

**Directions for filling out the Annual Progress Report (APR) template  
(Project Period August mm/dd/yyyy - mm/dd/yyyy)**

Public Reporting burden of this collection of information is estimated at 50 hours 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 CDC/ATSDR Reports Clearance Officer, 1600 Clifton Road NW, MS D-74, Atlanta, GA 30333; Attn: PRA (0920-XXXX).

- **General**

- **All data reported in the APR template should be for the current reporting period only (mm/dd/yyyy - mm/dd/yyyy).** The one exception to this is for indicator 10, the Narrative indicator. Here, you can explain how your activities during the current reporting period tie in to the activities of previous/future reporting periods to show the full “picture” of your Center’s impact.
- The template you have been provided for your APR is pre-populated with the content you submitted for your previous Interim Progress Report covering mm/dd/yyyy - mm/dd/yyyy. The purpose of providing this template back to you is to enable you to update information you have already submitted previously, and hopefully reduce your reporting burden. However, if you would prefer a blank copy of the template, please contact Shakiyla Smith and this can be provided to you.
- **Open Field Questions:** Each indicator includes at least one open field response question asking for an example or “additional information.” The purpose of these open fields is to provide you with an opportunity to share a succinct, descriptive “sound bite” on the impact your ICRC is having on each indicator, which may not be captured by the indicator’s quantitative response options. **NOTE: Brief, pithy, and concrete examples, written in “plain language” are best for these open field responses. These kinds of examples help us communicate your successes and further demonstrate the impact of the ICRC program overall.** The best examples include evidence of public health impact (e.g., change in morbidity or mortality; change in behavior or practice; evidence of program, policy, or systems change, etc.).
- Use the Table of Contents or Navigation pane to jump between indicator sections
- Form fields have varying formats and some require a number or currency as the input format (e.g. “funding amount” uses currency format).

- **Indicator 1- Personnel**

- *Inclusion Criteria:* ICRC-affiliated personnel are personnel who are considered a part of your Center. This can include faculty and non-faculty staff and students **actively** working on injury research or other specific activities of the Center during the reporting period,

regardless of where they are physically located within the Center, their department of appointment, or authority for salary, promotion, or tenure.

- *Exclusion Criteria:* Those who should **NOT** be considered ICRC personnel are faculty and non-faculty staff and students that have worked on injury research or other activities in the Center in the past but are not currently, actively working in the Center. Also those who have only expressed interest in the topic of injury/Center projects but were not actively working with the Center during the reporting period would NOT be considered ICRC personnel.
  - *Personnel Spreadsheet:* For ease of reporting, we have embedded an Excel spreadsheet into the APR template for you to report your personnel. You may either complete the spreadsheet or save as an embedded document in the current location (just click save) or save to a different location and submit as a separate file if that is easier.
  - *Personnel description:* Include personnel member's title and/or brief description of their role in the Center (e.g. Center director, investigator, data manager, research coordinator, administrative assistant, etc.).
  - *Open Ended Questions:* "What example can you provide to best illustrate how the diversity of disciplines and departmental appointments of ICRC-affiliated personnel is a strength to the ICRC?"- Here, we would like you to share a brief story/example of how your Center has benefitted and/or made an impact as a direct result of your personnel's diversity across discipline, department, and function. As a reminder, **brief, pithy, in plain language, and concrete examples are best for these open field responses. These kinds of examples help us communicate your successes and further demonstrate the impact of the ICRC program overall.** You can also share any other information you think is important for CDC to know about your Center's personnel in the last open ended question in this section which asks "What additional information do you want to provide about personnel?"
- **Indicator 2- Funding from All Sources**
    - *Inclusion Criteria:* All injury-related funding, including extramural, institutional, foundation, faculty development, doctoral awards, etc., received by ICRC-affiliated personnel during the reporting period for research, evaluation, outreach, etc., that has an explicit link to ICRC-funded work regardless of the department or institution through which funding was routed. This includes both center-grant funded work and work stimulated by the ICRC. For example, an NIH funded study would be considered to be stimulated by the ICRC if it used pilot data from an ICRC-funded study. Funding amount reported here should be total amount (direct and indirect) **for the current reporting period only (i.e., the grant year).**
    - *Exclusion Criteria:* Institutional resources solely for administration, space, etc., and not tied to research, evaluation, outreach, etc.
    - *Open Ended Questions:* "What example can you provide to best illustrate how CDC funding is leveraged to acquire additional funds?"- We would like you to share a **brief, pithy, in plain language, and concrete** story/example of how your Center has leveraged ICRC grant funding to acquire additional funds for injury and violence prevention research. You can also share any other information you think is important for CDC to know about your Center's funding in the last open ended question in this section which asks "What additional information do you want to provide?"
  - **Indicator 3- Completed and Ongoing Studies**
    - *Inclusion Criteria:* All studies funded with ICRC grant funds. Also, injury-related research and evaluation studies completed during the reporting period and ongoing during the reporting period for which ICRC-affiliated personnel are involved (refer to indicator 1 for definition of "ICRC affiliated personnel") and for which the Center considers part of its

