

Instructions for submitting Annual Progress Reports

Due date: April 15, 2017

What do funded Project PIs need to submit?

1. PHS 2590:

Investigators will need to work with their Institutional Grants/Business Official for submission of their Annual Progress Reports (PHS 2590). The Institutional Grants/Business Official at each partner institution is responsible for approving and submitting the PHS 2590 through the Clocktower Reporting System. Progress Reports received without the approval and signatures from the appropriate institutional official will be returned to the investigator.

These reports will be uploaded into the Clocktower System. Your Sponsored Projects or Business Office Official are the only people with access to upload these documents.

Format, required elements of the proposals, and page limits

(a). Face Page. The standard NIH grant progress report (PHS 2590) includes a Face Page as page 1. This should be page 1 of your progress report and should be signed by the appropriate institutional official. This sheet, as well as all other needed forms and instructions, can be found at the following URL:

<http://grants.nih.gov/grants/funding/2590/2590.htm>

(b). Detailed Budget for Next Budget Period. The budget period will be July 1, 2017 – June 30, 2018. Follow budget guidance and restrictions from the original NH-INBRE Funding Opportunity Announcement.

(c). Budget Justification

(d). Progress Report Summary

(e). Checklist

(f). All Personnel Report

(g). Human Subjects and Vertebrate Animals. If the proposed research involves either human subjects or vertebrate animals

Human Subjects:

Renewed IRB Approval

Cumulative Inclusion Enrollment Report

Vertebrate Animals:

IACUC Approval Certification

2. Clocktower Basic Report

All Investigators who received funding for individual projects and/or had INBRE funded students working in their labs will complete the Basic Report on the Clocktower reporting site. This is the report that will collect information on publications, student participation, shared resources used, etc. This information is required by NIH and the IDeA Program. <http://reporting.nhinbre.org/>

What do Research Support and Training PIs (SC Members) need to submit?

- 1. PHS 2590:** RSTG PIs will need to work with their Institutional Grants/Business Official for submission of their Annual Progress Reports (PHS 2590). The Institutional Grants/Business Official at each partner institution is responsible for approving and submitting the PHS 2590 through the Clocktower Reporting System. Progress Reports received without the approval and signatures from the appropriate institutional official will be returned to the investigator.
These reports will be uploaded into the Clocktower System. Your Sponsored Projects or Business Office Official are the only people with access to upload these documents.

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- (a). Face Page.** The standard NIH grant progress report (PHS 2590) includes a Face Page as page 1. This should be page 1 of your progress report and should be signed by the appropriate institutional official. This sheet, as well as all other needed forms and instructions, can be found at the following URL:
<http://grants.nih.gov/grants/funding/2590/2590.htm>
- (b). Detailed Budget for Next Budget Period.** The budget period will be July 1, 2017 – June 30, 2018. Follow budget guidance and restrictions from the original NH-INBRE Funding Opportunity Announcement.
- (c). Budget Justification**
- (d). Progress Report Summary**
- (e). Checklist**
- (f). All Personnel Report**
- (g). Human Subjects and Vertebrate Animals.** If the proposed research involves either human subjects or vertebrate animals
 - Human Subjects:**
 - Planned Enrollment Report**
 - Cumulative Inclusion Enrollment Report**
 - Vertebrate Animals:**
 - IACUC Approval Certification**

- 2. Clocktower RSTG PI Report:** The RSTG PI will need to complete the RSTG PI Report in the Clocktower Reporting System. This report does not need to be signed off by the Institutional Sponsored Projects/ Business Office. This information is the supplemental/non scientific reporting.
 - a. Goals:** These will be INBRE specific. Please report on the progress made to the specific aims in your RSTG proposal.
 - b. Supplemental Questions (seminar series, etc):** These questions are applicable to all biomedical focus INBRE and non INBRE at your institution. This will be reflective of culture change on your campus. **Not all questions may be applicable to your institution. Please skip these non-applicable questions.** <http://reporting.nhinbre.org/>

What do Sponsored Projects/Business Office Officials need to submit?

- 1. Clocktower Institutional Data Report:** The NH-INBRE representative in the Sponsored Projects or Business office will need to complete the Institutional Data Report in the Clocktower Reporting System. This information is the supplemental/non scientific reporting. These questions are applicable to all biomedical focus INBRE and non INBRE at your institution. This will be reflective of culture change on your campus. You will upload all Funded PI and RSTG PI PHS 2590 reports within the “**Non-competing Continuation Progress Reports - PHS 2590**” tab in the Institutional Data Report. <http://reporting.nhinbre.org/>

What do RTSG supported PIs need to submit (faculty without a funded INBRE project, but receives student or supply support)?

- 1. Clocktower Basic Report**

All Investigators who do not have an INBRE funded project, but have received support for students working in their labs or for supplies/equipment will complete the Basic Report on the Clocktower reporting site. This is the report that will collect information on publications, student participation, shared resources used, etc. This information is required by NIH and the IDeA Program. <http://reporting.nhinbre.org/>

What if you do not have access to the Clocktower Reporting site?

Please send an email to Jennifer Smith at Jennifer.J.Smith@Dartmouth.edu and copy your institutional Steering Committee Member