



# Annual Report Checklist for PUIs

## INDIVIDUAL FACULTY INFORMATION

**Research mentors:** please verify that all the mentor information at the SD BRIN Web site <http://orgs.usd.edu/brin/undergrad.html> is accurate. If new mentors or new projects need to be added, please contact the BRIN office at (605) 677-5129 or e-mail us at [mark.maxon@usd.edu](mailto:mark.maxon@usd.edu).

**Biosketches** New NIH-style biosketches (forms at our Web site) are required for all new mentors, and updated biosketches are needed for every mentor and faculty researcher. The updated material required by the grant includes publications (abstracts, books, journals designated published or in press only), presentations, grants submitted and awarded with name and type of agency and total funding amount, other research honors. Any publication or presentation with a BRIN undergraduate fellow needs to be highlighted and SDBRIN needs to be cited (see: [http://www.usd.edu/brin/BRIN\\_info\\_page.html](http://www.usd.edu/brin/BRIN_info_page.html) for proper citation).

For each faculty member being paid by SD BRIN, the answers to these questions must be sent to Barb and Mark:

- Sub-Project Information**
  - o Brin dollars received (including student fellow money)
  - o Subproject description
  - o Protection against research:
    1. Will human subjects be involved next year?
    2. Will vertebrate animals be used next year?
    3. Will recombinant DNA experiments be conducted next year?
  - o Are these potential hazards to laboratory workers (carcinogens, pathogens, ionizing radiation, etc)? Identify.
  - o Will any of the research risk categories not involved next year be involved in future years?

AND

**Mentoring information:** All mentors and all projects need to have filled out one of these forms annually. This form gives the description of the project proposed for the summer fellow and verifies the animal care and/or human subject approval numbers that are required by the granting agency.

OR

**Release time information:** Any faculty researcher funded by SDBRIN, who will not be working with students during the year are required to fill out the form including a description of their projects(s) and their animal care and/or human subject approval number.

## PARTNER INSTITUTION INFORMATION

**Outcome objectives evaluation:** In the narrative report from your institution, you must address your progress that year toward your planned outcomes for the grant (submitted after INBRE Phase I funding was awarded).

**Institutional profile:** This form is sent out after the NIH site is up and running each spring. Here is an example from 2007:

*Biomedical and behavioral research grants and contracts*

**Funding sources      Applications      Awards Total \$**

All sources

NIH faculty

NIH BRIN

Science and health-related research personnel

Faculty -- total employed

Faculty -- newly hired

Administrative -- total employed

Faculty served on peer review groups

Within this institution

Outside this institution

Research Space

Total

Newly constructed or renovated

Independent status achieved

With Research or Program Project grant

Without Research or Program Project grant

No longer participating

Still junior investigator at reporting period end

Junior investigators achieving independent status

Science and health related Assoc. Bachelors Masters Dr

Degrees pursued

Degrees awarded

Faculty release time? (yes or no)

Central Grants administration? (yes or no)

BRIN Junior Investigators (non-tenured faculty)

Total on roster this reporting period