I. REQUIRED ELEMENTS: Two items are required: 1) a word document and 2) excel spreadsheet. This document provides directions for both. Items reported in the Microsoft Word document form, should be a 12 point, Times New Roman font.

**Update 8/31/17: Changes have been highlighted in yellow.**

A. Title Page in Word Document (standardized format that must including the following information, with variation allowed only for the Center’s or REAP’s choice of logo(s).

1. Fiscal Year (FY)
2. Center or REAP name and location city
3. Center or REAP type (Center or REAP)
4. RR&D Center or REAP funding number
5. Center or REAP award dates (beginning date; end date)
6. Center or REAP Director's name, degrees(s), and title
7. Center or REAP Website URL(s) (if applicable)

B. Table of Contents (in word document - provide a table of contents)

C. Narrative Summary (in Word document - 5 pages or less)

The narrative summary introduces the Center or REAP, summarizes accomplishments from the past FY and gives a brief explanation of intended future activities. Write narrative as an Executive Summary and include the following:

1. **Key Impacts**
   The key impacts section includes a list of up to a total of six key publications and patents, invention disclosures, discoveries that allow T1 (basic science to clinical application) or T2 (clinical application to efficacy research) translations, advancements in clinical care (e.g., practice guidelines, professional standards, new devices and drugs) resulting from Center or REAP work. The Center or REAP should highlight work that had an impact on or will likely have an impact on rehabilitation of the disabled Veteran. Broadly speaking, this may represent an improvement in or restoration of function, as well as overall quality of life and community reintegration. Each of the key impacts should be related to the goals and objectives of the Center or REAP, RR&D, and the VA. In addition, a Center or REAP should, in the description of each individual key impact, describe why the impact is noteworthy and the evidence that supports the selection.

2. **Key Services**
The key services section includes a list of up to nine key services provided by the Center or REAP to RR&D, other VA/ORD, VHA, Veterans, and nationally (non-VA), with a brief description of each and why it is noteworthy. Services such as websites to disseminate research information, system-wide seminars, service projects, etc., should be included here.

3. **Power Point Slide**
   From narrative summary create one PowerPoint slide that demonstrates how your Center/REAP has impacted Veteran’s health/function.

D. **Personnel**

   The investigators section includes two components: 1) an organizational chart and 2) a summary of number and FTE of center Personnel. Both are reported in Word Document.

   1. **In Word Document:** An organizational chart showing all personnel (core investigators, affiliate investigators, associate investigators, and support staff), and include direct reporting relationship of Center or REAP Director to the Associate Chief Of Staff (ACOS)/Research & Development (R&D). Please see glossary at the end of this document for definitions of Core, Affiliate and Associate Investigators.

   2. **Provide the following numbers regarding personnel**. For investigator definitions see Glossary, Appendix I.

      *Note: FTEE refers not to salary, but to the percentage of time (assuming a 40-hour work week) that investigators spends on Center or REAP activities, regardless of how that activity is funded. FTEE may be donated, as with Doctors of Medicine (MDs) who cannot be reimbursed for research activities or individuals who work Without Compensation (WOC).*

      a. Core investigators (see definition of Core Investigator in Glossary, Appendix I) at a RR&D Center or REAP:

         i. Provide unique number of core investigators
         ii. Provide total FTE of core investigators

      b. Associate investigators:

         i. Provide unique number of core investigators
         ii. Provide total FTE of core investigators

      c. Affiliate investigators:

         i. Provide unique number of core investigators
         ii. Provide total FTE of core investigators

      d. Number of Core/Affiliate that are clinician appointments
      e. Number of Core/Affiliate that are research appointments
      f. Number of WOC appointments
      g. Trainees:
i. Total number of RRD CDA investigators

ii. Total number of investigators with mentored awards from other sources (e.g. other VA, NIH, etc.) - This is the number of career awards other than RR&D CDAs. This includes HSR&D, BLR&D and CSR&D CDAs (awardees affiliated with the Center or REAP), as well as RCS and SRCS awards, other VA awards (e.g., VISN), and non-VA awards (e.g., NIH, NSF, NIDRR, DoD, etc.). These types of awards should be reported for Core Investigators only; they should not be reported for Affiliate and Associate Investigators.

iii. Number of pre baccalaureate trainees (e.g. high school, college)

iv. Number of post baccalaureate, but no advance degree

v. Number of trainees post Masters level degree but no doctorate

vi. Number of trainees in post-doctoral status

vii. Number of trainees post MD – fellowship/residency

E. Steering Committee (e.g., External Advisory Board) —(include in Word Document)

The steering committee section includes a table listing all committee members, a brief overview of the role of the steering committee in supporting your Center’s or REAP’s mission, meeting dates during the reporting period, and an overview of the steering committee’s recommendations.

