

UCOP PROGRESS REPORT IN SMARTSIMPLE

- *Fund manager can assist with those highlighted in blue font.*
- Complete each section in the Word document or go to [SmartSimple to self-complete under "Deliverables"](#) section.

Progress Report Abstract (2,400 characters max)

Provide a summary in lay language that is informative and covers the work accomplished during the reporting period using the specific funding provided by this grant. Include the following information:

- 1) a brief overview of the project;
- 2) progress toward the completion of stated research aims;
- 3) barriers that were overcome or not overcome;
- 4) a summary or list of the major accomplishments of the research; and
- 5) plans for continuation of the research or project. Focus on the novel findings supported by this grant, and distinguish this funding from any other related funding to the PI or by other grants or agencies.

Do not use the abstract from the original application or from a prior progress report. Do not use technical terms or acronyms without defining them.

Narrative Report of Progress (10,000 characters max)

Provide a detailed account of the progress that was made during the reporting period toward achievement of the specific aims of the research. Include a brief description of the rationale for any changes in the objectives or specific aims not previously reported, and a discussion of results. You may use the supporting documents upload section to provide tables, graphs and figures. Please address the following, as applicable:

- 1) The overall goals of the study in 1–3 sentences.
- 2) Please give an account of progress made towards project objectives, aims or goals. Include a summary of results, the obstacles overcome or not overcome and the degree to which each objective was successfully completed.
- 3) Report on any aims that were discontinued and the reasons for this change.
- 4) Please report on any changes to Key Personnel that affects the progress of the project. (link to GAM personnel for allowable personnel changes) (Key personnel are those people who are essential to carrying out the work of a project, typically those responsible for the design, conduct and reporting of the research).
- 5) Report on new directions or novel findings of the research that were not covered in a previous report.
- 6) Provide an outline of next year's research activities/plans (Annual Report) or future activities (Final Report) building on the results of this research. The text should focus on the research support provided by this grant and not include results obtained from funding by other grants or agencies
- 7) Additional Instructions for awards that include a training component: Awards that involve training should include in their narrative a report on the research and training activities for any individuals supported by the supplement to this award. Postdoctoral fellows, dissertation award recipients, and new investigators should also focus on "new training" accomplishments.
- 8) Additional Instructions for supplements: include in your narrative a report on the progress of the activities supported by supplemental funding.

Supporting Documents

Supporting documents such as tables, graphs and figures, if needed. Yes/No?

PI Other Support

Upload an “Other Support” form for the [PI\(s\) listed in the grant only](#) and report information on all sources of support for research activities for the PI(s). The Other Support Form is available [here](#).

Key Personnel

Indicate changes to Key Personnel, defined as individuals who are essential to carrying out the work of this project, typically those responsible for the design, conduct and reporting of the research. Add any new key personnel and remove any key personnel no longer working on the project. Ensure that any changes are consistent with the rules for the award (such as changes in PI effort, etc.)

List all Publications

Add/update the publications resulting from this award. *Required information.

- 1) Publication Type*: Journal Article, Book, Book Chapter, Monograph, Contribution to Collective Work, Other
- 2) Publication Title
- 3) Identifier: Provide ID # and which type: DOI, PMID, ISBN/ISSN, or Other Identifier
- 4) Authors*
- 5) Journal Name:
- 6) Volume:
- 7) Issue:
- 8) Pages:
- 9) Publication Year*
- 10) Publication Date (mm/dd/yyyy)
- 11) Publication Status: Published, Accepted, In Press, In Review, In Preparation
- 12) Abstract URL
- 13) Uploaded to open access repository?* Yes/No

If none, indicate “Nothing to Report”

List all Patents

Add/update the Patents. *Required information.

- 1) Outcome Type*
- 2) Title of the Patent or License*
- 3) Term for which the Patent/License is in effect*
- 4) UC Case #*
- 5) Licensee/Patent Office*
- 6) Public Identifier # (if different from above)
- 7) Date of Filing*
- 8) Describe the invention and its potential importance, and any effort to date or plan to commercialize the discovery.*
- 9) Supporting Documents

If none, indicate “Nothing to Report”

Human Subjects Use

Update the information for your current assurances. Add any new assurances, including pending renewals of existing assurances.

- 1) Assurance Status
- 2) IRB Approval Date
- 3) IRB Expiration Date
- 4) Assurance Number
- 5) Status

Human Subjects Accrual Actuals

Complete below table or use the [Excel template](#).

	Male	Female	Transgender Male	Transgender Female	Non-Binary / Non-Conforming	Total
African American/Black	0	0	0	0	0	0
American Indian	0	0	0	0	0	0
Alaska Native	0	0	0	0	0	0
Asian American	0	0	0	0	0	0
Pacific Islander	0	0	0	0	0	0
Latino/Hispanic	0	0	0	0	0	0
White	0	0	0	0	0	0
Multi-Racial	0	0	0	0	0	0
Unknown	0	0	0	0	0	0
Total	0	0	0	0	0	0
	Male	Female	Transgender Male	Transgender Female	Non-Binary / Non-Conforming	Total
Bisexual	0	0	0	0	0	0
Gay	0	0	0	0	0	0
Lesbian	0	0	0	0	0	0
Straight/Heterosexual	0	0	0	0	0	0
Unknown	0	0	0	0	0	0
Total	0	0	0	0	0	0

Community Engagement Summary

Summarize the activities that you have undertaken to accomplish the Community Engagement plan described in the grant. Include plans for future activities.

Community Engagement Tools and Materials

Upload copies of any tools or material (outreach posters, advertisements, policy briefs, etc.) that were created during the course of your community engagement activities.

List all Leveraged Funding

Add/update the Leveraged Funding to reflect any new funding made possible by this award. *Required information.

- 1) Type*: Leveraged Grant, Matching Funding
- 2) Title*
- 3) Total Amount* (full grant or contribution, not annual allocation)
- 4) Funding Organization Name*
- 5) Funding Organization Type*
- 6) Years Received*
- 7) Duration in Years
- 8) Description or Project Abstract

If none, indicate "Nothing to Report"