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**APCCMPD Scholarship in Medical Education Research Award**

**Reporting Requirements**

The APCCMPD has established regular reporting requirements to facilitate and understand the outputs, outcomes, etc. of research and research-related programs awarded through the APCCMPD Scholarship in Medical Education Research Award.

Progress reports are due annually, in the Spring of each year. A final report is due at the conclusion of the research project.

Within a particular component, if the recipient has nothing significant to report during the reporting period they will be asked to state “Nothing to Report”

**Reporting Format**

1. **Cover Page**

* Project Title
* Principal Investigator Name, Title and Contact Information (e-mail address and phone number)
* Name of Submitting Official, Title, and Contact Information (e-mail address and phone number), if other than PD/PI
* Submission Date
* Recipient Institution (Name and Address)
* Project/Grant Period (Start Date, End Date)
* Reporting Period End Date
* Report Term or Frequency (annual, final)

1. **Accomplishments: What was done? What was learned?**

The information provided in this section allows the APCCMPD to assess whether satisfactory progress has been made during the reporting period.

The PI is reminded that the recipient organization is required to obtain prior written approval from the APCCMPD whenever there are significant changes in the project or its direction.

* What were the major goals and objectives of the project?
* What was accomplished under these goals?
* What opportunities for training and facultydevelopment did the project provide?
* How were the results disseminated?
* What do you plan to do during the next reporting period to accomplish the goals and objectives?

**Instructions**

**What were the major goals and objectives of the project?**

*List the major goals of the project as stated in the approved application or as approved by the APCCMPD, including the scientific or technological objectives of this effort. Describe the proposed technical approach to obtain those goals. If the application listed milestones/target dates for important activities or phases of the project, identify these dates and show actual completion dates or the percentage of completion.*

*Generally, the goals will not change from one reporting period to the next and are unlikely to change during the final reporting period. However, if the APCCMPD approved changes to the goals during the reporting period, list the revised goals and objectives. Also explain any significant changes in approach or methods from the APCCMPD approved application.*

**What was accomplished under these goals?**

*For this reporting period describe: 1) major activities; 2) specific objectives; 3) significant results or key outcomes, including major findings, developments, or conclusions (both positive and negative); and/or 4) other achievements. Include a discussion of stated goals not met. As the project progresses to completion, the emphasis in reporting in this section should shift from reporting activities to reporting accomplishments.*

**What opportunities for training and faculty development did the project provide?**

*If the project was not intended to provide training and faculty development opportunities or there is nothing significant to report during this reporting period, state “Nothing to Report.”*

*Describe opportunities provided for training and faculty development to anyone who worked on the project or anyone who was involved in the activities supported by the project.*

*“Training” activities are those in which individuals with advanced professional skills and experience assist others in attaining greater proficiency. Training activities may include, for example, courses or one-on-one work with a mentor. “Faculty Development” activities result in increased knowledge of skill in one’s area of expertise and may include workshops, conferences, webinars, study groups, and individual study.*

**How were the results disseminated?**

*If there is nothing significant to report during this reporting period, state “Nothing to Report.”*

*Describe how the results were disseminated.*

**What do you plan to do during the next reporting period to accomplish the goals and objectives?**

*If there are no changes to the agency-approved application or plan for this effort or if this is the final report, state “Nothing to Report.”*

*Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives*

**III. What products has the project produced?**

The APCCMPD evaluates what the products demonstrate about the excellence and significance of the project and the efficacy with which the results are being communicated to colleagues, potential users, and the public, not the number of publications. Many projects (though not all) develop significant products other than publications. The APCCMPD assesses and reports both publications and other products to members.

List any products resulting from the project during the reporting period. Examples of products include:

* publications, conference papers, and presentations;
* website(s) or other Internet site(s);
* technologies or techniques;
* inventions, patent applications, and/or licenses; and
* other products, such as data or databases, physical collections, audio or video products, software, models, educational aids or curricula, instruments or equipment, research material, interventions (e.g., clinical or educational), or new business creation

If there is nothing significant to report under a particular item, state “Nothing to Report.”