portfolio of work, regardless of funding source, or department or institution through which funding was routed. In reporting this indicator, studies are defined as projects with a clear scope of work with definable personnel and budget.

- o *Exclusion Criteria:* Studies for which ICRC-affiliated personnel are not involved during the reporting period, or projects that do not yet have a clear scope of work, definable personnel, and/or budget.
- o **NOTE:** The ICRC grant funded studies that were reviewed and approved in your application (or studies that have been added/substituted and approved through CDC) have been auto-populated in this section. The exploratory or pilot studies that have been funded with ICRC funding have not been pre-populated as these were not initially identified in the IPR. They should be included here in the APR moving forward so that all ICRC-funded research is reported in one section. All other relevant studies being conducted within your center should be reported in the separate “Other Studies” document that accompanies the APR. This document has been pre-populated with studies submitted in your IPR.
- o **For ALL studies** (those approved through the grant application and as grant funded exploratory studies, as well as those being conducted as part of the larger ICRC research portfolio/by ICRC researchers and staff), the following fields are required:
  - *Partners Involved in Study:* Here, and elsewhere in the template where indicated, please list any key partners you are working with on this study.
  - *Injury Topic Area:* Here, and elsewhere in the template, we ask that you provide the topic area(s) that the study focuses on (up to three). The primary topic area should be the main topic of focus, with secondary and tertiary being other topics included or touched on in the study. **NOTE: The topic area drop downs have been revised based on your feedback and reset to “select one” in the template. If you had already selected topic areas when filling out the IPR, you will need to do this again. Please be sure to select topics for each study.**
  - *Brief Summary/Results:* Please provide a **brief** overview description of the study and a summary of the study’s main findings or conclusions. If it is a study still in progress, preliminary findings and an update on the study’s progress can be included here.
  - *Implications of Findings for Practice:* Please provide a **brief** description of how this study will/has the potential to impact the field, and why the study is important.
  - *Plans for Use/Outreach of Study Findings:* Please provide a **brief** description of your plans for translating, disseminating, and providing support to practitioners for using the findings from this study.
  - *Type of Research or Evaluation:* Please check all that apply and/or check “other” if the type of research/evaluation is not included in the list, and include the type of research/evaluation in the text box available.
  - *Level of Prevention:* Here, and elsewhere in the template where indicated, please select which level of prevention (primary, secondary, or tertiary) the study focuses on. Definitions of these different levels of prevention can be found here: <http://vetoviolence.cdc.gov/basics-primary-prevention.html>
  - *Open Ended Questions:* You can share any other information you think is important for CDC to know about your Center’s studies in the open ended question at the end of this section which asks “What additional information do you want to provide about completed or ongoing studies?”
- o **For ICRC grant funded/approved and exploratory studies only:**
  - *Year to Date Status, Including Milestones:* Information on how the study has progressed over the reporting period and any milestones that have been met (e.g. data collected, data analyzed, etc.).

- *Findings/Accomplishments:* Report on any study findings, results, or accomplishments for the reporting year to date.
- *Significance of Findings/Accomplishments:* Explain the impact/potential impact of these findings/results/accomplishments to the field.
- *Project Milestones for Upcoming Budget Year:* Describe the major milestones for the project/study for the upcoming budget year.
- *Other Significant Information:* Describe any other proposed research-related objectives and activities for the budget year and any significant programmatic changes.

