

**CANCER NANOTECHNOLOGY TRAINING CENTERS (CNTCs, R25)  
GUIDELINES FOR CNTC ANNUAL AND INTERIM REPORTS**

---

Due dates: Due dates: June 1<sup>st</sup> (Annual Report) and December 15<sup>th</sup> (Interim Report)

---

**CONTENT**

- 1. PROGRAM SUMMARY – HIGHLIGHTS (UP TO ONE PAGE)**
- 2. MENTORED LABORATORY TRAINING (1/2-1 PAGE PER PROJECT)**  
For each Project, please include:
  - a. Project title and faculty advisors and their disciplines/departments
  - b. Participant names, career level, their discipline/departments and career goals
  - c. Accomplishments during reporting period
  - d. Expected outcomes during the next six months
- 3. WORKSHOPS/COURSES (1-2 PAGES)**
  - a. Workshops and courses offered, including a description of the content and the workshop/course leaders
  - b. Overview of participants, e.g., number of participants, home departments, career level, internal or external to CNTC
  - c. Planned workshops and courses for the next six months
  - d. New training content developed for the CNTC
- 4. OUTREACH EFFORTS (ONE PAGE)**
- 5. EVIDENCE OF COMMUNITY BUILDING AND INTERACTION WITHIN THE ALLIANCE (TWO PAGES)**
  - a. CNTC participation in TransAlliance activities
  - b. Participation in Challenge Projects
    - i. Accomplishments during reporting period
  - c. Participation of Alliance members in CNTC training opportunities
  - d. Please list information on data submission to caNanoLab and materials submission to the Nanotechnology Characterization Laboratory
- 6. CNTC OVERALL PERFORMANCE (ONE PAGE)**
  - a. Enrollment during the reporting period
  - b. Participant outcomes, e.g., degrees earned, fellowships/prizes awarded, job placements
- 7. PUBLICATIONS & PATENTS (ACCEPTED AND PUBLISHED) IF POSSIBLE, PLEASE SUBMIT THE LISTS IN ENDNOTE FORMAT.**

*Annual report also requires submission of form PHS2590. The additional write-up which follows above guidelines is an attachment to PHS form.*

**Annual report due June 1<sup>st</sup> must be mailed by the Institutional Signing Official to:**  
**Division of Extramural Activities Support**  
**OER National Institutes of Health**  
**6705 Rockledge Drive, Room 2207, MSC 7987**  
**Bethesda, MD 20892-7987 (for regular or US Postal Express mail)**  
**Bethesda, MD 20817 (for other courier/express mail delivery only)**

**Please send a copy of the report (pdf file) to the NCI Office of Cancer Nanotechnology Research Staff member listed on your grant.**

***Interim report* (pdf file) due December 15<sup>th</sup> and must be submitted by the Institutional Signing Official via email to the NCI Grants Management Specialist named on the grant. Please send a copy of the report to the NCI Office of Cancer Nanotechnology Research Staff member listed on your grant.**