Injury Control Research Center Annual Progress Report Guidance
Funding Cycle: CE24-001
Project Period: August 1, 2023–July 31, 2025
Due Date: October 31, 2025

Introduction

This document provides guidelines for ICRCs to complete their Annual Progress Report (APR) for the reporting period of **August 1, 2024 – July 31, 2025**. All funded ICRCs will submit their reports electronically via the ICRC Cooperative Agreement Management Platform (CAMP) at camp.cdc.gov/IRCR.

At the beginning of this document, we have provided a General Navigation Notes and Helpful Hints section. We hope that it will help you navigate the CAMP site.

The APR consists of four sections, each focusing on a key aspect of your ICRC's activities:
- Research Projects
- Outreach Core
- Training and Education Core
- Publication List

Detailed instructions for each section, including specific indicators and open-ended questions, are provided in the following sections of this document. By following these instructions, you can ensure a comprehensive and informative APR that highlights the valuable work undertaken by your ICRC.

General Navigation Notes and Helpful Hints

Starting your APR:
- To fill in the APR, select "Funded Centers" and select the name of your ICRC. You will land on the "Work Products" tab. Select "View Details." You can then select "Add New" on the right side of the screen to proceed to the section of your choice.

Order of data entry:
- We recommend filling in the research section, and then the outreach section, and then the "other training and education core" section, because there is one question in each section that builds on the previous section(s), and it will be easiest to fill that question out if the previous section(s) is/are already populated.

Draft/Validate and Save:
- At the bottom of each form on the site, you will see a toggle button that will default to "draft." This allows you to work on the page, select "save," retain your data, and return to the page to edit later. Once you select "validate" you will not be able to "save" until all required fields are populated (required fields are denoted with an asterisk).

Return to "Work Products" after submitting a form:
- Once you have populated a form, select APR-RFA-CE-24-001-YourICRC to return to your "Work Products" page.

Edit an entry:
- Immediately after you have validated and saved an entry, you can use the carrot icon across from APR-RFA-CE-24-001-YourICRC to select "edit" and return to the page.
- If you are on the "Work Products" page, you can select a research project directly and edit it. To edit an Outreach or Training activity, select "View Activities" to expand and see the activities you have entered, and then select the activity you would like to edit. After selecting the activity you would like to edit, you can use the carrot icon across from APR-RFA-CE-24-001-YourICRC to select "edit" and return to the activity form.

Exclamation mark icon:
- If you see the exclamation mark icon, this means that there is a form in that section that is still in draft form (the form has not been validated). You will not be able to submit your APR until all forms are validated and you do not see any exclamation mark icons. To remove the exclamation mark, follow the instructions to "edit an entry," complete your form, and then validate and save the entry.

Submitting your APR:
1. In order to submit your APR, you need to be on the "Work Products" tab. Use the carrot icon at the top right to "submit APR."

Research Projects

What to Report:
This guide outlines the information required for reporting on *active* core research projects during the reporting period.

What's Included/Excluded:
- **Included:** Research projects proposed and approved in your application, with a focus on injury topics.
- **Excluded**: Any research project not included and approved in your initial application.

To edit this section:
- From the "Work Products" tab, select "View Details." Next to "Research Projects," select "Add New."

Reporting for Each Active Research Project:
- **R1) Project Title:** From the dropdown menu, select the research project you would like to edit then select "Next." The title should be listed exactly as it appears in your application. Please edit this field if the pre-populated information is incorrect.
- **R2 and R3) Principal Investigator(s):** Please list the Principal Investigator and any Co-Principal Investigators. If necessary, list multiple people in the Co-Principal Investigator section, separated by semi-colons. Please edit this field if the pre-populated information is incorrect.
- **R4 and R5) Project Dates:** Include the start and end dates (MM/DD/YYYY) for the project.

