Research Progress, Research Highlights, Administrative Information, and Advisory Committee, and must be provided as PDF or Word document attachments. This will permit you to include graphics, photographs, and equations, and will no longer require that you separately submit graphical materials. These can be uploaded either via the web interface or along with the xml, embedded in a zip file.

APR SUBMISSION PROCESS

xml Submission:
The xml schema and types files are located on the APR home page (http://aprsis.ncrr.nih.gov) along with detailed instructions on how to submit http://aprsis.ncrr.nih.gov/xml/BTRR_xml_APR.pdf. You can easily generate an xml file of your previous year report by clicking on "retrieve xml" and edit that with an xml editor. The xml and pdf files can be encapsulated in a zip file and uploaded together. After an iterative process of submission, error validation and editing, you may upload the zip file.

Log into the WebAPR editing environment to review and edit the information that was placed in your report via the XML submission process.

A DRAFT copy of the APR can be printed for your review if desired. When you are satisfied that the report is complete and accurate, you will need to submit a final time and then select the "DONE" button. After clicking the "DONE" button, the data are locked and transferred to NCRR.

Print a report marked "FINAL" and combine it with the hardcopy of the last 4 sections (the 4 attachments) of the report that were prepared separately (Progress, Highlights, Admin Info, and Advisory Committee Members). Include this complete report in the Progress section of your PHS2590 non competing continuation form. Be sure to include a copy of all required additional materials, e.g., IRB approval memos, Human Subject Education certificates, and Vertebrate Animal Research IACUC approval memos.

Web Interface Process:
Go to the NCRR web APR site (http://aprsis.ncrr.nih.gov) and select your grant.

Update information for this reporting period in the first 9 categories, Cover Page…Federal PHS Funding, and upload documents (either Word or PDF) in the last 4 categories.

When you have completed the entries click "Submit APR". Some entry errors will be caught at this point and you will be asked to fix them. A DRAFT copy of the APR can be printed for your review if desired. After fixing errors that may exist, click "DONE" to indicate you are finished.

Print a report marked "FINAL" and combine it with the hardcopy of the last 4 sections (the 4 attachments) of the report that were prepared separately (Progress, Highlights, Administrative Information, and Advisory Committee Report). Include this complete report in the Progress section of your PHS2590 non competing continuation form. Be sure to include a copy of all required additional materials, e.g., IRB approval memos, Human Subject Education certificates, and Vertebrate Animal Research IACUC approval memos.

ATTACHMENTS

Following are descriptions of the 4 attachments that can be provided in either PDF or Word document format. Tables, charts, diagrams, and other non-text material may be included. These attachments can be uploaded either via the web interface or via xml upload within a zip file that also contains the corresponding xml file.

Research Highlights

Summarize at least three research highlights from your BTRR within the current reporting period that illustrate the value and impact of the Resource. Describe accomplishments in terms of their contributions to new knowledge and their significance to actual or potential improvements of health.

These highlights serve many purposes. They are used to illustrate research accomplishments to administrative and Congressional officials during budget formulation. They also may be the basis for press releases and as examples of the kinds of research supported, or specific problems being addressed.

Each highlight should be written for the informed layperson rather than a scientific audience. Include all of the elements of a good report: who, what, when, where, and why. The structure should include the following elements: Title, Narrative Text, SPID(s), and relevant publications.

Make sure to include the reporting period, grant number, and the name of the Resource (e.g., 09/01/2003 - 08/31/2004 P41 RR 000954 A Resource for Biomedical Mass Spectrometry at Washington University).

Progress Report

The summary of research progress should be written in language readily understandable to a well-informed scientist who may not be a specialist in your field. Include a general description of Resource operation and information on the progress of each Technical R&D project as well as progress in major collaborative or service projects. Address any changes in BTRR direction, the significance of the changes, and problems encountered or anticipated. Describe the impact of the BTRR on biomedical research and research training at the institution and on the community (both local and national) that the Resource serves. Include the url to your BTRR website, the number and description of workshops, and any other measurable results of the last year.

Make sure to include the reporting period, grant number, and the name of the Resource (e.g., 09/01/2004 - 08/31/2005 P41 RR 000954 A Resource for Biomedical Mass Spectrometry at Washington University).

External Advisory Committee Report

Include a list of Advisory Committee members, the date of the external committee review, and the complete text of the committee's report. Describe the role of the Advisory Committee and any other external and/or internal groups that advise the Principal Investigator on the directions of research, priorities. If there were no meetings, explain why, and state what plans have been made to hold such meeting(s).

Make sure to include the reporting period, grant number, and the name of the Resource (e.g.., 09/01/2003 - 08/31/2004 P41 RR 000954 A Resource for Biomedical Mass Spectrometry at Washington University).

Administrative Information
Administration
Describe the administration structure of the BTRR

Allocation of Resource Access
Briefly describe the methods employed to allocate access to the resources supported by this grant. The number of Resource Access Requests, Approvals and Denials during the reporting period must be collected and submitted as part of the report. Do not list names of the Investigators requesting access. The BTRR should keep a summary of access requests and their outcomes for reference if needed in the future.

Awards, Honors, and Special Recognitions
Provide a listing of major honors and special recognitions garnered in the current year. Only provide major awards given by prestigious organizations and professional societies. DO NOT list awards bestowed by your institution or "grant awards." Use the following formula to develop the information:

(1) the recipient's full name and credentials;

(2) the recipient's title or role (i.e. principal investigator, collaborator);

(3) the name of the BTRR and its location;

(4) the formal name of the organization that bestowed the special recognition;

(5) the exact name of the award; and

(6) one sentence that explains WHY the special recognition was given.

Dissemination
Describe activities undertaken to disseminate the technological developments of the resource. Also, describe ways by which the scientific community is made aware of the availability of the resource.

Patents, Licenses, Inventions, and Copyrights
List any patents, licenses, inventions, and copyrights granted to any investigators during the reporting period with dates when they were obtained. Be sure to report inventions in the iEdison system https://s-edison.info.nih.gov/iEdison/.

Training
Describe training activities conducted during the reporting period. Include dates and descriptions of workshops or other group training activities. Provide statistics, i.e., numbers trained and types of training received.

Make sure to include the reporting period, grant number, and the name of the Resource (e.g., 09/01/2003 - 08/31/2004 P41 RR 000954 A Resource for Biomedical Mass Spectrometry at Washington University).