CPCRN
Cancer Prevention and Control Research Network

# Progress Reporting Overview

*Updated November 2026*

This document is intended to provide an overview of the CPCRN progress reporting process, the data to be collected and reported, and the types of activities that should be reported, to provide guidance to investigators and Project Directors in their data gathering and reporting efforts.

1. **Progress Report Due Dates and Data Collection**
    a. Progress reports are **due December 15th** each year, providing 2.5 months after the end of the reporting period (September 29th) to complete all progress reporting tasks.
    b. The online Progress Reporting system is designed to allow staff to input data year-round if desired.
    c. On 9/30 of each year, the next budget year's report will be available for data entry (so be sure you input data into the proper year's report).
    d. Many Project Directors either keep a spreadsheet where they collect data from their investigators as it comes in, to input into the progress reporting system later, and some input it (or some of the data as a placeholder) into the progress reporting system as they get it. The system is designed to allow you to choose the workflow that is optimal for you and your team.

2. **What gets reported?** What types of activities/events/etc. should be entered into the progress reporting system? We categorize your work in three ways, the first two of which the CDC would like to see fully reported in your progress reports, and the third of which **should *not* be** entered into your reports.
    a. ***CPCRN-generated activities***: those activities which are funded directly by your CPCRN grant.
    b. ***CPCRN-supported activities***: those activities which are supported by CPCRN infrastructure, including those derived from workgroups/cores, grants, and collaborations that would not have happened without the CPCRN infrastructure and network and the professional connections it helped facilitate.
    c. ***CPCRN-related***: This ***non-reportable*** category refers to all other cancer related activities that are not supported by CPCRN's infrastructure and professional connections. *If this activity would have happened even if CPCRN did not exist, then you **should not** report it*.

    *If you're unsure whether something should be reported, please reach out to the Coordinating Center team for assistance. We realize there are gray areas, and we're happy to work through it with you.*

3. ***Workgroup/Core Reports***
    a. Reports should be submitted by both Workgroups and Cores.
    b. Annual Workgroup/Core reports should be accompanied by an updated version of the group's charter document. Please make updates with Track Changes so that we can easily see what, if anything, has changed. The charter template is available here.
    c. These Workgroup/Core reports are submitted via MS Word document, the template for which is downloadable here.
    d. Ultimately, submission of Workgroup/Core Reports is the responsibility of the Chair/Co-Chairs (although they may utilize their staff in preparation of the reports).
    e. The CDC is not looking for substantial background information about your research in this report. They are most interested in what has been done since your last report and how you are keeping things moving forward with things like IRBs, study recruitment, and publications & presentations, and in learning about ways your work has had impact.

    f. The content of the Workgroup/Core report includes:
        i. Co-Chair names and center affiliations

ii. List staff, investigators, Network Centers, and collaborating organizations involved in the group during the reporting period, including what activities they were involved in and what their role or contribution was.
iii. List number of group meetings during the reporting period (including phone and face to face meetings)
iv. A summary of the group's accomplishments/research findings/progress/work completed during the reporting period.
v. A plan of work for the next reporting period.
vi. A list of workgroup/core publications from the reporting period.
vii. A list of grant applications from the reporting period.

**Online Reporting System**

4. **<u>New in 2025:</u> Collaborating Center Impact Summary**: Please provide a brief, third-person summary of your center's **most impactful stories (up to 5)** during this reporting period that would not have been possible without CDC CPCRN funding and infrastructure. We define impactful activities according to the CDC's Impact Framework to include Catalyzing Action, Effecting Change, Shaping the Future, Disseminating Science, and Creating Awareness (hyperlink for IMPACT document). This summary is a good place to share high-level success stories, link together activities, describe how some activities led to others, and highlight the most important work **your Center** conducted during the reporting period. NOTE: This is not where you list publications, presentations, grants, trainings, mini-grants, or once-off activities or Workgroup/Core tasks, unless they connect back to your community or Center in specific ways (those will all be reported elsewhere). **This is where you tell the story of your Center in a narrative form that can help federal agency partners, community partners, and the public at large understand your Center's work.**

5. **Grant Applications (CPCRN-generated or supported)**: For each grant application, you'll need to provide the title, collaborators, funding amount, agency, mechanism, date submitted, and funding status (pending funding statuses can and should be updated in a later report).

6. **Publications, Presentations, and Trainings/Workshops (CPCRN-generated or supported)**: For each, you'll need to provide title, citation (not for trainings), and collaborators.
    a. Publications only: provide PMID and indicate whether it is a peer-reviewed publication (as opposed to, for example, a book chapter)
    b. Trainings only: indicate the primary audience, date/date range for the training/workshop, and number of attendees

7. **Research Activities (CPCRN-generated or supported)**: Title, description, date/date range, collaborators. **Please do not include any workgroup/core activities. Workgroup/core activities will be described in the Workgroup/Core report section.**

8. **Quotable Feedback and Anecdotes (CPCRN-generated or supported):** Describe any specific positive feedback, anecdotes, or 'quotable quotes' your Center and/or its members have received as a result of your work, including title, associated workgroup/core(s), and description/quotes.

9. **Mini-grants (CPCRN-generated or supported):** The CDC is interested in knowing how many mini-grants are awarded from CPCRN funds. You will note the total number and funding amount range of the mini grants awarded.