- o **R6 and R7) Topic Areas:** Select the primary and secondary topic area(s) from the available options (e.g., Adverse childhood experiences, Drowning prevention, etc.). If the relevant area is missing, choose "Other" and specify the applicable topic(s).
- o **R8) Project Type:** Select all applicable categories that define the type of research or evaluation project.
- o **R9) Origin of Research Question:** Choose the origin of the research question from the provided list, selecting all applicable categories.
- o **R10 and R11) Project Description and Goals:** Provide a summary and describe the major goals of the project, as listed in your application.
- o **R12) Accomplishments:** Summarize the project's results or current progress. If ongoing, include:
  - Preliminary findings
  - Updates on project progress
  - Any significant accomplishments
  - Plans for translating, disseminating, and supporting practitioners in using the study's findings
  - Type of research or evaluation undertaken (epidemiology, surveillance, primary prevention, etc.)
  - Proposed research objectives and activities for the upcoming budget year
  - Any noteworthy programmatic changes
- o **R13) Challenges and Solutions:**
  - Did you encounter any challenges or delays? (If yes, answer the following questions):
    - R13.1) Describe the challenges or delays.
    - R13.2) How did you (or do you plan to) address these challenges or delays?
- o **R14) Dissemination:** Describe dissemination strategies and who they targeted. When relevant to the goals of the research project, describe how the significant findings may promote, enhance, or advance the translation of the research into practice or inform policy.
- o **R15) Promising Practices:** Please indicate whether this activity can be considered a Promising Practice. To be considered a Promising Practice, an activity must have:
  - Received NCIPC ICRC funding;
  - Focused on injury and/or violence prevention; and
  - Demonstrated potential for replicability (i.e., fully implemented in two or more populations of interest and/or has documented, empirically based measures of effectiveness)
  - R15.1-R15.4) If yes, for each criteria (feasibility, adaptability, reach, and effectiveness), please try to address if and how your activity addresses each indicator. Answers can be supported with qualitative and/or quantitative data.
  - R15.5) When explaining why this activity should be considered for future funding and/or replication, please explain why this activity is unique and shows promise compared to other activities.
  - R15.6) Please upload any publications or documents that you think will help us better understand this activity (this could include peer reviewed publications, evaluation findings, blog posts, facilitator training documents, etc.). When naming your files, please use this format:
    - Name of the Promising Practice and document number (e.g., ACEs and Suicidal Behavior in African Americans_Doc1)
    - Your university (e.g., Iowa)
    - Year (e.g., 2025)
    - Example: ACEs and Suicidal Behavior in African Americans_Doc1_Iowa_2025
  - Please reference the ICRC Implementation Readiness Framework and Rating System document for additional information.

Outreach Core

What to Report:

This section focuses on outreach activities related to injury prevention aimed at external audiences outside your institution. This could include activities targeting community professionals, leaders, civic groups, and the general public.

What's Included/Excluded:

- **Included:** Activities focused on injury topics and directed towards external stakeholders. This can include, but is not limited to:
    - **Knowledge Translation:** Presenting research findings in a clear and concise way to practitioners or the public. Examples: websites, newsletters, fact sheets, videos, podcasts, presentations, conferences, media communication, social media, literature reviews, or syntheses.
    - **Knowledge Brokering/Capacity Building:** Engaging practitioners or the public in using research and evaluation findings for community decision-making. Examples: working with community partners, interactive presentations, connecting community groups with researchers, fostering research-community collaborations, educational sessions for community capacity building (finding/assessing/using literature and data), evaluating interventions, participating in research partnerships, offering research/evaluation perspectives in community discussions, or assessing researcher needs for community-based knowledge.
    - **Implementation/Research-to-Practice:** Training practitioners on implementing programs, research tools, or practical tools. Examples: training local staff on delivering evidence-based programs, training clinical staff on using a new screening tool.
    - **Innovation/Practice-to-Research:** Identifying research gaps, new research questions, and potential studies based on real-world experiences. Examples: pinpointing prevention gaps and potential research to address them, assessing the adoption of evidence-based interventions in new populations or for new outcomes.
- **Excluded:** Activities not focused on injury topics or not reaching external audiences.

To edit this section:

- From the "Work Products" tab, select "View Details." Next to "Outreach Core Activities," select "Add New."

Reporting for Each Outreach Activity:

- **O1) Name:** Enter the specific name or briefly describe the outreach activity.
- **O2) Type:** Select the activity type from the provided options (e.g., Conferences, Media communication, Newsletter, etc.). If other, please specify.
- **O3) Duration:** Indicate if the activity is multi-year or single-year.
- **O4) Research Project Link:** Indicate if the activity is associated with a research project (Yes/No). If yes, select the project from the drop-down menu.
- **O5 and O6) Topic Areas:** Select the primary and secondary topic area(s) from the available options (e.g., Adverse childhood experiences, Drowning prevention, etc.). If the relevant area is missing, choose "Other" and specify the applicable topic(s).
- **O7) Goals:** Describe the major goals of the activity.
- **O8) Accomplishments:** Describe what was achieved under the activity's goals during this reporting period.
- **O9) Target Audience and Reach:**
    - Briefly describe your intended audience.