**Instructions**

**Publications, conference papers, and presentations**

*Report only the major publication(s) resulting from the work under this award. There is no restriction on the number. However, agencies are interested in only those publications that most reflect the work under this award in the following categories:*

**Journal publications**

*List peer-reviewed articles or papers appearing in scientific, technical, or professional journals. Include any peer-reviewed publication in the periodically published proceedings of a scientific society, a conference, or the like. A publication in the proceedings of a one-time conference, not part of a series, should be reported under “Books or other non-periodical, one-time publications.”*

*Identify for each publication: Author(s); title; journal; volume: year; page numbers; status of publication (published; accepted, awaiting publication; submitted, under review; other); acknowledgement of APCCMPD support (yes/no).*

**Books or other non-periodical, one-time publications**

Report any book, monograph, dissertation, abstract, or the like published as or in a separate publication, rather than a periodical or series. Include any significant publication in the proceedings of a one-time conference or in the report of a one-time study, commission, or the like.

*Identify for each one-time publication: author(s); title; editor; title of collection, if applicable; bibliographic information; year; type of publication (e.g., book, thesis or dissertation); status of publication (published; accepted, awaiting publication; submitted, under review; other); acknowledgement of APCCMPD support (yes/no).*

**Other publications, conference papers and presentations**

*Identify any other publications, conference papers and/or presentations not reported above. Specify the status of the publication as noted above.*

**Website(s) or other Internet site(s)**

*List the URL for any Internet site(s) that disseminates the results of the research activities. A short description of each site should be provided. It is not necessary to include the publications already specified above in this section.*

**Technologies or techniques**

*Identify technologies or techniques that resulted from the research activities. Describe the technologies or techniques that were shared.*

**Inventions, patent applications, and/or licenses**

*Identify inventions, patent applications with date, and/or licenses that have resulted from the research. Submission of this information as part of an interim or final research performance progress report is not a substitute for any other invention reporting required under the terms and conditions of an award.*

**Other products**

*Identify any other significant products that were developed under this project. Describe the product and how it was shared. Examples of other products are:*

* *data or databases;*
* *physical collections;*
* *audio or video products;*
* *software;*
* *models;*
* *educational aids or curricula;*
* *instruments or equipment;*
* *research material*
* *interventions (e.g., clinical, educational);*
* *new business creation; and*
* *other*

1. **Participants and Other Collaborating Organizations:**

**Who has been involved?**

Provide the following information on participants:

* has there been a change in the active other support of the PD/PI(s) or senior/key personnel since the last reporting period?
* what other organizations have been involved as partners?
* have other collaborators or contacts been involved?

**Instructions**

**Has there been a change in the PD/PI(s) or senior/key personnel since the last reporting period?**

*If there is nothing significant to report during this reporting period or no change from the previous reporting period, state “Nothing to Report”.*

*Describe active other changes for the PI or senior/key personnel whose participation has changed and what the change has been.*

**What other organizations were involved as partners?**

*If there is nothing significant to report during this reporting period, state “Nothing to Report.”*

*Describe partner organizations – academic institutions, other nonprofits, state or local governments, schools or school systems, or other organizations– that were involved with the project. Partner organizations may have provided financial or in-kind support, supplied facilities or equipment, collaborated in the project, exchanged personnel, or otherwise contributed.*

*Provide the following information for each partnership:*

* *Organization Name:*
* *Location of Organization: (if foreign location list country)*
* *Partner’s contribution to the project (identify one or more)* 
  + *Financial support;*
  + *In-kind support (e.g., partner makes software, computers, equipment, etc., available to project staff);*
  + *Facilities (e.g., project staff use the partner’s facilities for project activities);*
  + *Collaboration (e.g., partner’s staff work with project staff on the project);*
  + *Personnel exchanges (e.g., project staff and/or partner’s staff use each other’s facilities, work at each other’s site) and*
  + *Other*

**Were other collaborators or contacts involved?**

*It is likely that many PIs will have no other collaborators or contacts to report. If there is nothing significant to report during this reporting period, state “Nothing to Report.”*

*Some significant collaborators or contacts outside your organization may not be covered under “What other organizations were involved as partners?”*

*For example, describe any significant:*

* *collaborations with others within your organization, especially interdepartmental or interdisciplinary collaborations;*
* *collaborations or contact with others outside your organization.*

**V. Impact: What was the impact of the project? How has it contributed?**

The APCCMPD uses this information to assess how their research and research-related programs for adult pulmonary and critical care fellowship training:

* increase the body of knowledge and techniques;
* enlarge the pool of people trained to develop that knowledge and techniques or put it to use; and
* improve the physical, institutional, and information resources that enable those people to get their training and perform their functions.