F. Funding: The Center/ REAP funding section in the Excel File includes: a budget information table (reported in Excel File on tab entitled ‘Funding Table’ that provides funding from all sources for current year. Funding is reported on Core Investigators only.

Also included on this tab is the number of unique projects for each type of funding source. Please complete both sections of this excel tab.

Funding types to include:

1. RR&D Funding:
   a. Core – This is the total amount of RR&D (Program 822) Center or REAP funding designated as core in Research Analysis Forecasting Tool (RAFT Pink Sheet). This amount is included in the total funding calculation – it should be 900K or 315K depending on Center or REAP status.
   b. Merit-review awards – This is the total amount of RR&D funding (Program 822) for merit-reviewed studies that are six months or longer in duration, but does not include funding for Career Development Awards (CDAs), Research Career Scientist (RCS) or Senior Research Career Scientist (SRCS) awards. This amount is included in the total funding calculation.
   c. SPiRE awards – amount of money received from SPiRE awards
d. Career Development – amount of money from CDA 1, CDA 2 and HBCU awards

e. Research Career Scientist & SRCS – amount of money from RCS/SRCS awards

f. Admin & Travel reimbursement – funds received which would include supplemental monies (i.e. equipment funds or supplemental funds)

2. Other VA Project Funding - This amount is included in the total funding calculation.

   a. ORD: This is the total amount of funding for studies from VA sources other than RR&D [e.g. HSRD, CSRD, BLRD, CSP].

   b. Other VA: This is funding from any other VA entity – e.g. Veterans Integrated Service Network (VISN), and other collaborative studies (e.g., collaborative multisite projects, programs, or other coordinated activities for which a core investigator at the Center or REAP holds a scientific or leadership role and has received funding) that have a portion funded by VA

3. Federal Non-VA - This is the total amount of funding for peer-reviewed studies from a non-VA Federal sources such as National Institutes of Health (NIH), Department of Defense (DoD), National Science Foundation (NSF), reported on Core Investigators only. This amount is included in the total funding calculation. Separate out the totals by funding source.

   a. NIH

   b. DoD

   c. NSF

   d. Other (e.g. NIDILRR)

4. Non-Federal - This is the total amount of funding for peer-reviewed studies from a non-Federal source such as, Paralyzed Veterans of America (PVA), foundations, commercial enterprises, etc. These types of projects should be reported for Core Investigators only; they should not be reported for Affiliate and Associate Investigators or Trainees. This amount is included in the total funding calculation.

   a. Commercial/Industry

   b. Foundations (e.g. PVA)/ State/ etc.

5. Training Programs

   a. OAA

   b. Other

6. TOTALS and Calculations. These are formula based fields which are protected in the spreadsheet, will automatically calculate and include the following:

   a. Total: This is sum of Core, RR&D Merit/SPiRE review, other VA, Federal Non-VA and Non-Federal funding sources. It does not include any supplemental funds provided for travel, equipment or supplemental.

   b. Calculations – the following calculations are embedded into the spreadsheet based on the following:
• Core/Total Funding (%)  This is the proportion that core funding represents of the total funding (i.e., divide core by total funding and multiply by 100).
• Total: Core Funding Ratio - This is the ratio of total funding to core funding (i.e., divide total by core).
• R&D Merit: Core Funding Ratio - This is the ratio of RR&D merit-reviewed funding to core funding
• Other Project (VA & Non-VA): Core Funding Ratio: This is the ratio of other VA project funding plus non-VA project funding to core funding