- If available, include the estimated number of people reached (e.g., registered, followed, retweeted, attended).
- o **O10) Dissemination Strategies:** Explain how information about this activity was shared with relevant communities during the reporting period.
- o **O11) Partnerships:**
  - Indicate if you collaborated with any partner organizations (Yes/No). If yes, you can add multiple partners.
  - For each partner:
    - O11.1) Select the partner type from the provided options (Local health department, State health department, Federal agency, etc.)
    - O11.2) Identify if you worked with a CDC Injury Center funded program (Yes/No). If yes, specify the program (Core State Injury Prevention Program, Comprehensive Suicide Prevention Program, Youth Violence Prevention Center, etc.)
    - O11.3 and O11.4) Provide the name and role of the partner organization.
    - O11.5) Select whether you would like to add another partner that worked with you on this outreach activity.
- o **O12) Special Populations:** Indicate whether this activity targeted a specific population (Yes/No). Provide details if applicable (tribes, children, women, rural populations, etc.).
- o **O13) Challenges and Solutions:**
  - Did you encounter any challenges or delays? (If yes, answer the following questions):
    - O13.1) Describe the challenges or delays.
    - O13.2) How did you (or do you plan to) address these challenges or delays?
- o **O14) Promising Practices:** Please indicate whether this activity can be considered a Promising Practice. To be considered a Promising Practice, an activity must have:
  - Received NCIPC ICRC funding;
  - Focused on injury and/or violence prevention; and
  - Demonstrated potential for replicability (i.e., fully implemented in two or more populations of interest and/or has documented, empirically based measures of effectiveness)
  - O14.1-O14.4) If yes, for each criteria (feasibility, adaptability, reach, and sustainability), please try to address if and how your activity addresses each indicator. Answers can be supported with qualitative and/or quantitative data.
  - O14.5) When explaining why this activity should be considered for future funding and/or replication, please explain why this activity is unique and shows promise compared to other activities.
  - O14.6) Please upload any publications or documents that you think will help us better understand this activity (this could include peer reviewed publications, evaluation findings, blog posts, facilitator training documents, etc.). When naming your files, please use this format:
    - Name of the Promising Practice and document number (e.g., ACEs and Suicidal Behavior in African Americans_Doc1)
    - Your university (e.g., Iowa)
    - Year (e.g., 2025)
    - Example: ACEs and Suicidal Behavior in African Americans_Doc1_Iowa_2025
  - Please reference the ICRC Implementation Readiness Framework and Rating System document for additional information.

Training and Education Core

What to report:

This section focuses on injury-related training and mentoring activities for students, fellows, and junior faculty enrolled in formal programs at your institution during the reporting period.

What's Included/Excluded:
- **Included:** Courses, mentorship, and other training and education activities for students, fellows, and junior faculty enrolled in formal programs at your institution.
- **Excluded:** Guest lectures and training for continuing education professionals unless they are also pursuing a degree.

To edit this section:
- From the "Work Products" tab, select "View Details." Next to "Training and Education Core Activities," select "Add New."
- Drop the dropdown list, select the module you would like to work on, then select "next."

Reporting for each Injury & Violence Prevention Course:

The ICRC Injury and Violence Prevention Academic Courses encompass a wide range of injury and violence prevention topics, including undergraduate and graduate courses, as well as summer offerings.
- **E1) Title:** Enter the exact name of the course.
- **E2) Instructors:** Enter course instructor(s) first and last name. If there is more than one instructor, separate instructor names with a semi-colon.
- **E3) Enrollment:** Indicate the number of students enrolled.
- **E4 and E5) Dates:** Enter the course start and end dates (MM/DD/YYYY).
- **E6) Grade Levels:** Select all applicable grade levels (e.g., Undergraduate, Masters, etc.).

Academic mentorship:
- **M1) Mentees:** Report the number of mentored students/fellows by category (Undergraduate, Masters, Doctoral, Postdoctoral).
- **M2) Research Assistants:** Identify how many mentored students/fellows are also research assistants (by category).
- **M3) Funding:** If applicable, report the total ICRC funding used to support mentored students/fellows (by category). Please do NOT enter decimals.
- **M4) Graduates:** Indicate the total number of students who graduated (by category).
- **M5) Mentorship impact:** Describe examples of ICRC-mentored students who made a significant contribution to the field. Please do NOT include student names or other personally identifying information.

Reporting for Other Training and Education Activities:
- o **T1) Name:** Enter the specific name of the training activity.
- o **T2) Type:** Select the activity type from the provided options (e.g., Fellowship, Internship, Seminar, etc.). If other, please specify.
- o **T3) Research Project Link:** Indicate if the activity is associated with a research project (Yes/No). If yes, select the project from the drop-down menu.
- o **T4) Outreach Link:** Indicate if the activity is associated with an outreach activity (Yes/No). If yes, select the outreach activity from the drop-down menu.

