



DEPARTMENT OF HEALTH & HUMAN SERVICES

Date

PI
Institution
Department or School
Street or Box Number
City, State Zip code

Re: Grant number/PAC

Dear Principal Investigator:

I am looking forward to receiving your annual progress report. It will give me an opportunity to learn more about your accomplishments. As you may know, these required reports need to be submitted by the upcoming anniversary date of your award. We find these reports are very useful in enhancing communication between AREA awardees and NIH staff. Some of the important uses of these annual reports are listed below.

- As part of the scientific process, they encourage investigators to review and assess the progress of their research.
- As a stimulus for investigators to complete and publish research results, they support the annual accountability that is important to maintaining a productive scientific enterprise.
- As a mechanism of communicating, they keep NIH program staff informed of the grantee accomplishments.
- As a source of information about the status of research support by the AREA program, they provide invaluable up-to-date detail that is useful for the preparation of institute and congressional reports for program justifications.

The Annual Progress Report may be submitted on plain white paper, usually not to exceed two pages, and should include:

- title: AREA Annual Progress Report
- project period of report from last anniversary date
- the grant number (e.g., 1 R15 AG16192-01)
- the name of the principal investigator
- the grantee institution
- the title of the project
- a brief list of the specific aims, and
- a brief description of the progress on your research project during the past year, including positive as well as negative results. If technical problems were encountered, describe how your approach may have been modified. Indicate any manuscripts or publications that have resulted from the project and please identify the undergraduate students who participated in the research.

Please submit this required report to me by the anniversary date of your award by e-mail, fax, or regular mail. This report will become part of your official grant file.

Thank you for submitting this required report promptly.

NAME
TITLE
INSTITUTE
NIH
Bethesda, Maryland 20892-9205
Telephone Number
FAX Number
E-mail

cc: Business Official
Grants Management Officer

02/12/2001