

## Post-Award Reporting Guidance for INBRE Awards

### ANNUAL REPORTING REQUIREMENTS

NIH requires grantees to submit an annual [Research Performance Progress Report \(RPPR\)](#). The RPPR is the application for the yearly non-competing continuation of an award, also known as a “Type 5” year. The report is due **60 days before the end of your current active budget period**. The information reported in the RPPR should be for the most recent budget period only and must not duplicate progress narratives or publications from prior reporting periods. Refer to the RPPR Instructional Guide [here](#). Grantees should start working on the RPPR early following these instructions to allow enough time to request guidance from NIH staff and handle technical issues during the submission process promptly. If the report is submitted late, if required information is missing, or if there are inconsistencies in the RPPR, the Type 5 award could be issued late as NIH Staff will need to follow up to obtain the missing or clarifying information. Repetitive failure to submit complete or accurate reports on time can lead to administrative actions. Effective 10/01/23, SIRS reporting is no longer required for IDeA grantees (see [NOT-GM-23-046](#)) and **NIGMS has added some suggested tables to use as a template for reporting progress. If using suggested tables for reporting, upload each as a separate attachment in Question G.1. Special Reporting Requirements of the Overall Component.**

**Suggested Table 1: Outcomes of INBRE Funding.** If an application is submitted and funded in the same budget period, report it only once, under # New/Renewal Awards Funded.

**Table 1A:** Enter the number of grant applications that were submitted in the current budget period, the number that were funded, and the dollar amount (total costs) of the awards.

**Table 1B:** Enter the number of grant applications that were submitted or awarded, and the total awarded amount for the following program participants: Developmental Research Project Leaders (RPLs), Pilot Project Leaders (PPLs), Supplement Project Leaders (SPLs), Core Staff (include the PD/PI in this tally), and other staff associated with the Network. Only include Project Leads who have been supported during the grant’s current 5-year period of performance.

Table 1A: Outcomes of INBRE Funding for Lead and Partner Institutions				
	NIH	Federal, non-NIH	Non-Federal Sources	Total
# Applications Submitted				
# New/Renewal Awards Funded				
Total Award Costs (entire period of performance)				

Table 1B: Outcomes of INBRE Funding by *Role for This Reporting Period					
<i>Breakdown of Table 1A by Role*</i>	RPLs	PPLs	SPLs	Core Staff	Others
# Applications Submitted					
# New/Renewal Awards Funded					

<b>Total Award Costs (entire period of performance)</b>					
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**Suggested Table 2. Student Participation in Research and Outcomes.**

**Table 2A:** Include students who were supported by INBRE during this reporting period, and only include a student once. Do not include students who participated in INBRE-supported webinars, conferences or workshops; these should be reported separately – see Suggested Table 3.

**Table 2B: Outcomes of Undergraduate Students Participating in Research.** This table tracks the retention of INBRE-supported undergraduate students in STEM/biomedical fields.

<b>Table 2A. Student Participation in Research</b>			
<b>Students</b>	<b># in summer/academic-year research experience</b>	<b># in Course-based research experiences</b>	<b># Presentations Made</b>
Graduate			
Undergraduate			
High School			

<b>Table 2B: Outcomes of Undergraduate Students Participating in Research</b>	
<b>Total number of INBRE-supported undergraduates <u>who completed their degrees in the prior year of funding</u></b>	
<b>Of those, List:</b>	
Number who transitioned into a Bachelor’s degree program	
Number who transitioned to biomedical graduate or health professional schools	
Number who are working in research	
Number who are working in a non-research, STEM-related field	

**Suggested Table 3: Education and Outreach Activities:** Include any education or outreach activities conducted during the current reporting period. Indicate the type of activity such as course-based research experiences, symposia, seminars, workshops, webinars, conferences, and retreats. List the core or institution that led/offered the activity, the delivery method (I=In-person, V=Virtual, or H=Hybrid), and the # of participants by role.

<b>Table 3. Educational and Outreach Activities</b>				
<b>Activity Type</b>	<b>Activity provider (Core or Institution)</b>	<b>Delivery Method (I, V, H)</b>	<b># of Faculty/Staff Participants</b>	<b># of Student Participants</b>
<i>Add rows as needed</i>				

**Suggested Table 4: Core Use.** Complete this table for each Core except the Admin Core. The first Core listed will be Table 4, the next will be Table 5, etc. Enter the data indicated for each Project that made use of Core services. Provide the type of user, the name of the project, the technology/instrumentation/service used, the number of individual users per project, the number of student users, whether core use contributed to a grant application, coursework, or a publication listed in Overall Question C.1; an example for the last column is 2G, 2C, 2P. Note that all grantees must cite any grants funded with HHS money that supported their work in their publications and presentations.

Core Name \_\_\_\_\_

Table 4. Core User and Type: RP, PP, or SP lab, Other Network User, External User. A User may be listed more than once if different projects were supported.	Project Name	Technology, instruments, or services used	Number of individual users per project	Number of student users (all levels)	Number that contributed to grant applications (G), Courses (C), or publications (P) listed in Overall C.1.
<i>Add rows as needed</i>					
<b>Total User Labs</b>		<b>Total Users</b>			