**REVISED AViDD PROGRESS REPORT FORMAT**

**March 2023**

**Due to issues with electronic submission of RPPRs for Multi-Year Funded U19 awards within the eRA Commons, AViDD awardees must now use the PHS 2590 format to prepare and submit the Year 1 AViDD Annual Progress Report, instead of using the eRA Commons.**

The PHS 2590 captures standard information pertinent to most NIH awards, however for the multi-project AViDDs, it is necessary to include additional information as specified by the Funding Opportunity Announcement (FOA), Notice of Award (NoA), or programmatic needs. Below please find guidance for including the additional information in your PHS 2590 Progress Report sections.

**Note:** Pages limits are specified for some sections below. Other sections do not have page limits.

**Annual Progress Report for Year 1**

You will create separate standard PHS 2590 reports for the AViDD Overall progress, each Research Project, and each Core and combine these to generate the Annual Progress Report.

Note that all publications citing AViDD support must be reported in the AViDD Overall Progress Report. Publications listed in other parts of the Annual Progress Report will not be tracked.

**I. The AViDD Overall Progress Report is from the Administrative Core**

In addition to the standard information listed below, you must include the following Sections in the Progress Report Summary Form Page 5 and Continuation pages for the AViDD Overall PHS 2590 report.

**1. SAB Narrative**

Provide a Scientific Advisory Board (SAB)-generated narrative that addresses the following points:

* Describe how the Management Plan has guided AViDD activities during the project period, whether it has changed, and how the plan will guide activities during the next project period.
* Document interdependence between and among the Research Projects during the project period. Is there evidence of synergy among the Research Projects and Cores?
* Describe any weaknesses or deficiencies that have materialized and how they are being addressed.
* Describe how supplemental funds (if any) impacted overall AViDD activities.

**2. Changes and Go/No Go Status**

Provide a narrative that addresses the following points:

* What changes, if any, have occurred in the last year to the structure of the AViDD in terms of key objectives, activities, and/or personnel?
* Discuss the Go/No-Go status of each Research Project and Core.

**3. Include the following 3 Sections**

For the AViDD Overall report, also include the following sections. If one of these items is not applicable to your AViDD during the project period, include the title and indicate “Not Applicable”.

**3a. Product Development**

Provide a SAB-generated narrative that address the following points:

* Describe any advances in product development during the project period. Describe any industry/biotech/government interactions with your AViDD that directly affected the activities and research conducted by your AViDD related to product development. Discuss any Product Development issues/concerns/updates pertinent to your AViDD. If applicable, list all patent applications filed by your AViDD during the project period and any patents issued. For each, provide applicant name, application number, title, date filed, type (vaccine, diagnostics, therapeutics, other), and disease/agent associated with it.
* Summarize any regulatory guidance (SAB, FDA or otherwise) that exists or has been released related to candidate product(s) being developed by your AViDD. What advances, if any, in regulatory science related to the product(s) being developed by your AViDD, have occurred at your AViDD and/or by others in the field during the past year?

**3b. Biocontainment/Biosecurity**

List all Research Projects/Cores that employed BSL3 and/or BSL4 facilities during the project period. For each listing, provide the following information:

* Project Number
* Project Title
* Project Leader(s)
* Collaborator(s)
* BSL Laboratory Employed
* Pathogen(s) Evaluated

**3c. Follow-on Funding**

List each follow-on grant or contract obtained by researchers in your AViDD that stems directly from AViDD research and/or product development activities. For each listing, provide the following information:

* Project Number
* Project Title
* Project Leader(s)
* New Project Title
* Source of new funding, duration and start date

**Then you will include the standard sections included in a PHS 2590 Form page 5 Progress Summary Report:**

A. Specific Aims of the Administrative Core – 1 page

B. Studies and Results – 5 pages to highlight the most significant accomplishments from this Center during the past year

C. Significance – 1 page

D. Plans – 1 page

Other Sections - if an item is not applicable, list it and state “Not Applicable”:

Human Subjects

Inclusion of Women and Minorities in Clinical Research

Human Subjects Education Requirement

Vertebrate Animals

Select Agent Research

Multiple PD/PI Leadership Plan changes

Human Embryonic Stem Cell Line(s) Used

Publications – List ALL publications from your Center during the past year here in the AViDD Overall Progress report. Publications included in other sections will not be tracked

Project Generated Resources

**II. Additional Information to be Included in the Individual Research Project Reports**

For each Research Project, in addition to the standard information listed below, you must include the following Sections in the Progress Report Summary Form Page 5 and Continuation pages for the Research Project.

At the beginning of the Grant Progress Report information, please provide a narrative that addresses the following points, if applicable:

• Significant changes in the Specific Aims

• Significance of the work

• Product development milestones

• Significant project-generated resources

**Then you will include the standard sections included in a PHS 2590 Form page 5 Progress Summary Report:**

A. Specific Aims for the Project – 1 page

B. Studies and Results – 5 pages

C. Significance – 1 page

D. Plans – 1 page

Other Sections - if an item is not applicable, list it and state “Not Applicable”:

Human Subjects

Inclusion of Women and Minorities in Clinical Research

Human Subjects Education Requirement

Vertebrate Animals

Select Agent Research

Human Embryonic Stem Cell Line(s) Used

Project Generated Resources

**III. Additional Information to be Included in the Individual Core Reports**

For each Core, in addition to the standard information listed below, you must include the following Sections in the Progress Report Summary Form Page 5 and Continuation pages for the Core.

At the beginning of the Grant Progress Report information, please provide a detailed narrative that addresses the following points:

* Individual Research Projects served and activities performed and/or completed
* Significant Core-generated resources (if any)

**Then you will include the standard sections included in a PHS 2590 Form page 5 Progress Summary Report:**

A. Specific Aims for the Core– 1 page

B. Studies and Results – 5 pages

C. Significance – 1 page

D. Plans – 1 page

Other Sections - if an item is not applicable, list it and state “Not Applicable”:

Human Subjects

Inclusion of Women and Minorities in Clinical Research

Human Subjects Education Requirement

Vertebrate Animals

Select Agent Research

Human Embryonic Stem Cell Line(s) Used

The PHS 2590 instruction guide can be viewed at

<https://grants.nih.gov/grants/funding/2590/phs2590.pdf>

Please refer to the instructions on pages 5-17.