- **Indicator 4- Publications**

- *Inclusion Criteria:* All injury-related publications published **during the current reporting period (mm/dd/yyyy - mm/dd/yyyy)** authored by ICRC-affiliated personnel including books, articles in peer-reviewed journals, and non-peer reviewed professional publications (e.g. book chapters).
- *Exclusion Criteria:* Publications unrelated to injury, prior to the reporting period, or authored by individuals unaffiliated with the Center (see definition for ICRC-affiliated personnel in Indicator 1).
- *Publications Spreadsheet:* For ease of reporting, we have embedded an Excel spreadsheet into the APR template for you to report your publications. You may either complete the spreadsheet or save as an embedded document in the current location (just click save) or save to a different location and submit as a separate file if that is easier.
- *Injury Topic(s):* Please select the injury topic(s) the publication addresses from the drop down menus available in the injury topic columns of the spreadsheet. It is our hope that the drop downs will ease reporting burden. If the injury topic(s) the paper addresses are not listed, please select “other” and specify the injury topic(s) in the space provided in the column to the right. **NOTE: The topic area drop downs have been revised based on your feedback and reset to “select one” in the template. If you had already selected topic areas when filling out the IPR, you will need to do this again. Please be sure to select topics for each publication.**
- *PubMed ID:* Please provide the PubMed identification number (**not** the PMID or the DOI number). If the publication has a PubMed ID number, you will only have to provide this and the topic areas as described above. If the publication does **not** have a PubMed ID number, please provide the topic areas and the full citation in the space provided.

*Open Ended Questions:* You can share any other information you think is important for CDC to know about your Center’s publications in the open ended question at the end of this section which asks “What additional information do you want to provide about publications authored by ICRC-affiliated personnel?”

- **Indicator 5- Academic Training, Mentoring, and Leadership**

- *Inclusion Criteria:* Injury-related training and mentoring activities directed toward undergraduate and graduate students, fellows, and junior faculty enrolled in a formal training program at the Center’s academic institution during the reporting period.
- *Exclusion Criteria:* Guest lecture or other brief engagements with students, fellows, and faculty. Also excludes training and workshops with professionals engaged in continuing education unless they are also enrolled in a degree-granting or fellowship program of some type.
- *Open Ended Question:* “What example(s) can you provide of ICRC-mentored students who went on to impact the field after leaving the institution?”- We would like you to share a **brief, pithy, in plain language, and concrete** story/example of how a student or students from your Center has impacted or contributed to the field of injury and violence prevention after leaving your Center.

- o *Other Significant Information:* Please provide brief summaries of:
  - *Project Milestone status and brief summary of progress to date*
  - *Project milestones for the upcoming year*
  - *Significant Programmatic changes*

- **Indicator 6- Outreach**

- o *Inclusion Criteria:* Outreach activities focused on an injury topic directed toward external stakeholders outside the ICRC's host institution, such as community professionals, leaders, civic groups, and the general public.
- o *Exclusion Criteria:* Activities not directed to external stakeholders or not focused on an injury topic.
- o *Type of Outreach Activity Conducted:* Please choose from the drop down list the category that best describes the outreach activity you are reporting on. Definitions and examples for each category are as follows:
  - **Knowledge Translation-** Activities that present research findings in plain language to practitioners/those in the field. *Examples: Websites, Newsletters, Fact Sheets/Reports, YouTube Videos, Podcasts, Didactic Presentations/Webinars, Conferences, Media Communications/Social Media, Literature Reviews or Syntheses*
  - **Knowledge Brokering/Capacity Building-** Activities that engage practitioners/those in the field on the use/integration of research and evaluation into community decision making. *Examples: Engaging community partners; providing interactive presentations/webinars; linking community groups with researchers; fostering community-researcher collaborations; providing educational sessions to raise community capacity to find, assess, and use literature and data, evaluate interventions and programs, and participate in collaborative research; joining community discussions to provide a research/evaluation perspective; assessing researcher needs for community-based knowledge*
  - **Implementation/Research-to-Practice-** Activities that involve training practitioners/those in the field on the implementation of programs, research tools, and/or practice tools. *Examples: Training local staff on how to deliver an evidence-based program; training clinical staff on the use of a screening tool.*
  - **Innovation/Practice-to-Research-** Activities in the field that result in the identification of gaps, new research questions, and/or studies. *Examples: Identifying prevention gaps and potential research efforts that could fill them; Assessing the adoption of evidence-based interventions and programs shown to be effective at addressing specific outcomes in specific populations, to address other outcomes in other population*
- o *Outreach Description/Impact:* Please provide a **brief** description of the outreach activity and how it has/will impact the field.
- o *Injury Topic Area:* Please provide the topic area(s) that the outreach activity focuses on (up to three). The primary topic area should be the main topic of focus, with secondary and tertiary being other topics included or touched on in the activity. **NOTE: The topic area drop downs have been revised based on your feedback and reset to “select one” in the template. If you had already selected topic areas when filling out the IPR, you will need to do this again. Please be sure to select topics for each outreach activity.**
- o *Intended Audience:* Please provide a brief description of the target audience for the outreach activity.
- o *Number of People Reached:* Please provide the estimated number of people reached by this outreach activity.
- o *Open Ended Questions:* You can share any other information you think is important for CDC to know about in the last open ended question in this section which asks “What

additional information do you want to provide about how these outreach activities related to your ICRC's previous body of work and planned future endeavors?" Also, if you have additional outreach activities that did not fit in the spaces allotted in the template, you may list these in the "Other Significant Information" field for this section.

