

Research Performance Progress Report

Screenshots of DTRA Basic Research Data Collection Instruments





DTRA Basic Research Annual Reports consists of 3 components

- Required Component: Accomplishments file (Word template)
- Optional Component: Metrics file (Excel template)
- Quad Chart template

RPPR Accomplishments File (Word Template)



- Stresses 5 areas (required component of RPPR)
 - Major Goals
 - Accomplishments
 - Opportunities for Training and Professional Development
 - Dissemination of Results
 - Plans for next reporting period



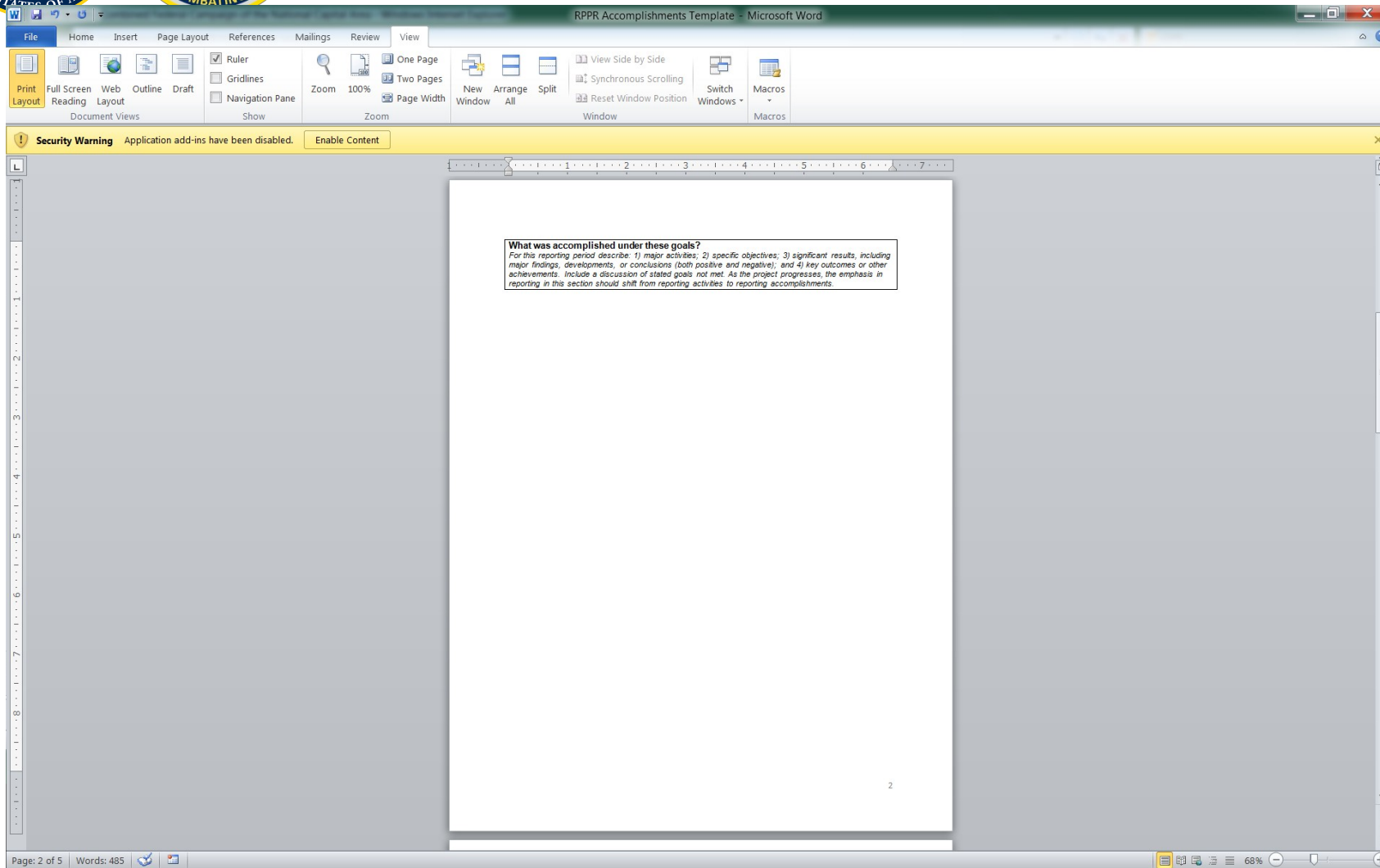
Word Template



The screenshot shows the Microsoft Word interface. The title bar reads "RPPR Accomplishments Template - Microsoft Word". The ribbon includes File, Home, Insert, Page Layout, References, Mailings, Review, and View. The View tab is active, showing options for One Page, Two Pages, Page Width, and various window management tools. A yellow security warning banner at the top of the document area states "Security Warning Application add-ins have been disabled. Enable Content". The left navigation pane shows a search document and a message: "This document does not contain headings. To create navigation tabs, create headings in your document by applying Heading Styles." The main document area contains two text boxes. The first box contains red text: "Please answer all sections of the document. You are welcome to use figures and tables to complement or enhance the text. For annual reports, please only describe work for the period of performance (July 1, 2013 - June 30, 2014). For final reports, please describe the comprehensive effort." Below this is a form with fields for "Grant/Award #:", "PI Name:", "Organization/Institution:", and "Project Title:". The second box contains the heading "What are the major goals of the project?" followed by a detailed instruction: "List the major goals of the project as stated in the approved application or as approved by the agency. If the application lists 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. However, if the awarding agency 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 agency approved application or plan." The status bar at the bottom left shows "Page: 1 of 5" and "Words: 485". The bottom right shows a taskbar with a blue arrow pointing to the right.



