

HEALTH RESEARCH PROGRAM

Progress Report / Performance Evaluation

Instructions to Principal Investigators

PERFORMANCE EVALUATION PROCESS. OCAST requires each Principal Investigator, who is funded under the Oklahoma Health Research Program, to submit an annual progress report sixty (60) days prior to the ending date of each contract period except for the end of the final contract period. Failure to submit the annual report as required may result in a gap in funding or loss of funds. Each PI must submit a final report thirty (30) days after the end of the final contract period.

Project performance is evaluated by reviewers, a majority of whom reside outside Oklahoma. Any questionable progress report may be submitted to another reviewer for additional evaluation. An unsatisfactory performance evaluation may initiate an impartial on-site inspection if a satisfactory explanation is not provided. Continued funding is contingent on satisfactory annual performance evaluations and availability of funds.

PROGRESS REPORT REQUIREMENTS. OCAST requires each progress report and final report to be prepared in the format described below. Reports which are incomplete or are not completed in the proper format may be returned. The progress report consists of the following:

1. **Cover Page.** The following information must be provided on a cover page for the report:
 - a. PI name
 - b. OCAST project number
 - c. Project title
 - d. Contracting organization
 - e. Current funding period
 - f. Dates the report covers
 - g. Report due date
2. **Work Accomplished.** Summarize the research completed on the OCAST funded Health Research project during the current funding period (3 pages maximum for items 2 and 3 combined).
3. **Research Plans.** State the plans for the coming year including any significant changes in the personnel or proposed research (3 pages maximum for items 2 and 3 combined).
4. **Publications.** List journal articles and other publications, which have been submitted and/or published during the funding period, that incorporate any portion of the work supported by the OCAST contract. Include any oral or poster presentations to juried meeting; report on those scheduled as well as given. Categorize under the headings of *refereed, non-refereed, books, chapters, abstracts and presentations*.
5. **Other Support.** Using the format provided below, list all monies (e.g. grants, contracts, or business investments) that have been received as a result, all or in part, of this OCAST funded project.

Example:

<u>Funding Organization</u>	<u>Project Title and Description</u>	<u>Funding Period</u>	<u>Contract/Award Amount</u>
NIH	Regulation of Antibiotic Biosynthesis Genes- The antibiotic biosynthesis locus <i>srf</i> , which is required for the synthesis of the lipopeptide antibiotic, surfactin, is being cloned and its expression, as well as its <i>abrB</i> -dependent regulation is being examined using gene fusion technology.	7/01/07 to 6/30/08	\$325,000.00

6. **Impact Statement.** Although Health Research projects may be reviewed only based upon the merit of the project's scientific progress, part of the legislative mandate for the Oklahoma Health Research Program is to stimulate economic growth by facilitating technological development. Therefore, if the project has produced business collaborations or ventures that have had, or will likely have, an impact on Oklahoma's economy, please quantify the economic impact. Also, if the project has had direct impact on patient diagnoses, therapy, etc., please describe. Finally, if the project has generated any newspaper stories, or like coverage, please include copies.

SUBMISSION DEADLINE. Annual progress reports shall be submitted no later than sixty (60) days prior to the ending date of the current funding period. Final reports shall be submitted no later than thirty (30) days after the ending date of the final funding period. For assistance contact the Contracts Compliance Officer at (405) 319-8411.

Progress reports associated with projects managed by the OK Grants website (<https://grants.ok.gov>) need to be uploaded as either a Word or PDF document file into OK Grants. If you require technical assistance with OK Grants please email laura.sohl-smith@ocast.ok.gov.

Beginning with the following competition years, projects associated with these programs are now managed by the OK Grants website: PS12, HR13, AR13, and IP14.

Progress reports not managed by the OK Grants website can be submitted either by email to mark.ballard@ocast.ok.gov or by regular mail (1 copy) to the following address:

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