- **Indicator 7- Research Tools Developed and Disseminated**

- *Inclusion Criteria:* Research tools disseminated during the reporting period developed by ICRC-affiliated personnel. In reporting this indicator, research tools are defined as instruments, methodologies, procedures, etc., intended primarily for use by researchers to conduct injury research. This includes research tools developed with CDC ICRC grant funds and tools supported by other funding sources. Methods of disseminating tools may include, but are not limited to, publishing, presenting at professional conferences, and posting to web-based information clearinghouses.
- *Exclusion Criteria:* Research tools developed but not yet disseminated and tools developed by personnel unaffiliated with the ICRC.
- *Tool Description/Impact:* Please provide a **brief** description of the tool and how it has/will impact the field.
- *Injury Topic Area:* Please provide the topic area(s) that the research tool focuses on (up to three). The primary topic area should be the main topic of focus, with secondary and tertiary being other topics included or touched on by the tool. **NOTE: The topic area drop downs have been revised based on your feedback and reset to "select one" in the template. If you had already selected topic areas when filling out the IPR, you will need to do this again. Please be sure to select topics for each research tool.**
- *Open Ended Questions:* You can share any other information you think is important for CDC to know about your Center's research tools in the last open ended question in this section which asks "What additional information do you want to provide about how these tools relate to your ICRC's previous body of work or future planned endeavors?"

- **Indicator 8- Practice Tools Developed and Disseminated**

- *Inclusion Criteria:* Practice tools and interventions disseminated during the reporting period developed by ICRC-affiliated personnel. In reporting this indicator, practice tools are defined as program curricula/protocols, program implementation guides, program evaluation tools, training materials, fact sheets, etc., intended primarily for use by community practitioners for non-research endeavors. This includes practice tools developed with CDC ICRC grant funds and tools supported by other funding sources. Methods of disseminating practice tools may include, but are not limited to presenting at workshops/conferences/community meetings, posting on the web, webinars, etc.
- *Exclusion Criteria:* Practice tools developed but not yet disseminated and tools developed by personnel unaffiliated with the ICRC.
- *Tool Description/Impact:* Please provide a **brief** description of the tool and how it has/will impact the field.
- *Injury Topic Area:* Please provide the topic area(s) that the outreach activity focuses on (up to three). The primary topic area should be the main topic of focus, with secondary and tertiary being other topics included or touched on by the practice tool. **NOTE: The topic area drop downs have been revised based on your feedback and reset to "select one" in the template. If you had already selected topic areas when filling out the IPR, you will need to do this again. Please be sure to select topics for each practice tool.**
- *Open Ended Questions:* You can share any other information you think is important for CDC to know about your Center's practice tools in the last open ended question in this section which asks "What additional information do you want to provide about how these tools relate to your ICRC's previous body of work or future planned endeavors?"

- **Indicator 9- Narrative**

- *Inclusion Criteria:* One or more narrative stories describing ICRC success and impact spanning any time frame that includes, but is not limited to, the reporting period for the other metrics. ICRCs may describe the evolution of their work on a topic that unfolded over several years; for example, ICRC studies that yielded publications that informed policy change that led to demonstrated public health impact. Stories may focus on one theme or incorporate multiple themes, such as training and mentoring (e.g., students who went on to impact the field), research (e.g., emerging issues, novel approaches), and outreach and collaboration with others (e.g., health departments, Prevention Research Centers, Core Violence and Injury Prevention Programs, Community Transformation Grant awardees, other ICRCs). Whenever possible, stories should include the strongest possible evidence of public health impact (e.g., change in morbidity or mortality; change in behavior or practice; evidence of program, policy, or systems change, etc.).
- *Exclusion Criteria:* Stories unrelated to the ICRC.
- **Note:** We recognize that with your Center, the “whole is often more than the sum of its parts.” This can be difficult to articulate through the more quantitative 9 indicators above. The purpose of this indicator is to enable you to tell the “story” of your ICRC and its overall impact. As is the case with the open ended questions in the other indicators, these stories are easier to share and use to demonstrate your impact if they are **brief, pithy, in plain language, and concrete.**