Word Template (continued)





Word Template (continued)

A screenshot of the Microsoft Word application window. The title bar reads "RPPR Accomplishments Template - Microsoft Word". The ribbon is set to the "View" tab, showing options like "One Page", "Two Pages", "Page Width", "New Window", "Arrange All", "Split", "View Side by Side", "Synchronous Scrolling", "Reset Window Position", "Switch Windows", and "Macros". A yellow security warning banner at the top of the document area says "Security Warning Application add-ins have been disabled. Enable Content". The main document area shows a text box with the following text:

What opportunities for training and professional development has the project provided?
If the research is not intended to provide training and professional development opportunities or there is nothing significant to report during this reporting period, state "Nothing to Report." Describe opportunities for training and professional development provided 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. "Professional development" activities result in increased knowledge or skill in one's area of expertise and may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.

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3

The status bar at the bottom left shows "Page: 3 of 5" and "Words: 485". The bottom right corner of the window shows the system tray with a volume icon and a 68% zoom level.



Word Template (continued)

A screenshot of the Microsoft Word application window. The title bar reads 'RPPR Accomplishments Template - Microsoft Word'. The ribbon is set to 'Home' with the 'Paragraph' group selected. A yellow security warning banner is visible, stating 'Security Warning Application add-ins have been disabled. Enable Content'. The main document area contains a text box with the following text:

How have the results been disseminated to communities of interest?
*If there is nothing significant to report during this reporting period, state "Nothing to Report."
Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities, for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities.*

The status bar at the bottom shows 'Page: 4 of 5 Words: 485' and a zoom level of 68%. A blue arrow points to the bottom right corner of the window.

Word Template (continued)

A screenshot of the Microsoft Word application window. The title bar reads "RPPR Accomplishments Template - Microsoft Word". The ribbon is set to the "Review" tab, showing options for Spelling & Grammar, Word Count, Language, Comments, Tracking, Changes, and Protect. A yellow security warning banner is visible at the top of the document area, stating "Security Warning Application add-ins have been disabled. Enable Content". The main document area contains a text box with the following text:

What do you plan to do during the next reporting period to accomplish the goals?
*If there are no changes to the agency-approved application or plan for this effort, state "No Change."
Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives.*

The status bar at the bottom shows "Page: 5 of 5", "Words: 485", and "68%".

RPPR Metrics as Excel Template as 7 separate tabs



- 7 separate tabs
 - Tab Description
 - Cover Page
 - Personnel
 - Publications
 - Presentations
 - Impacts
 - Intellectual Property
 - Transitions



Excel Template - Description

RPFR Metrics Template - Microsoft Excel

Please fill out the requested information on all tabs (click on each bottom colored tab or sheet) labeled Cover Page, Personnel, Publications, Presentations, Impacts, Intellectual Property, and Transitions. For annual reports, please only describe [DTRA funded work](#) for the period of performance (July 1, 2013 - June 30, 2014).

Tab	Description
Cover Page	
Personnel	Providing information about the project participants and collaborating organizations allows an assessment of performance in promoting partnerships and collaborations.
Publications	The products from an effort demonstrate the excellence of the research and efficacy with which the results are being communicated to colleagues, potential users, and the public. Publications are the characteristic product of research. If there is nothing to report during this reporting period, the awardee shall state "Nothing to Report".
Presentations	The products from an effort demonstrate the excellence of the research and efficacy with which the results are being communicated to colleagues, potential users, and the public. Many projects (thought not all) may develop products other than publications. In all cases, if there is nothing to report during this reporting period, the awardee shall state "Nothing to Report".
Impacts	Information on the impact of the research demonstrates how the investment increases the scientific body of knowledge, enlarges the pool of people trained to develop that knowledge and techniques or put it to use, and improves the physical, institutional, and information resources that enable those people to get their training and perform their functions. In all cases, if there is nothing significant to report during this reporting period, the awardee shall state "Nothing to Report".
Intellectual Property	Information on any intellectual property demonstrates the value of protectable innovative ideas resulting from sponsored research and includes patents, inventions, and licenses. Submission of this information is not a substitute for other invention reporting requirements under the awards terms and conditions. In all cases, if there is nothing significant to report during this reporting period, the awardee shall state "Nothing to Report".
Transitions	Refers to cases where knowledge resulting from your DTRA sponsored effort will be further developed for, or will be used in, a technology application. Transition sponsors can be entities in DoD, other federal agencies, or industry.

