

**CENTER OF CANCER NANOTECHNOLOGY EXCELLENCE (CCNE; U54)  
GUIDELINES FOR CCNE ANNUAL AND INTERIM REPORTS**

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

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**ANNUAL REPORT CONTENT:**

- PHS2590 report\*
- Overview presentation from recent site visit as an attachment

\*Please Note: The full PHS 2590 report includes sections A-D (overview presentation) plus all required budget information, human subjects and vertebrate animal sections, personnel report and a full listing of patents, publications and project generated research.

The overview presentation must include:

- a. Projections for the success – what would be key achievement(s) of the Center at the end of the program?
- b. Discussion of the most significant developments (at least three) in the CCNE in the past year.
- c. Overview of CCNE performance (positive and negative aspects) and key accomplishments of every project and core during the past year. Include the title of each project and core in the summary discussion.
- d. Changes (if any) in specific aims, milestones or other adjustments that affect these goals.
- e. List of technology transfer and commercialization efforts, clinical trials and leveraged funding.
- f. Overview of Pilot Projects.
- g. Overview of Alliance Challenge Projects .
- h. New, relevant collaborations within and outside of the Alliance
- i. Overview of Education, Training and Outreach efforts.
- j. Plans for the next six months.

**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 CONTENT:**

### **1. CCNE OVERALL PERFORMANCE (TOTAL TWO PAGES)**

- a. Projections for the success – what would be key achievement(s) of the Center at the end of the program? Please provide three examples and summarize each achievement in under half page

### **2. PROGRAM SUMMARY – HIGHLIGHTS (ONE PAGE)**

### **3. RESEARCH PROJECTS (2 PAGES PER PROJECT)**

For each Project, please include:

- a. Project title, names of Project Leaders and collaborators
- b. Accomplishments during reporting period by Specific Aims
- c. New collaborations (within CCNE, within the Alliance, outside Alliance)
- d. Indication of meeting (or not) specific milestones
- e. Discussion on anticipated, future milestone changes
- f. Plans for the next six months
- g. Red flags – any current or anticipated roadblocks towards meeting the goals

### **4. CORES (TOTAL FOR ALL CORES SHOULD NOT EXCEED TWO PAGES)**

For each Core include:

- a. Accomplishments during reporting period
- b. Plans for the next six months
- c. Red flags – as above

### **5. PILOT PROJECTS (TOTAL FOR ALL PROJECTS SHOULD NOT EXCEED TWO PAGES)**

For each Pilot Project include:

- a. Accomplishments during reporting period
- b. Plans for the next six months
- c. Red flags – as above

### **6. CHALLENGE PROJECTS (TOTAL FOR ALL PROJECTS SHOULD NOT EXCEED TWO PAGES)**

For each Challenge Project include:

- a. Accomplishments during reporting period
- b. Plans for the next six months, if any

## **ITEMS 7-11: UP TO FIVE PAGES**

### **7. EVIDENCE OF INTERACTION WITHIN THE ALLIANCE AND COMMUNITY BUILDING**

- a. CCNE participation in Challenge Projects
- b. Please list information on data submission to caNanoLab and materials submission to the Nanotechnology Characterization Laboratory

### **8. PROGRESS TOWARDS CLINICAL TRANSLATION**

### **9. PROGRESS TOWARDS TECHNOLOGY TRANSFER AND COMMERCIALIZATION**

### **10. EDUCATION/ TRAINING AND OUTREACH ACTIVITIES**

### **11. NEW FUNDING OPPORTUNITIES WHICH LEVERAGED CCNE WORK**

### **12. PUBLICATIONS & PATENTS (ACCEPTED AND PUBLISHED). IF POSSIBLE, PLEASE SUBMIT THE LISTS IN ENDNOTE FORMAT.**

**Interim report (pdf file) due December 15<sup>th</sup> 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.**