

## Progress Reporting Overview

This document is intended to provide an overview of the CPCRN progress reporting process, the data to be collected and reported, and the types of activities that should be reported, to provide guidance to investigators and Project Directors in their data gathering and reporting efforts.

### 1. Progress Report Due Dates and Data Collection

- a. Progress reports are **due December 15<sup>th</sup>** each year, providing 2.5 months after the end of the reporting period (September 29<sup>th</sup>) to complete all progress reporting tasks.
- b. The online Progress Reporting system is designed to allow staff to input data year-round if desired.
- c. On 9/30 of each year, the next budget year's report will be available for data entry (so be sure you input data into the proper year's report).
- d. Many Project Directors either keep a spreadsheet where they collect data from their investigators as it comes in, to input into the progress reporting system later, and some input it (or some of the data as a placeholder) into the progress reporting system as they get it. The system is designed to allow you to choose the workflow that is optimal for you and your team.

### 2. What gets reported? What types of activities/events/etc. should be entered into the progress reporting system? We categorize your work in three ways, the first two of which the CDC would like to see fully reported in your progress reports, and the third of which **should not be** entered into your reports.

- a. **CPCRN-generated activities:** those activities which are funded directly by your CPCRN grant.
- b. **CPCRN-supported activities:** those activities which are supported by CPCRN infrastructure, including those derived from workgroups, grants, and collaborations that would not have happened without the CPCRN infrastructure and network and the professional connections it helped facilitate.
- c. **CPCRN-related:** This **non-reportable** category refers to all other cancer related activities that are not supported by CPCRN's infrastructure and professional connections. *If this activity would have happened even if CPCRN did not exist, then you **should not** report it.*

### 3. Workgroup Reports

- a. Reports should be submitted BOTH by chartered Workgroups and exploratory Interest Groups.
- b. **New in 2021:** Annual Workgroup reports should be accompanied by an updated version of the Workgroup's charter document. Please make updates with Track Changes so that we can easily see what, if anything, has changed. (This is not required for unchartered Interest Groups)
- c. These reports are submitted via MS Word document, the template for which is downloadable [here](#).
- d. Ultimately, submission of Workgroup Reports is the responsibility of the workgroup's Chair/Co-Chairs (although they may utilize their staff in preparation of the reports).
- e. The CDC is not looking for substantial background information about your research in this report. They are most interested in what has been done since your last report and how you are keeping things moving forward with things like IRBs, study recruitment, and publications & presentations, and in learning about ways your work has had impact.
- f. The content of the reports includes:
  - i. Co-Chair names and center affiliations
  - ii. List staff, investigators, Network Centers, and collaborating organizations involved in the workgroup during the reporting period, including what activities they were involved in and what their role or contribution was.
  - iii. List number of workgroup meetings during the reporting period (including phone and face to face meetings)
  - iv. A summary of the workgroup's accomplishments/research findings/progress/work completed during the reporting period.
  - v. A plan of work for the next reporting period.
  - vi. A list of workgroup publications from the reporting period.
  - vii. A list of grant applications from the reporting period.

### Online Reporting System



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4. **Report Summary:** a brief (up to 3,000 character) executive summary of the Network Center's activities during the reporting period, allowing you to link together the individual activities entered into the system, describe how some activities led to others, and highlight the most important or salient activities from the reporting period.
5. **Grant Applications:** For each grant application, you'll need to provide the title, abstract, Principal Investigator(s), collaborators, funding amount, agency, mechanism, date submitted, and funding status (pending funding statuses can and should be updated in a later report).

You will also need to answer questions common to many sections of the report (referred to hereafter as "*common questions*"), including whether the project was fully funded by the CPCRN SIP, whether it was one of the top 5 most significant activities from your center in the reporting period, and which, if any, workgroup(s) with which it was associated.

6. **Publications, Presentations, and Trainings/Workshops** (each has its own section, but collects similar data): For each, you'll need to provide title, abstract, citation (not for trainings), collaborators, and the other aforementioned common questions. You'll also need to indicate whether it is about a Guide-recommended or RTIPS-posted intervention, if economic evaluation was its primary purpose, as well as several questions unique to each of the 3 sections:
  - a. Publications only: provide PMID and indicate whether it is a peer-reviewed publication (as opposed to, for example, a book chapter)
  - b. Presentations only: indicate if the presentation represented a
    - i. Conference presentation
    - ii. Presentation to local or regional (state) partners
    - iii. Presentation to national organization(s)/partner(s)
    - iv. Presentation to legislators/policymakers
    - v. Other
  - c. Trainings only: indicate if the entry represents developing or delivering a training/workshop or both, indicate the primary audience, and enter a date/date range for the training/workshop and number of attendees
7. **Reports, plans, or policies** generated in collaboration with state and national programs: Title, abstract, authors, publication date, name of collaborating program, impact description, and aforementioned common questions.
8. **Research Activities:** Title, description, date/date range, collaborators, type of evaluation conducted, evaluation results, and aforementioned common questions
9. **General Dissemination Communications:** Describe any social media, web, print, or news coverage about your work that generated notable/substantial response and/or news coverage (for example, sharing news of a research initiative on Twitter that got lots of retweets, or a publication that garnered substantial news media coverage). Include title, description, links and/or data about amount of coverage, collaborators, and aforementioned common questions.
10. **Quotable Feedback and Anecdotes:** Describe any specific positive feedback, anecdotes, or 'quotable quotes' your Center and/or its members have received as a result of your work, including title, associated workgroup(s), and description/quotes.
11. **Requests for Scientific Expertise:** Describe any requests for scientific expertise your Center and/or its members have received from outside organizations, including title, associated workgroup(s), and description.



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- 12. Catalyzing Action and Effecting Change:** Describe any work towards catalyzing action or effecting change your Center and/or its members have engaged in during the reporting period. Some examples of this type of work include: technology creation, unfunded pilot research, work with advocacy groups/NGOs, congressional hearings, testimony, or presentations to policymakers, new partnership development, prompting changes to office/point of care practices, building public health capacity, workforce development, creation of registries/surveillance resources, influencing legal/policy changes, accreditation, cultural/social change, behavioral change, economic change, CMS reimbursement or other payer actions, instilling new formal guidelines and recommendations such as USPSTF or Community Guide, influencing hospital standards, and sustainable/scalable science translation.

In addition to providing a title, please describe HOW the activity worked toward catalyzing action or effecting change (for example, "We gave presentation X to policymaker Y and it led to development of new legislation (or organizational policy) Z.")

- 13. Awards/Honors:** In addition to a title, please describe any awards your Center and/or its members have received, including a brief description of the award, its purpose, and (if available) why they were selected, as well as answering the aforementioned common questions.
- 14. Mini-grants:** The CDC is interested in knowing how many mini-grants are awarded from CPCRN funds. You will note the total number and funding amount range of the mini grants awarded.