G. Research Projects
Please report research projects at your Center/REAP on the ‘Research Projects Table’ tab within the Microsoft Excel spreadsheet. This section includes each current research project listed in your Center or REAP funding (leveraging) data, as well as career awards, training programs, administrative projects, and Center or REAP programs and should coincide with the numbers provided on the Funding Table for unique projects. The listing includes:
1. Funding source
2. Funding number – (e.g. eraCommons number)
3. Project Title
4. VA Investigator – this is the Core investigator name and their role on the project
5. Type and Source – this is the type of award (e.g. Merit) and the source (e.g. RRD)
6. Current FY Amount
7. Total Amount
8. Start and end dates
9. Project status – this includes ongoing, no cost extension, etc

H. Dissemination Efforts and Outputs
Please provide a numbered listing of substantive research dissemination activities during the reporting period, along with products done by the Core Investigators of the Center/REAP. These products include the following and should be included in the Word document:
1. Journal articles – published and in press
3. Presentations – scientific presentations, educational seminars, symposiums, briefings, presentations to lay audiences
4. Patents Issued and pending
5. Digital presence - such as webinars, newsletters
Please use a standard reference format (e.g. APA). Highlight names of the authors of the paper that are core investigators from the Center/REAP. Number all outputs.

For citations that are directly related to a RRD merit or SPiRE award, specify that by placing an asterisk (*) prior to the number. In addition, at the end of the citation, provide the proposal number to which the award is from.

I. National and Regional Leadership Roles
Many Center or REAP personnel contribute substantial time to leadership roles at national and regional levels, serving on committees within and outside VA. This section of the Annual Report (reported on the ‘Leadership Roles’ table within the Microsoft Excel spreadsheet) addresses participation on national and regional committees and review groups, representation of RR&D at the national level, and leadership roles in other public and private professional organizations. Do not report project-specific roles (e.g., PI, Co-Investigator, etc), local roles (e.g., Instructor, ACOS, R&D or IRB Committee Member, etc), or routine activities (e.g., reviewer for journal, position at university, etc). Leadership roles must be reported for Core Investigators (unless they have none), but are optional for Affiliate and Associate Investigators.

J. Industry Partners
In excel spreadsheet on tab that says ‘Industry Partners’. Please list the company name and the companies address or website for Level 1, Level 2 and Level 3. If in the past year, one of the Level 1 or 2 resulted in a Level 3 outcome, please do not hesitate to tell us. It is recognized that not all interactions with companies result in Level 3 outcomes.

GLOSSARY

Core Investigator

Definition: An investigator whose primary research affiliation and commitment is within the RR&D Center or REAP (not other VA-affiliated Centers or REAPs, or other institutions such as universities or non-VA research institutions), AND who meets the following criteria:

1. Maintains a 5/8th or greater VA appointment (Note: in rare cases, an investigator who is not 5/8th VA, such as an investigator on an IPA or WOC appointment, may qualify as a core investigator based on spending 5/8 or greater time within the Center or REAP as measured by Center or REAP FTEE, but must also satisfy all other criteria as specified below); AND

2. Investigator activities at the Center or REAP must be focused on research that is strongly related to special emphasis area of the Center or REAP, and/or important administrative responsibilities within the Center or REAP, such as Center or REAP Director, Associate Director, Director/Mentor for postdoctoral training programs/fellowships or other VA fellowships, or Chair of Research Review Committee (Note: being a member of a
Steering, Advisory, or Research Review Committee does not qualify as a Core Investigator; AND

a. Has current RR&D merit-reviewed funding with key role such as Investigator (including multiple PIs), Career Development Awardee (CDA and RCS) or Biostatistician; OR

b. Does not have current RR&D funding but meets one of the following criteria:
   i. A new PhD investigator within the Center or REAP hired during either the current or previous fiscal year, and receiving a minimum of 10% salary support from Center or REAP core funds; OR
   ii. A new MD or Nurse investigator with the Center or REAP hired during either the current or previous fiscal year. No salary support from core funds is required, but there needs to be a substantive relationship between a new MD or Nurse investigator and the Center or REAP; OR
   iii. An established investigator who had RR&D merit-reviewed funding during the previous 18 months, measured from the end date of the last funded project (Note: If a core investigator leaves in the middle of a fiscal year, they should still be reported as a core investigator, and their activities for the year reported).

