

**Damon Runyon Physician-scientist’s Annual Progress Report**

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| **Physician-scientist:** | **Report Year:** |
| **Academic Title:** | |
| **Institution:** | **Mentor(s):** |
| **PST:**      - | **Award Term:**      - |
| **Project Title:**  *Have there been any significant changes to your project?*  yes |  no | |
| **Physician-scientist’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 Physician-Scientist’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 Physician-Scientists at anytime to share such information.*

**Report Instructions –** Along with this completed cover sheet, please include:

1. A completed questionnaire on the Physician-Scientist’s progress, institutional commitment and mentorship.

2. 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 the Physician-Scientist’s research activities over the award year are clearly articulated. Figures and references can be included if appropriate. If the research differs from the originally funded proposal, please provide an explanation. The report must be signed by the Physician-Scientist and by the Mentor(s) and should not exceed four pages.

3. A statement addressing where the Physician-Scientist is in advancing their research.

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

5. 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).

6. A brief description of your participation in any community-based educational mentorship program (e.g. STEM or Diversity, Equity and Inclusion initiatives).

7. An up-to-date NIH biosketch including:

* 1. A bibliography of publications from the award year (please submit pdf copies of reprints).
  2. An updated list of current and pending funding.
  3. A list of conferences and seminars attended and presentations given during the award year.
  4. Changes in the Physician-Scientist’s responsibilities or title (tenure/promotion, leadership positions, consultant work, etc.).

8. 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.

9. A budget for the next year of funding.

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

11. A completed Intellectual Property Disclosure Form.

12. A summary, from the Mentor, assessing the Physician-Scientist’s scientific progress and professional development, not to exceed two pages. (This can be emailed separately, if preferred.)

13. Do you have any plans to share your data, either before or after its publication in a peer reviewed journal?

If so:

1. What type of data is it (genome/exome sequence, images, structures, statistical software or algorithms, etc.)?
2. Where will it be shared (such as Figshare, Dataverse, Open Science Framework (OSF), Gene Expression Omnibus (GEO) or Electron Microscopy Data Bank (EMDB))?
3. Who will be in charge of preparing the data to share?
4. What are the expected costs of preparing and sharing this data?

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