**Technical Reporting Schedule for ACCEL Awards**

Regardless of when your project starts, you will be required to report on a quarterly basis for ACCEL and annually for the NIH RPPR. Examples of the exact questions posed and information required can be found under the same resource box as this document. If your project is a multi PI structure, the contact PI is responsible for all reporting and maintenance of the project through the web portal.

* **Quarterly interim reporting is due by June 30, September 30, and December 31**. The goal of quarterly reporting is to identify if sufficient progress is being made and address any barriers that may impede moving the project forward. Your ACCEL Institutional Site PI will email and discuss your report with you shortly after each due date. Reports are submitted through your project management portal on the ACCEL website. **These are called INTERIM Progress Reports and we will send you a notification when the reporting is due.**
* **Our annual NIH RPPR reporting will be due around March 31 each year.** NIH reporting allows ACCEL to update our NIH program leadership with your project’s progress and highlight products and outcomes associated with it. Comprehensive and detailed reporting helps our program to be successful. Remember, the government is funding your work. You are required to provide ACCEL and your Institutional Site PI with this information. **This report is referred to as the project RPPR and we will send you a notification when the reporting is due.**
* If you’ve been approved for a No Cost Extension, reporting on this schedule continues until the end of the award. Marking your report as FINAL means your project has completed and ended.

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| **Project Type** | **Quarterly Reporting** | **NIH Reporting** | **Length of project/Things to Note** |
| CT Pilot Grant | Yes | Yes | 12 months |
| CT Community Engaged Pilot Grant | Yes | Yes | 24 months |
| ShoRe Grant | Yes | Yes | 6 months |
| OrBiTS Grant | Yes | Yes | 12 months |
| INC Awards | Yes | Yes | 24 months |
| Research Retreats are one day events that bring together potential collaborators around a theme or potential funding opportunity. | No | No | Paper reporting is required within a week of the one-day event and then follow up reporting is required 6 months after the event. |
| ACCEL Strategic Partnerships provide a research foundation to ongoing state and institutional programs in the area of evaluation, statistical support or Community Engagement expertise. | No | No | Based upon the length of the partnership activities, reporting is required every 3-6 months. |

If you are working with Human Subjects and/or your project has been determined to be a Clinical Trial, there is extensive reporting requirements, not only throughout the project but even 12 months after.

**Inclusion of Human Subjects in your project and use of the PHS398 HSCT form:**

* As your project progresses, you will need to **update** and monitor your Human Subjects Clinical Trials form to let ACCEL and the NIH know where you are in the project with regards to recruiting and completion of your project. Planned enrollment tables are identified at the outset, but for NIH RPPR reporting, you will need to add and update an actual enrollment table once you begin enrolling. Applicable other areas of the form will need updates as well.
* For RPPRs, you are also required to include a Participant Level Data Template which identifies race, gender, and **age** for all ENROLLED participants in your study, regardless of completion of the study. Do not edit the template in any way other than entering your participant data.
* These HSCT forms need to be uploaded to your project files within your Project Management dashboard and you’ll be reminded through email notifications.

**CLINICAL TRIALS**

Clinical Trials.gov (<https://clinicaltrials.gov/>) reporting requirements:

* In addition to those items above, your Clinical Trials.gov information needs to match your Human Subjects Clinical Trials form in your ACCEL files. If your Human Subjects form says you are not yet recruiting, then that is what should be reflected on CT.gov records and vice versa.
* **ALSO**

1. **Post Informed consent documents** on a public federal website (e.g. [ClinicalTrials.gov](https://clinicaltrials.gov/ct2/manage-recs)) after recruitment closes and no later than 60 days after the last study visit. While you can follow this 60-day guidance, we suggest you upload as soon as possible, perhaps after the first participant has enrolled and signed the consent.
2. **Update** information in the clinical trial record at a minimum every 12 months. Any changes that occur to the clinical trial (e.g. changes to contact information, recruitment, protocol, etc.) must be updated in the PRS within 30 days of change.
3. **Report summary results** on [ClinicalTrials.gov](https://clinicaltrials.gov/ct2/manage-recs) not later than one year after clinical trial primary completion date. The Primary Completion Date is the date that the last data point for the primary outcome measure was collected from the last enrolled participant.

**NOTE:** Updates and changes to the clinical trial record require review and approval by ClinicalTrials.gov before appearing public. This process will take at least 30 days.

* **Review full NIH Clinical Trial guidelines here:**

<https://grants.nih.gov/policy/clinical-trials/reporting/index.htm>

Review all steps posted here and follow guidance accordingly: <https://grants.nih.gov/policy/clinical-trials/reporting/steps.htm>