**Appendix 3: TRAINING INDIVIDUAL PROGRESS REPORT**

***See instructions on pages 3-6 of this document. Please do not include pages 3-6 in your submission.***

|  |  |  |
| --- | --- | --- |
| **1** | **Last Name** | Click or tap here to enter text. |
| **2** | **First Name** | Click or tap here to enter text. |
| **3** | **Middle Initial** | Click or tap here to enter text. |
| **4** | **eRA Commons ID** | Click or tap here to enter text. |
| **5** | **Degree(s) held (acquired to date)** | Click or tap here to enter text. |
| **6** | **Degree 1 working toward (degree seeking)** | Choose an item. |
| **7** | **Degree 2 working toward (degree seeking)** | Choose an item. |
| **8** | **Mentor(s) and degree(s)** | Click or tap here to enter text. |
| **9** | **Project Title** | Click or tap here to enter text. |
| **10** | **Does the Project involve Human Subjects (Yes/No)** | Choose an item. |
| **11** | **Does the Project involve Animals (Yes/No)** | Choose an item. |
| **12** | **For TL1 trainees: Provide assurance that project is covered under the TL1 mentor’s project (Yes/No)** | Choose an item. |
| **13** | **Research Category Term(s) 1** | Choose an item.  Choose an item.  Choose an item. |
| **14** | **Research Category Term(s) 2** | Choose an item.  Choose an item.  Choose an item.  If Other, specify here (40 characters) |
| **15** | **Training Partnership with other NIH IC? (If no training partnership, choose N/A)** | Choose an item.  If multiple ICs, specify here (separate with semicolon) |

***Free Text – Responses to 16-19 should not exceed two pages in length.***

**16. Externship Report:**

TYPE EXTERNSHIP REPORT HERE

**17. Other Support:**

TYPE OTHER SUPPORT HERE

**18. Mentor Report:**

TYPE MENTOR REPORT HERE

**19. Progress Report:**

TYPE PROGRESS REPORT HERE

**Instructions for APPENDIX 3: TRAINING INDIVIDUAL PROGRESS REPORT**

Adhere to the instructions in 7.4 Training RPPRs (B.4) in the NIH RPPR Instructions. This document includes sponsor’s (mentor’s) progress reports for each appointee listed in the respective KL2 and TL1 Tables provided in B.4. It is expected that each scholar/trainee progress report will be concise and complete and include a paragraph for each trainee/scholar supported by the award describing activities and progress during the reporting period. Include the following information for each trainee/scholar, as applicable:

* Description of the trainee/scholar’s research project and progress
* Coursework
* Conference presentations
* A description of the trainee/scholar’s role in any planned or published papers resulting from research conducted while supported by this award (e.g., designed or conducted experiment, analyzed data, drafted paper) Note that full citations of all publications arising from work conducted while the trainee/scholar was supported by the award should not be reported here, as they will be collected in Section C.1.
* Fellowships or other support
* Workshops attended
* Career development activities

***The table format on page 1 includes the following fields:***

1. **Last Name** – The last name of the trainee
2. **First Name** – The first name of the trainee
3. **Middle Initial** – The middle initial of the trainee
4. **eRA Commons ID** – The eRA Commons username of the trainee
5. **Degree(s) held (acquired to date)** – Degrees that the trainee has already acquired
6. **Degree 1 working toward (degree seeking)** – Note the following Degree(s) that should be reported:

|  |  |
| --- | --- |
| **DEGREE 1 SOUGHT** | |
| **Abbreviation** | **Description** |
| PhD CTS | PhD in Clinical and Translational Science (or equivalent depending on institution) |
| MS CTS | MS in Clinical and Translational Science (or equivalent depending on institution) |
| PhD non-CTS | PhD (in any other field) |
| Masters non-CTS | Masters (in any other field) |

1. **Degree 2 working toward (degree seeking)** – Note the following Degree(s) that should be reported:

|  |  |
| --- | --- |
| **DEGREE 2 SOUGHT** | |
| **Abbreviation** | **Description** |
| MD | Doctor of Medicine |
| DDS | Doctor of Dental Surgery |
| DMD | Doctor of Medical Dentistry |
| DO | Doctor of Osteopathic Medicine |
| PHAR | Doctor of Pharmacy |
| ND | Doctor of Naturopathy |
| DNP | Doctor of Nursing Practice |
| DVM | Doctor of Veterinary Medicine |
| DPT | Doctor of Physical Therapy – ***NCATS Approval required*** |
| DAUD | Doctor of Audiology – ***NCATS approval required*** |

1. **Mentor(s) and degree(s)**
2. **Project Title**
3. **Does the Project involve Human Subjects (Yes/No)**
4. **Does the Project involve Animals (Yes/No)**
5. **For TL1 Trainees: Provide assurance that the project is covered under the TL1 mentor’s project (Yes/No)**

