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 THEANNUAL PROGRESS REPORT

FOR

NATIONAL CENTERS FOR BIOMEDICAL IMAGING AND BIOENGINEERING (NCBIB) – (P41 CENTERS)

THROUGH RESEARCH PERFORMANCE PROGRESS REPORT (RPPR)

November 2021

GENERAL INSTRUCTIONS

Beginning May 22, 2017, all P41 annual reports must be submitted through the Research Performance Progress Report (RPPR) system. Instruction to prepare RPPR can befound in *http://grants.nih.gov/grants/RPPR/rppr_instruction_guide.pdf*.

- **NIBIB P41 RPPR should follow the instruction for Single-Project RPPRs with Complicated Structure**. Specific information related to Single-Project with Complicated Structure RPPRs can be found under Section 7.6 of the RPPR Instruction Guide.

- 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 6/30/2021, the progress report is due May 1, 2021. The reporting period is the award budget period specified on the "Notice of Grant Award."

- 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 as one PDF file under **G.1** of **Overall** Component, except for the sunsetting year when it is optional. The PI therefore should plan the SABannual meeting one to two months prior to submitting the progress report.

Types of RPPR components required:

1. Overall: one Component
2. Admin Core: one Component
3. Project (for each TR&D): a total of three or more Project Components
4. Project (for all Collaborative Projects): one Project Component
5. Project (for all Service Projects): one Project Component
6. Training (for Training and Dissemination): one Training Component

Note on text box and PDF size limit:

1. Most text entry boxes have an 8,000 character limit (~3 pages).
2. Alternatively, a PDF file can be attached. PDF file uploads (attachments) do not have page limits but may not exceed 6 megabytes (6MB).

PART I Instructions for RPPR Sections of Individual Component

The Instructions for RPPR Sections A-H in chapter are applicable for all required RPPR components with the following modifications.

OVERALL (refer to 7.6.1 of the RPPR Instruction Guide)

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

Describe the overall objectives of the Center and all the achievements during the reporting year, referencing more detailed sub-sections in the actual body of the report that describe all the facts, including figures, graphs and chart

B.2 WHAT WAS ACCOMPLISHED UNDER THESE GOALS?

Attach a PDF of the Center's progress summary in language readily understandable to a well-informed scientist who may not be a specialized in your field. Summarize progress made in each of the Technological Research and Development (TR&D) Projects. Discuss at least three Collaborative Research Projects (CPs) 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. Center highlights and Center summary table should be included in this PDF file.

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 Projects, and Training and Dissemination. Describe accomplishments in terms of their contributions to new knowledge and their significance to actual or potential improvements in health. 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.

CENTER SUMMARY TABLE   Grant Number: P41EB
                                   Reporting Period: (mm/dd/yyyy - mm/dd/yyyy)

	TR&D Projects	Collaborative Projects	Service Projects	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 Investigators** is the total number of investigators who interacted with the Center during the reporting period. Do not count an investigator more than once.
2) **% of Center Funds Allocated** must add up to 100 percent. Prorate administrative andmiscellaneous dollars to individual Center units. **Service Fees Collected:** If fees were collected for service, report totals of all receiptshere.

ACCUMLATIVE SUMMARY TABLE   Grant Number: P41EB
                              Reporting Period: (Center start date – Present)

	TR&D Projects	Collaborative Projects	Service Projects	Training and Dissemination	Total
Number of Publications					
Number of Patents					

B.4 TRAINING

Click nothing to report or do not repeat what is reported in Training Component.

C.1 PUBLICATIONS

List of all publications that are associated with this award generated from myNCBI. Do not repeat this information in other RPPR Components.

E.2 Question about INFRASTRUCTURE

If a major equipment was purchased during the reporting period, describe the name, manufacturerand 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. Do not repeat the same information in other RPPR Components.

F.3 Question about changes HUMAN SUBJECTS, VERTEBRATE ANIMALS, BIOHAZARDS, and/or SELECT AGENTS

If applicable, list the RPPR components that have changes in any of these items. These changes can be the result of new TR&D activities, additional Collaborative or Service Projects (foreign and domestic) or training/dissemination activities. Describe these changes in more detail under the relevant RPPR component. Do not repeat the same information in other RPPR Components.

G.9 FOREIGN COMPONENT

If applicable, list all foreign components that were ongoing or established on or after June 10, 2013. Select the **Add/New** button to add the data to the table. Description for each foreign component should include (1) name of the PI (2) RPPR component (TR&D, CP, SP, or Training) and (3) list one or more qualifiers (listed below) and a brief description.

All foreign institutions with one or more of the following activities should be reported as foreign components, whether or not grant funds were expended.

> ➢ involvement of human subjects or research with live vertebrate animals;
> ➢ extensive foreign travel by grantee project staff to collect data, or conduct surveys or

     sampling activities; or
- ➢ any grantee activity that may have an impact on U.S. foreign policy.
- ➢ collaborations with investigators at a foreign site anticipated to result in co-authorship;
- ➢ use of facilities or instrumentation at a foreign site; or
- ➢ receipt of financial support or resources from a foreign entity.

