

**Damon Runyon Clinical Investigator’s Annual Progress Report**

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| **Investigator:** | **Report Year:** |
| **Institution:** | **Mentor(s):** |
| **CI:**      - | **Award Term:**      - |
| **Project Title:**  *Have there been any significant changes to your project?*  yes |  no | |
| **Investigator’s Signature:** | **Mentor’s Signature(s):** |

*All reports are kept strictly confidential. The goal of the reports is three-fold. First, the reports serve as an auditing tool to monitor research progress and assure that the research is on target with the funded project. Second, the reports allow the Foundation to perform regular program evaluations including issues related to mentoring, areas of study, concurrent funding, networking opportunities, career development, and award impact. Third, the reports provide an opportunity to identify specific part(s) of the Clinical Investigator’s research (*e.g.*, fundamental advance, clinical trial development, patient-related anecdote, publications) that the Foundation may highlight in various media outlets. In fact, we would appreciate contact from Investigators at anytime to share such information.*

**Report Instructions:**

Along with this completed cover sheet, please include:

1. A summary of research performed during the award year and evaluation of the results. The summary should be technical, but targeted to a general scientific audience. The summary should be sufficiently detailed such that your research activities over the award year are clearly described. Figures and references can be included if appropriate. If the research differs from the originally funded proposal, please provide an explanation. The report should not exceed four pages.

2. A one-paragraph lay summary, for the public, detailing the research performed over the award year.

3. A brief description of collaborations and partnerships related to the Damon Runyon-funded research, with either academic and/or industry scientists. Please identify your collaborator(s) and their academic/industrial affiliation(s).

4. An up-to-date NIH biographical sketch including:

a. A bibliography of all publications from the award year (please submit pdf copies of reprints).

b. An updated list of current and pending funding.

c. A list of conferences and seminars attended and presentations given during the award year.

d. Changes in your responsibilities or title (tenure/promotion, leadership positions, consultant work, etc.).

5. Brief comments on the most important accomplishment over the award year and on progress made in advancing translation of the research. Also, please address any issues or concerns regarding career development, obstacles to success or mentoring of physician-scientists to which the Foundation might respond.

6. A brief description of your current research and office space allocation.

7. A budget for the next year of funding.

8. A letter from your Mentor(s) that summarizes your progress in becoming an independent clinical investigator in the field of human disease-oriented clinical and translational research. (This can be emailed separately, if preferred.)

9. A completed Intellectual Property Disclosure Form.

10. A completed CIA questionnaire.

11. A request for Open Access fee reimbursement, if applicable.

**Please email these items (with scanned copies of signed forms, where applicable) as attachments to** [**shannon.donovan@damonrunyon.org**](mailto:shannon.donovan@damonrunyon.org)**.**