

# Attachment 1: SPORE Webpage Information and Instructions

OMB No.: 0925-0046

Expiration Date: 07/31/2019

Public reporting burden for this collection of information is estimated to an average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.** Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: NIH, Project Clearance Branch, 6705 Rockledge Drive, MSC 7974, Bethesda, MD 20892-7974, ATTN: PRA (0925-0046). Do not return the completed form to this address.

**Instructions:** Please follow the instructions below to develop content for your SPORE's webpage, which will be made available on the [Translational Research Program Website](https://trp.cancer.gov/spores/abstracts/wustl_leukemia.htm). An example page can be found here: [https://trp.cancer.gov/spores/abstracts/wustl\\_leukemia.htm](https://trp.cancer.gov/spores/abstracts/wustl_leukemia.htm). The SPORE webpage must be developed in a Word document and should not include the highlighted text in this document (**no PDFs allowed**). Bookmarks to content sections will be added by the NCI. **Please email the Word document for your Webpage to the NCI by the specified deadline.**

**SPORE TITLE** – Titled used in the application.

**INSTITUTION NAME** – The submitting grant is primary. If a multi-institutional SPORE, you can list the co-site(s) after the primary site. The webpage will be filed under the primary institution.

**PRINCIPAL INVESTIGATOR(S)** – Create the section title “Principal Investigator(s):”. Include the Principal Investigator (PI) name(s) and credentials. Provide a picture of the PI(s) (optional).

**PRINCIPAL INVESTIGATOR CONTACT INFORMATION** –

Add the section title “PRINCIPAL INVESTIGATOR CONTACT INFORMATION.” Please, include name, position title, address, phone, and email for the SPORE Director(s).

**OVERVIEW** – Add the section title “OVERVIEW.” Provide a brief summary of your SPORE (1-2 paragraphs).

**PROJECTS** – List all Projects. Each Project listing should include the following:

- Complete Project Title with project number – as listed within the application.
- Name(s) and credentials of the Project Co-leaders only – as listed within the application (no photos). Hyperlink each name with the contact email.
- An abstract/brief description for each project, which may include figures, tables, cartoons, and images related to the abstract or description. Please include the title and description for all figures, tables, etc. Do not include links to websites or videos.

**CORES** - List all Cores. Each Core listing should include the following:

- Complete Core Title – as listed within the application.
- Name(s) and credentials of the Core Director(s) only – as listed within the application (no photos). Hyperlink each name with the contact email for the director(s).

## Attachment 1: SPORE Webpage Information and Instructions

- An abstract/brief description for each core, which may include figures, tables, cartoons, and images related to the abstract or description. Please include the title and description for all figures, tables, etc. Do not include links to websites or videos.

### **DEVELOPMENTAL RESEARCH PROGRAM** - Include the following:

- Complete Program Title – as listed within the application.
- Name(s) and credentials of the Director(s) only – as listed within the application (no photos). Hyperlink each name with the contact email for the director(s).
- An optional brief description of the program (1-3 sentences minimum). Do not include links to websites or videos. Description of awardees should not be provided.

### **CAREER ENHANCEMENT PROGRAM** - Include the following:

- Complete Program Title – as listed within the application (no photos).
- Name(s) and credentials of the Director(s) only – as listed within the application. Hyperlink each name with the contact email for the director(s).
- An optional brief description of the program (1-3 sentences minimum). Do not include links to websites or videos. Description of awardees should not be provided.

**INSTITUTIONAL SPORE WEBSITE** – If applicable, please provide the link to your Institutional SPORE Website. Before adding, please be sure that the link works, is directing to the correct page, and that the information provided on the site/page is up-to-date. **Do not include links to non-SPORE related pages.**

### **Additional Information Requested:**

Please provide the contact information (position title, email, and phone number) for the following individuals in a separate Word attachment:

- SPORE Administrator (the individual managing the day-to-day administrative and/or financial activities of the SPORE, e.g. grants manager/administrators, project managers, or administrative directors). No more than 2 Administrator should be listed.
- Administrative Assistant/Secretary (the individual that will be managing your calendar for SPORE-related correspondences, teleconferences, and activities).

**[Click here to provide feedback on the Translational Research Program's communications via the website.](#)**