Exception: Foreign travel for consultation does not meet the definition of foreign component.

ADMIN CORE

Finish RPPR Sections A-H according to Chapter 6 and Section 7.6.2 of RPPR Instruction Guide. Do no repeat the same information in other RPPR Components.

PROJECTS: TECHNOLGY RESARCH AND DEVELOPMENT (TR&D)

For each TR&D Project, finish RPPR Sections A-H according to Chapter 6 and Section 7.6.2 of RPPR Instruction Guide with the following modifications. Do no repeat the same information in otherRPPR Components.

B.2 WHAT WAS ACCOMPLISHED UNDER THESE GOALS?

Include a table (template below) at the end of the PDF file on accomplishment from this TR&D. Count all books/papers/abstracts that have co-authorship with Center personnel or acknowledged this P41 grant number.

TR&D Project	Books	Papers	Abstracts
Number Published			
Number in Press			
Number in Submission/Review?			

Books (list):
Abstracts (list):

F.3 Question about changes HUMAN SUBJECTS, VERTEBRATE ANIMALS, BIOHAZARDS, and/or SELECT AGENTS

If applicable, describe in more detail the changes relevant to this component. Do not repeat the same information in other RPPR Components.

PROJECT: COLLABORATIVE PROJECTS (CPs)

Finish RPPR Sections A-H according to Chapter 6 and Section 7.6.2 of RPPR Instruction Guide with the following modifications. Do not repeat the same information in other RPPR Components.

B.2 WHAT WAS ACCOMPLISHED UNDER THESE GOALS?

Include three tables at the end of the PDF file on accomplishment: (1) CPs,
(2) books/paper/abstracts from the CPs (3), and accumulative CPs since the start of
the Center.

(1) 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. List only the information highlighted in the
following table, labeling the NEW CPs in the current year with asterisks (*).

Project Title	PI name	Affiliation	Grant number	Contact Info

(2) Count all papers/abstracts that have co-authorship with Center personnel or
acknowledged this P41 grant number. List only the papers that were not included in C.1
of Overall component.

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

Books (list):
Papers (list):
Abstracts (list):

(3) Follow the format below to *list ALL Collaborative Projects* carried out in the Center
from the start of the Center through the reporting period, labeling those in reporting
period Past/Current). Expand the table and/or use different paper layout as necessary .

P/C	Last Name, First, MI	Non-Host Institution	State or Country	Funding Source

F.3 Question about changes HUMAN SUBJECTS, VERTEBRATE ANIMALS,
BIOHAZARDS, and/or SELECT AGENTS

If applicable, describe in more detail the changes relevant to this component. Do not repeat the
same information in other RPPR Components.

PROJECT: SERVICE PROJECTS (SPs)

Finish RPPR Sections A-H according to Chapter 6 and Section 7.6.2 of RPPR Instruction Guide with the following modifications. Do no repeat the same information in other Components.

B.2 WHAT WAS ACCOMPLISHED UNDER THESE GOALS?

Include three tables at the end of the PDF file on accomplishment: (1) NEW SPs, (2) books/paper/abstracts from the SPs, and (3) accumulative SPs since the start of the Center.

(1) Provide a brief description of any NEW services provided to the scientific communities during the reporting period. <u>List only the information highlighted in the following table.</u>

Project Title	PI name	Affiliation	Grant number	Contact Info

(2) Count all books/papers/abstracts that have co-authorship with the Center's personnel or acknowledged this P41 grant number. <u>List only the papers that were not included in C.1 of Overall component</u>.

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

Books (list):
Papers (list):
Abstracts (list):

(3) Follow the format below to *list ALL Service Projects* carried out in the Center from the start of the Center through the reporting period, labeling those in reporting period Past/Current). Mark the new SPs in the current year with asterisks (*). Expand the table and/or use different paper layout as necessary.

P/C	PI's Last Name, First, MI	Non-Host Institution	State or Country	Funding Source

F.3 Question about changes HUMAN SUBJECTS, VERTEBRATE ANIMALS, BIOHAZARDS, and/or SELECT AGENTS

If applicable, describe in more detail the changes relevant to this component. Do not repeat the same information in other RPPR Components.

TRAINING (TRAINING AND DISSEMINATION)

Finish RPPR Sections A-H according to Chapter 6 and Section 7.6.2 of RPPR Instruction Guide. Do no repeat the same information in other RPPR Components.

F.3 Question about changes HUMAN SUBJECTS, VERTEBRATE ANIMALS, BIOHAZARDS, and/or SELECT AGENTS

If applicable, describe in more detail the changes relevant to this component. Do not repeat the same information in other RPPR Components.

G.9 FOREIGN COMPONENT: Not Applicable. All the foreign components should be reported in the Overall Section.

Part II Suggestions

Please provide suggestions, comments, and constructive criticism that you believe would increase the efficiency and effectiveness of the resource and/or the NCBIB (P41) Program to your Program Director or Dr. Behrouz Shabestari (Behrouz.Shabestari@nih.gov).