



APCCMPD, CHEST and ATS 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, CHEST and ATS 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.

Reporting Format

I. Cover Page

- Project Title
- Program Director (PD)/Principal Investigator (PI) Name
- Report Submission Date
- Recipient Institution (Name and Address)
- Project/Grant Period (Start Date, End Date)
- Report Term or Frequency (annual, final)

II. 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 faculty development did the project provide?
- How were the results disseminated (Final)?
- What do 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.
- 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 (eg, clinical or educational) or new business creation.

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

IV. Participants and Other Collaborating Organizations: Who has been involved?

Provide the following information on participants:

- has there been a change in the active 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?

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

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.
- 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.

VI. Changes/Problems

The PD/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.
- Requests for project completion extensions.