

**GUIDELINES FOR SUBMISSION OF PROGRESS REPORTS
AND NARRATIVE SUMMARIES**

1. REQUIREMENTS: For all Merit Review research projects: *NOTE: Continuation of project funding is contingent upon submission of Progress Reports and Narrative Summaries in accordance with these Guidelines.*

a. **Progress Reports.** Progress Reports must be submitted semiannually, and are due March 15 and September 15. The September Report covers research progress for January 1 through June 30; and the March Report covers research progress for July 1 through December 31.

b. **Narrative Summaries.** Narrative Summaries are due March 15 of each year. They summarize research accomplishments for the previous calendar year. *NOTE: Narrative Summaries are published on the RR&D web site at www.vard.org.*

2. PROGRESS REPORTS. Progress reports are due March 15 and September 15, and must include the following information:

a. **General Information.** Project Number and name(s) of Principal Investigator (PI) and Co-Principal Investigator(s) (Co-PI's). Full names, degrees, and addresses of the PI and Co-PI(s) are to be included, along with updated e-mail addresses, telephone, and fax numbers.

b. **Department of Veterans Affairs (VA) and Non-VA Funding.** State whether this research is supported by non-VA, as well as VA, funding (Yes or No). If Yes, provide the full name and address of the non-VA sponsoring organization(s), as well as the amount of funding. Include the sponsor's contact information (e-mail address, telephone, and fax number).

c. **Administrative Progress**

(1) Has the project met its timeline with regard to subject recruitment and/or enrollment data generation and analysis? (Yes or No)

(2) Provide a brief summary of project goal attainment versus the proposed timeline.

(3) State whether the expenditure of project funds is on schedule. (Yes or No)

(4) If the project or the expenditure of funds is not on schedule, explain the reasons for the variance, and state what steps have been taken to ensure successful completion of the project within its approved time frame.

d. **Scientific Progress**

(1) **Publications.** Provide a complete and accurate list of all publications since the last report, as well as all articles and/or abstracts accepted for publication since the last report. Elements are to be listed in this order: exact title (with only the first letter of the first word

capitalized); author(s) names (last name and initials); publication title; date; volume; issue number; and page numbers.

Example: The effectiveness of neurological rehabilitation in multiple sclerosis. Thompson AJ. Journal of Rehabilitation Research and Development. 2000 Jul-Aug; 37(4): 455-61.

(2) **Submissions for Publication.** List all submissions for publication since last report, using the same format as in preceding subparagraph 2d(1).

(3) **Media Coverage.** If the project has yielded coverage by the media since the last report, provide details. **NOTE:** *PIs are reminded that they are obligated to contact the RR&D Office and the R&D Publications Office promptly to provide timely notification of pending media coverage related to their research.*

(4) **Journal of Rehabilitation Research and Development (JRRD).** State planned date to submit next article to JRRD (month and yr.) List topic area and tentative title. **NOTE:** *All RR&D funded investigators are expected to submit articles to JRRD. RR&D reserves the right of first refusal for all publications based upon RR&D funded research projects.*

(5) **Implications for Technology Transfer.** Report any information on patents and awards and/or potentially patentable outcomes of the research. Provide a description of the device or technology, and state its novel features and advantages in comparison with the closest known prior state-of-the-art. **NOTE:** *Refer to the RR&D web-site for additional information on Technology Transfer reporting requirements for VA investigators: www.vard.org.*

e. **Submission of Progress Reports.** Progress Reports are to be submitted electronically via email to progress@vard.org. **NOTE:** *Visit the web-site, www.vard.org, for additional instructions.*

3. NARRATIVE SUMMARIES. Narrative summaries are due March 15, and are to be prepared as documents for publication on the RR&D web-site.

a. **Length.** The text of narrative summary must not exceed six hundred words.

b. **Organization.** The text needs to contain a:

(1) Brief summary of the Purpose, Methodology, Progress, Results (Preliminary or Final), since the previous report, and a

(2) Brief statement of Implications, Clinical Impact, and Future Plans.

(3) Narrative identifying the benefits of this research to veterans.

c. **Illustrations.** Do not include figures, tables, or photographs.

d. **Submission of Narrative Summaries.** Narrative Summaries must be typed in Microsoft Word and submitted electronically as a Word document, via e-mail, to narsum@vard.org.

4. INQUIRIES AND ADDITIONAL INFORMATION. Inquiries may be directed to RR&D Service, Program Analysis and Review Section, at (202) 254-0255. Visit the RR&D web-site, www.vard.org for additional information and instructions.