Core Investigator - Non-RR&D Activities

Because Core Investigators are defined as having primary affiliation and commitment to the RR&D Research Center or REAP, their research activity should be included in the Center or REAP Annual Report. Non-RR&D research projects should be reported if:

1. A Core Investigator holds a key scientific role on the project; AND
2. The project is integrally and obviously related to the research mission of the RR&D Center or REAP.

For non-VA projects, report only funds which are either:

1. Distributed directly to the Center or REAP; OR
2. Distributed to the local university but can be leveraged toward Center or REAP activities (i.e., the funds can be used to support and continue the research initiatives or administrative activities of the Center or REAP and its investigators). Example: an RR&D Center or REAP core investigator has a non-VA project where the funds are sent directly to the university, and the project is in need of a part-time research assistant. This investigator has another project at the Center or REAP which needs a part-time research assistant as well. The research assistant could be hired part-time on the project at the university and part-time at the VA to create a shared position. Both the university and VA benefit by this arrangement and therefore the project support would be considered funds that are leveraged. The total project funds could be reported in the Center or REAP’s Annual Report as external funding. Note: Total project funds should be reported only if the Center or REAP investigator is the PI or Co-PI per the following guidelines:
a. For non-RR&D VA-funded projects on which a Core Investigator is a PI or Co-PI, include the total project budget, unless the project is a multisite project. Then report only those funds distributed to your Center or REAP.

b. For non-RR&D VA-funded projects on which a Core Investigator has any other role, report only those funds that are distributed to your Center or REAP. Do not report projects for which no funds are distributed to your Center or REAP, such as when a Core Investigator is an MD with contributed salary.

c. For non-VA funded projects on which a Core Investigator is a PI or Co-PI, include only direct costs for the entire budget (includes IPA funds distributed to your Center or REAP).

d. For non-VA funded projects where a Core Investigator has any other role, include only that portion of the project budget that is directly distributed for their contribution and, if applicable, staff working at VA with them (includes IPA funds distributed to your Center or REAP).

e. If a Core Investigator is an MD whose time is donated, do not report the project if no funds were distributed to your Center or REAP.

When reporting Core Investigator citations:

1. Report all Core Investigator citations.

2. If a citation is not directly related to a funded project or career development award, link it to the Center or REAP funding number, although make a reasonable attempt to relate a citation to a project or award before resorting to the Center or REAP number.

**Affiliate Investigator**

*Definition:* An investigator who participates in research sponsored by RR&D, but does not meet full Core Investigator criteria. To demonstrate a relationship with the Center or REAP, an Affiliate Investigator must spend at least 5% of their time on Center - or REAP-related activities, **AND** meet the following criteria:

1. Has current RR&D merit-reviewed funding as supported by being listed on the project personnel list in a key role such as Investigator or Biostatistician. In this case, an individual must be included in the Annual Report as an Affiliate Investigator even if they have no other relationship with the Center or REAP; **OR**

2. Does not have current RR&D merit-reviewed funding but anticipates obtaining funding, **AND** fits one of the following criteria:

   a. A new MD or Nurse investigator within the Center or REAP hired during either the current or previous fiscal year. No salary support from core funds is required, but there needs to be a substantive relationship between the new MD or Nurse investigator and the Center or REAP (i.e., demonstrate intent is to bring clinician into the Center or REAP as an investigator or trainee); **OR**

   b. A new PhD investigator within the Center or REAP hired during either the current or previous fiscal year. No salary support from core funds is required, but there needs to be a substantive relationship between a new investigator and the Center or REAP (i.e., demonstrate intent is to bring researcher into the Center or REAP as an investigator or trainee).
When reporting Affiliate Investigator activities:

1) Even if an Affiliate Investigator leaves in the middle of a fiscal year, the individual should still be reported as an Affiliate Investigator, and their activities for the year reported.

2) Only RR&D funded research projects and citations directly related to them should be reported for Affiliate Investigators in the Center’s or REAP’s Annual Report.

**Associate Investigator**

*Definition:* An investigator who works at the Center or REAP, but does not meet the criteria for classification as a Core or Affiliate Investigator.

**Preceptor, Mentor**

*Definition:* Anyone whose only relationship with your Center or REAP is as a preceptor, mentor, instructor, or advisor for the Center or REAP trainees. Individuals with this classification should be considered an Associate Investigator.