This component is used to describe ways in which the work, findings, and specific products of the project have had an impact on adult pulmonary and critical care fellowship training during this reporting period. Describe distinctive contributions, major accomplishments, innovations, successes, or any change in practice or behavior that has come about as a result of the project relative to:

* the development of the principal discipline(s) of the project;
* other disciplines;
* the development of human resources;
* teaching and educational experiences;
* physical, institutional, and information resources that form infrastructure;
* continuation of the project.

**Instructions**

**What was the impact on the development of adult pulmonary and critical care fellowship training of the project?**

*If there is nothing significant to report during this reporting period, state “Nothing to Report.”*

*Describe how findings, results, techniques that were developed or extended, or other products from the project made an impact or are likely to make an impact on the base of knowledge, theory, and research in adult pulmonary and critical care fellowship training.*

*Summarize using language that a lay audience can understand (e.g., Scientific American style).*

*How the adult pulmonary and critical care fellowship training is defined is not as important as covering the impact the work has had on knowledge and technique, Make the best distinction possible.*

**What was the impact on other disciplines?**

*If there is nothing significant to report during this reporting period, state “Nothing to Report.”*

*Describe how the findings, results, or techniques that were developed or improved, or other products from the project made an impact or are likely to make an impact on other* *disciplines.*

**What was the impact on the development of human resources?**

*If there is nothing significant to report during this reporting period, state “Nothing to Report.”*

*Describe how the project made an impact or is likely to make an impact on human resource development in adult pulmonary and critical care fellowship training. For example, how has the project:*

* *provided opportunities for research and teaching in the relevant fields;*
* *improved the performance, skills, or attitudes of members of underrepresented groups that will improve their access to or retention in research, teaching, or other related professions;*
* *provided scholarships; or*
* *provided exposure to science and technology for practitioners, teachers, young people, or other members of the public*

**What was the impact on teaching and educational experiences?**

*If there is nothing significant to report during this reporting period, state “Nothing to Report.”*

*Describe how the project made an impact or is likely to make an impact on teaching and educational experiences within adult pulmonary and critical care fellowship training. For example, has the project:*

* *developed and disseminated new educational materials;*
* *led to ideas for new approaches to course design or pedagogical methods; or*
* *developed online resources that will be useful for instructors and students and other institutional staff*

**What was the impact on physical, institutional, and information resources that form infrastructure?**

*If there is nothing significant to report during this reporting period, state “Nothing to Report.”*

*Describe ways, if any, in which the project made an impact, or is likely to make an impact, on physical, institutional, and information resources that form infrastructure, including:*

* *physical resources such as facilities, laboratories, or instruments;*
* *institutional resources (such as establishment or sustenance of societies or organizations); or*
* *information resources, electronic means for accessing such resources or for scientific communication, or the like.*

**Will there be a continuation of the project?**

*Indicate if there are any plans to continue the project after the grant period because of the success of the program and the interest it has generated. Explain how the commitment will be honored.*

**VI. Changes/Problems**

The PI is reminded that the recipient organization is required to obtain prior written approval from the APCCMPD whenever there are significant changes in the project or its direction. If not previously reported in writing, provide the following additional information, if applicable:

* Changes in approach and reasons for change.
* Actual or anticipated problems or delays and actions or plans to resolve them.
* Changes that have a significant impact on expenditures

**Instructions**

If not previously reported in writing to APCCMPD through other mechanisms, provide the following additional information or state, “Nothing to Report,” if applicable:

**Changes in approach and reasons for change**

*Describe any changes in approach during the reporting period and reasons for these changes. Remember that significant changes in objectives and scope require prior approval of the APCCMPD.*

**Actual or anticipated problems or delays and actions or plans to resolve them**

*Describe problems or delays encountered during the reporting period and actions or* plans to resolve them.

**Changes that had a significant impact on expenditures**

*Describe changes during the reporting period that may have had a significant impact on expenditures, for example, delays in hiring staff or favorable developments that enable meeting objectives at less cost than anticipated.*