- o **T5 and T6) Topic Areas:** Select the primary and secondary topic area(s) from the available options (e.g., Adverse childhood experiences, Drowning prevention, etc.). If the relevant area is missing, choose "Other" and specify the applicable topic(s).
- o **T7) Goals:** Describe the major goals of the activity.
- o **T8) Accomplishments:** Describe what was achieved under the activity's goals during this reporting period.
- o **T9) Target Audience and Reach:**
  - ▪ Briefly describe the intended audience.
  - ▪ If available, include the estimated number of people reached (e.g., registered, followed, retweeted, attended).
- o **T10) Dissemination Strategies:** Explain how information about this activity was shared with relevant communities during the reporting period.
- o **T11) Partnerships:**
  - ▪ Indicate if you collaborated with any partner organizations (Yes/No). If yes, you can add multiple partners.
  - ▪ For each partner:
    - ▪ T11.1) Select the partner type from the provided options (Local health department, State health department, Federal agency, etc.)
    - ▪ T11.2) Identify if you worked with a CDC Injury Center funded program (Yes/No). If yes, specify the program (Core State Injury Prevention Program, Comprehensive Suicide Prevention Program, Youth Violence Prevention Center, etc.)
    - ▪ T11.3 and T11.4) Provide the name and role of the partner organization.
    - ▪ T11.5) Select whether you would like to add another partner that worked with you on this training activity.
- o **T12) Challenges and Solutions:**
  - ▪ Did you encounter any challenges or delays? (If yes, answer the following questions):
    - T12.1) Describe the challenges or delays.
    - T12.2) How did you (or do you plan to) address these challenges or delays?
- o **T13) Promising Practices:** Please indicate whether this activity can be considered a Promising Practice. To be considered a Promising Practice, an activity must have:
  - • Received NCIPC ICRC funding;
  - • Focused on injury and/or violence prevention; and
  - • Demonstrated potential for replicability (i.e., fully implemented in two or more populations of interest and/or has documented, empirically based measures of effectiveness)
  - ▪ T13.1-13.4) If yes, for each criteria (feasibility, adaptability, reach, and sustainability), please try to address if and how your activity addresses each indicator. Answers can be supported with qualitative and/or quantitative data.
  - ▪ T13.5) When explaining why this activity should be considered for future funding and/or replication, please explain why this activity is unique and shows promise compared to other activities.
  - ▪ T13.6) Please upload any publications or documents that you think will help us better understand this activity (this could include peer reviewed publications, evaluation findings, blog posts, facilitator training documents, etc.). When naming your files, please use this format:
    - • Name of the Promising Practice and document number (e.g., ACEs and Suicidal Behavior in African Americans_Doc1)
    - • Your university (e.g., Iowa)
    - • Year (e.g., 2025)

- Example: ACEs and Suicidal Behavior in African Americans_Doc1_Iowa_2025
  - Please reference the ICRC Implementation Readiness Framework and Rating System document for additional information.

Publication List

What to report:

This section focuses on all injury-related publications by ICRC-affiliated personnel during the reporting period. Please use the Excel template provided, creating a new tab for each reporting year.

What's Included/Excluded:
- **Included:**
  - Conference papers and presentations
  - Books
  - Articles in peer-reviewed journals
  - Non-peer-reviewed professional publications (e.g., book chapters)
- **Excluded:**
  - Publications authored by individuals not affiliated with the ICRC.
  - Publications from before the reporting period.

To edit this section:
- From the "Work Products" tab, select "View Details." Next to "Publication List," select "Add New."

Publication Funding Labels:
- **Fully Funded**: A publication from any research, outreach, and training and education core activities supported by the current CDC's ICRC funding (CE24-001 funding cycle). For example, publications based on core research projects.
  Example: This study was funded by CDC's National Center for Injury Prevention and Control's Injury Center Research Center Grant R49 CE003XXX.

- **Partially Funded**: A publication from any research, outreach, and training and education core activities that are partially supported by current CDC's ICRC funding (CE24-001 funding cycle). For example, publication from collaborative projects with Core SVIPP state.
  Example: This study was partially funded by CDC's National Center for Injury Prevention and Control's Injury Center Research Center Grant R49 CE003XXX.

- **Previously Funded**: A publication from any research, outreach, and training and education core activities are fully or partially supported by the previous CDC's ICRC funding (e.g. CE14-001 or CE19-001 cycle). For example, publication based on core research projects.
  Example: This study was funded by CDC's National Center for Injury Prevention and Control's Injury Center Research Center Grant 5R49 CE0030XX.

- **Funding Leveraged**: A publication where an author is supported (i.e. salary/stipend support) by current CDC's ICRC funding (CE24-001 funding cycle) **AND/OR** publication based on work previously funded ICRC activity (e.g. CDC's ICRC funded exploratory project that led to additional funding such as R01, K99 etc.)
  Example: Author(s) were supported by CDC's National Center for Injury Prevention and Control's Injury Center Research Center Grant R49 CE003XXX.