**Research Category Terms** – Select one or more of the following high-level terms that characterize the trainee’s research focus for each Research Category Term:

1. **Research Category Term(s) 1 (**[definitions](https://ncats.nih.gov/translation/spectrum)**)**
   1. Pre-Clinical Research
   2. Clinical Research
   3. Clinical Implementation
   4. Public Health
2. **Research Category Term(s) 2** **(**select one to three categories**)**:
   1. Method or Process Development – Develops/refines technical methods or procedures
   2. Mechanistic Basic to Clinical – Applies a basic science discovery to clinical research
   3. Biomedical Informatics / Health Informatics – Develops and applies computer and information sciences concepts, software, and tools to health-related application domains such as biology, behavioral science, health care, public health, and clinical research
   4. Outcomes Research, Health Services Research, and Comparative Effectiveness – Measures or compares healthcare quality and outcomes
   5. Clinical Epidemiology – Applies epidemiology or epidemiologic methods in a clinical setting
   6. Clinical Trial – Studies one or more human subjects prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes
   7. Digital Health & Social Media – Studies using digital health, mobile technologies and/or social media platforms.
   8. Pediatric – Studies humans aged 0-21 (including college students) as well as the embryo/fetus or uses animal models to study processes in humans of that age group. All embryo/fetus studies are included except when the focus is on the pregnant mother.
   9. Rural Health– Studies health and healthcare of rural populations
   10. Health Disparities – Measures differences in access to or availability of medical facilities and services based on race, ethnicity, or other socioeconomic factors
   11. COVID-19 – Studies the disease COVID-19 and/or its causative agent, SARS-CoV-2
   12. Other – If none of the above categories encompass the pilot research, write in a category that defines the general field of study of the pilot research. If this field is used, no other category should be provided in this field.
3. **Training Partnership with other NIH IC?** – If the trainee is supported in partnership with another NIH Institute or Center (IC), please select that IC from the dropdown list. If the trainee is supported in partnership with multiple ICs, please specify them in the text, separated by semicolons. If no training partnership has supported the trainee, please select N/A from the dropdown list.

***The free text section (items 16-19) should not exceed two pages in length, total. The information included here should be sufficient to allow evaluation of the appointees’ progress towards the goals of the training grant.***

1. **Externship Report** – Report on opportunities for scholars and trainees to gain direct experience with key stakeholders of translational science through research externships in industry, regulatory agencies, nonprofit patient-advocacy groups, or other CTSA Program hubs with strengths different from the parent hub. For the externship report section of the Trainee Individual Progress Report, provide a description of the externship, sector that externship took place in (e.g., industry, government, nonprofit, other CTSA Program hub), skillsets to be learned from the externship.
2. **Other Support (applied for and/or received)** – Grants, Fellowships, K-awards, etc. This support can be NIH or non-NIH.
3. **Mentor Report** – This should be a concise statement written by the mentor(s) that describes the individual’s progress and performance during the reporting period.
4. **Progress Report** – A description of the research project written by the trainee or scholar and the progress during the reporting period. Please include the following as appropriate:

* Coursework
* Conference presentations
* A description of the trainee/scholar’s role in any planned or published papers resulting from research conducted while supported by this award (e.g., designed or conducted experiment, analyzed data, drafted paper) Note that full citations of all publications arising from work conducted while the trainee/scholar was supported by the award should not be reported here, as they will be collected in Section C.1.
* Workshops attended
* Career development activities

Training Progress Report Formatting

The Appendix 3 Training Individual Progress Report Microsoft Word template format for the RPPR submissions is strongly recommended to help facilitate aggregation of training progress report data from the RPPR by NCATS. This information can be used by NCATS to report on the impact of the CTSA Program. If Appendix 3 cannot be used, please email [CTSARPPRQuestions@mail.nih.gov](mailto:CTSARPPRQuestions@mail.nih.gov) and CC your program officer so NCATS can assist you with finding a suitable alternative for submitting training progress report data. To ensure that the information is efficiently and accurately extracted, Training Individual Progress Reports are requested to adhere to the following guidelines:

* Reports must contain only text. No images, scans, or other graphical objects should be included in a Training Individual Progress Report as these are not recognized and disrupts efficient and effective data collection.
* Each Training Individual Progress Report should start on a new page. No single page should contain information from more than one Training Individual Progress Report.
* The table portion of the Training Individual Progress Report (from Last Name to Training Partnership with other NIH IC?) should not exceed one page in length.
* The free text portion (from Externship Report to Progress Report) should start on a new page (the page immediately following the table portion) and should not exceed two pages in length.