# CPCRN Progress Reporting:
# Overview of Reporting Obligations 3-15-11

After working extensively with the Network Centers and Funders to vet their needs and concerns and seeking approval from the Steering Committee, the Coordinating Center implemented changes to the processes for progress reporting in the Network.

Going forward, we will have three distinct levels of reporting within the network, which are described in more detail below, and which we hope will capture the work of CPCRN in the coming years in a useful manner to better inform future research and funding decisions.

1. **Individual Network Center reporting**
   a. Network Centers will continue to use the CPCRN online progress reporting tool at http://cpcrn.org/progresstool/ to submit twice yearly progress reports, which will be greatly streamlined to reduce the burden of reporting and collect only information that will be used by the funders. The revisions to this system are described elsewhere in a document titled "CPCRN Progress Reporting Revisions to Individual Network Center Reporting."
   b. Network Centers will continue to submit 2-page narrative summary progress reports each reporting period in MS Word format to summarize what their Center has been doing in the prior reporting period (including reporting on activities not captured by the online Progress Tool). *Please do not submit in PDF format, as all reports will eventually be combined into one document for the funders in MS Word.*

2. **Workgroup reporting**
   a. Workgroup Chairs will be responsible for submitting a 1-2 page report (in MS Word format) to the Coordinating Center each reporting period. *Please do not submit in PDF format, as all reports will eventually be combined into one document for the funders in MS Word.*
   b. Reports will include the following information:
      i. Workgroup name
      ii. Chair/Co-Chair names and Center affiliations
      iii. Names of participating Network Centers and collaborating organizations
      iv. Number of meetings via:
         1. Phone
         2. Face to face during Steering Committee meetings
         3. Face to face outside of Steering Committee meetings

  v. Plan of work

  vi. Where group's work falls on the NCCDPHP Knowledge to Action Framework diagram (viewable at http://www.cpcrn.org/progresstool/popups/ConceptualFramework.html)

  vii. Accomplishments/progress/work completed in past reporting period

  viii. Citations for all grants and publications completed in past reporting period

  ix. Funds expended

3. **Coordinating Center reporting (with input from Steering Committee Co-Chairs)**

 a. The Coordinating Center will submit a report (in MS Word format) to the Funders each reporting period

 b. Develop and facilitate network infrastructure (Logic model box B1A)
  i. Date of annual review of current infrastructure plan
  ii. Date of annual review of CPCRN policies and procedures

 c. Engage outside experts (Logic model box B1B)
  i. Name of expert and how or why chosen
  ii. Date and place
  iii. Purpose
  iv. Costs
  v. Type of activity conducted
  vi. Results (materials, products, etc)

 d. Develop Network visions and priorities (Logic model box B2A)
  i. Date of annual review of CPCRN Vision
  ii. Review of CPCRN priorities; for each priority:
   1. Date of review
   2. Is the priority still relevant?
   3. Does the priority need updating?
  iii. Plan of work, to include:
   1. Purpose
   2. Objectives
   3. Duration
   4. Description of activities

 e. Promoting the visibility of CPCRN (Logic model box B2C)
  i. Create (and annually review) a long term marketing and communications plan
  ii. List activities for the year, including at least one CPCRN-wide presentation at a significant conference.  Examples of other activities include webinars, presentations internal to CDC/NCI, and external presentations to those who may affect funding
  iii. Evaluation – type, results, lessons learned
  iv. Recommendations

    f.   Implement and review strong processes for collaboration (Logic model box B2D)
- i. Reporting will include both processes created and actual collaborations
- ii. For each, the following information will be reported:
     1. Purpose of relationship (examples: recruit new investigators or partners to the Network, increase quality and quantity of service delivery program partnerships, support state CCC plan implementation, or cross-CPCRN collaboration)
     2. Type of relationship
          a. Networking
          b. Coordinating
          c. Cooperating
          d. Collaborating
     3. Evaluation – type, results, lessons learned