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Excel Template - Cover Page



RPPR Metrics Template - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer

Clipboard Font Alignment Number Styles Cells Editing

	A	B	C	D	E	F	G	H	I	J	K	L	M
1		SHADED FIELDS ARE REQUIRED											
2	Report Submitted to	Defense Threat Reduction Agency											
3	Grant/Award #	HDTRA1-xx-x-xxxx											
4	Organization/Institution												
5	Project Title												
6	Name of Submitting Official												
7	Title of Submitting Official												
8	Email Address												
9	Phone Number												
10	Submission Date												
11													
12	Reporting Period End Date	June 30th, 2014											
13	Reporting Period	Annual											
14													
15		Foreign Spending Country	Foreign Spending (\$)										
16	Country 1												
17	Country 2												
18	Country 3												
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21	<u>Proceed to Personnel</u>												
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Tab Description Cover Page Personnel Publications Presentations Impacts Intellectual Property Transitions

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Excel Template - Publications

RPPR Metrics Template - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer Design

Calibri 11

Wrap Text

General

Normal Bad Good

Neutral Calculation Check Cell

AutoSum Fill Clear Sort & Filter Find & Select

H11

Enter all publications (Journal Articles, Books, Book Chapters, Conference Papers, and Theses/Dissertations) resulting from this DTRA project during this reporting period.
DO NOT include publications that have not yet been submitted.

Award #	Publication Type	Author	Journal (Book Title)	Article Title (Chapter Title)	Volume	Issue	Publication Year	Page	Status	Publication Identifier Type	Publication Identifier	Acknowledgement of DTRA Support	Peer Reviewed	Editors (Book)	Collection (Book)	Publisher (Book)	Publication Location (book)	Media Type (Book)	Edition (Book)
<p>Instructions</p> <p>Select the appropriate publication type from the drop down list. Select "nothing to report" if there were no publications.</p> <p>Enter the full name of all authors.</p> <p>Select the Journal from the drop down list or enter the FULL name of the journal (book).</p> <p>Enter the FULL name of the article title (chapter title if book).</p> <p>Enter the first page number of the article or chapter.</p> <p>Select the publication status from the drop down list (e.g. Published).</p> <p>Select the publication identifier type (i.e. DOI, ISBN, ISSN).</p> <p>Enter the publication identifier number for the type selected in the previous column.</p> <p>Select whether or not an acknowledgment of DTRA support was provided to the publisher.</p> <p>Select whether or not a journal article or conference paper has gone through the peer review process.</p>																			
Example	Journal Article	John Smith and Jane Anubody	Journal of the American Chemical Society	Really Cool Chemistry to Support DTRA's Mission	1	1	2013	112	Published	DOI	10.1021/ja123456x	Yes	Yes						
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34	HDTRA1-xxx-xxxx																		

Tab Description Cover Page Personnel Publications Presentations Impacts Intellectual Property Transitions

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Excel Template - Transitions



RPPR Metrics Template - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer

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A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Enter transitions of the research or technology from this DTRA project.														
2	Award #	Transition Description	Year	Transitioned to											
3	Instructions	Enter a text description of the transitioned research or technology. Enter "nothing to report" if there were no transitions.	Enter the year that the transition started.	Enter the organization, company, or government agency to the which this work has (is) transitioning.											
4	<i>Example</i>	<i>The technology for the totally cool detection of WMDs transitioned to funding from ACME Industries for further development</i>	<i>2013</i>	<i>ACME Industries Contract # 12-34-5678</i>											
5	HDTRA1-xx-x-xxxx														
6	HDTRA1-xx-x-xxxx														
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Tab Description Cover Page Personnel Publications Presentations Impacts Intellectual Property Transitions

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Quad Chart Template

2013 Quad Chart HDTRA1-xx-1-xxxx - Microsoft PowerPoint

File Home Insert Design Transitions Animations Slide Show Review View

Clipboard Slides Font Paragraph Drawing Editing

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UNCLASSIFIED

**Title of Project, Principle Investigator,
Organization, Grant Number**

Your logo here

Objective: Clear, concise and QUANTITATIVE description of the objectives

Method: Uniqueness of the effort and challenges being addressed (Arial 14 point)

Picture or Graphic that illustrates the research or concept

Status of effort: A brief synopsis (2-3 Sentences) of progress/accomplishments/new findings towards achieving the research objectives. (Arial 14 point)

Personnel Supported: numbers and types of professional personnel (Faculty, Post-Docs, Graduate Students, etc.) supported by and/or associated with the research effort. (Arial 14 point)

Publications & Meetings: numbers and types (peer-reviewed publications, theses, symposia, etc) in the previous 12 months (Arial 14 Point)

Bullet list of the major goals/milestones by Project year. (Arial 14 point)

Funding Profile (Arial 14 point)
 \$\$ Year 1 Dates \$\$Year 2 Dates \$\$Year 3 Dates

Contact information (PI name, email, phone) (Arial 14 Point)
 (Co-PI name, email, phone)

Cleared for Public Release 1

Slide 1 of 1 "Blank Presentation" 80% 3:15 PM 9/13/2013