



National Institutes of Health
National Institute of
Environmental Health Sciences
P. O. Box 12233
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Website: www.niehs.nih.gov

December 16, 2005

Dear Center Directors,

As we discussed at the recent Center Directors' and Administrators' meeting, NIEHS would like to streamline the progress reporting process for your Core Center. We are writing to clarify the content of your non-competing application for continuation that is needed for program staff to make an assessment of your Center's progress. We outline the information that is required by NIH, and provide some guidance regarding page limits and content. Your non-competing application is due on February 1, 2006.

In addition, we will be using some content of your non-competing application to update the information on the NIEHS Core Center Program web pages. Consequently, your Center **will not** complete the **electronic annual report** as you have done in the past. We are streamlining the process in order to reduce redundancies between the non-competing application and the electronic annual report.

If you have any questions or concerns about the content of this message please contact Dr. Les Reinlib (Reinlib@niehs.nih.gov).

Sincerely,

NIEHS Core Center Program Team

/s/

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Non-Competing Applications

The following is a general overview of the content to be addressed in the body of the non-competing application. The page limit refers to the narrative only and does not include the sections required by the PHS Form 398.

Due Date: February 1, 2006

Page Limits: 50 pages, plus tables

1. Center Executive Summary

In plain language, concisely describe the overall Core Center accomplishments in the most recent budget period. Please clearly state the scientific focus/foci of the center, progress made towards the stated goals and objectives, and plans or modifications of the Center for the next year. Within this section it is appropriate to discuss the purpose of the cores and how they contributed to the accomplishments of the overall Core Center. Please list grant support that resulted from Core Center involvement. You may wish to use Table A.2 that NIEHS provides for your convenience on <http://www.niehs.nih.gov/centers/appguide.htm>.

2. Highlights

Please describe in plain language the major highlights of the Center's accomplishments as they relate to advancing environmental health sciences research. Highlights should demonstrate effective leveraging of Core Center resources. Present evidence demonstrating collaboration among Center members to address a common environmental health issue (disease, exposure, pathway, etc.), exploration of new research directions or findings made possible through Center involvement, etc. Do not list and discuss individual laboratory accomplishments. When appropriate, highlights should discuss the potential impact of the research on public health. Include publications related to the highlight. Highlight categories are:

- a. Research
- b. Outreach and Education
- c. Administrative –you may include Administrative Core activities such as scientific workshops, brown bag lecture series, or other activities, that advanced the scientific goals of the Center

3. Facility Core Use

Provide a brief narrative on how each facility core is utilized by Center Members. You may also wish to use Table C (Facility Core Use) that NIEHS provides for your convenience on <http://www.niehs.nih.gov/centers/appguide.htm>.

4. Pilot Project Program

Provide a brief narrative on the pilot projects funded in the past Fiscal Year (FY) and the overall achievements and successes of the Pilot Project Program (grant funding and publications resulting from pilots, new investigators to Center, policy or public health impacts, etc). For all pilot projects funded in the past FY, please provide the following information:

- a. PI Name
- b. Project Title
- c. Amount awarded for pilot project
- d. Abstract

You may wish to use Tables E.1 and E.2 to capture this information as well as the outcomes of past pilot projects. NIEHS provides these tables for your convenience on <http://www.niehs.nih.gov/centers/appguide.htm>.

5. Membership

Describe any major changes in your membership or your criteria in selecting members for the Core Center. List current members at the time of submitting the Non-Competing Application for Continuation. You may wish to use Tables B.1 and B.2 that NIEHS provides for your convenience on <http://www.niehs.nih.gov/centers/appguide.htm>.

6. Publications

Provide one comprehensive list all publications resulting directly from Core Center support during the last FY. Center Member names should be bolded and Cores contributing to the publication should be indicated. This would include publications that directly utilized Facility core services and/or publications that resulted from collaborations fostered by Core Center activities. Please indicate whether the NIEHS grant number was cited in your publication. You may wish to use Tables D.1 or D.2 that NIEHS provides for your convenience on <http://www.niehs.nih.gov/centers/appguide.htm>.

7. Modifications or Changes to Core Center Structure

Describe any modifications to Center structure and/or goals made in the previous fiscal year or proposed for the current fiscal year. Please describe how these changes will enhance accomplishments, attract new members, increase facility core use, provide new, critical services, etc. Indicate where administrative changes or activities (workshops, retreats, etc) assist in achieving the goals of the Center. Budget issues, such as projected carry-over and its requested use, can be discussed in this section.