

CCR Annual Report System

A users guide



April 2018

Why do I have to complete this every year?

All individuals who receive federal funding **are required** by NIH to complete an Annual Report.

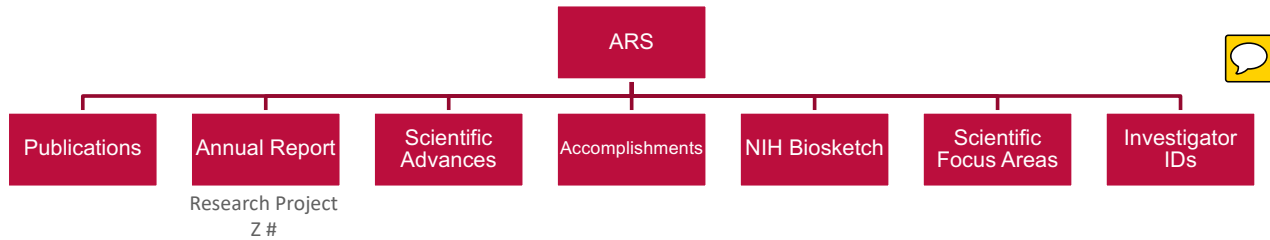
The data collected is used for a variety of reasons.

First and foremost is to be included in the NIH Intramural Database as a way to demonstrate *progress* and track dollars spent per research project.

The data is also used internally by CCR to complete various required reports or requests over the year and for communications purposes (i.e. *CCR Milestones, Congressional reports*).

The Annual Report System (ARS)

CCR has created an Annual Reporting System (ARS) which is made up of several sections that need to be completed each year. Your homepage will only list the sections that are required and/or relevant to you.



Portions of the reports are viewable at [NIH Intramural Database \(NIDB\)](#), the [NCI Funded Research Portfolio](#), and [NIH RePORTER](#) tool.

The Annual Report System (ARS)

Section	Summary
Publications	Your CCR bibliography -a master list of your publications that populates other sections of the annual report system
Annual Report	A summary on the progress on your research project as well as publications or patents related to the project. This also includes an annual count of the biospecimens stored in your lab
NIH Biosketch	Build your own NIH biosketch
Accomplishments	Your cumulative career accomplishments
Scientific Advances	A short summary on your major breakthroughs or discoveries over the year
Scientific Focus Areas	Select your broad research interests
Investigators ID	Researcher ID and ORCID numbers



Establish	Research Project	A description of your long-term goals and objectives on a scientific question are you addressing (i.e. specific aim)
Assign	Z #	A unique number assigned to each project for easy tracking. You may be asked to provide your Z#s when you submit a manuscript to a journal, submit an EIR to tech transfer or submit a protocol to iRIS
Update yearly	Annual report	A summary on the <i>progress</i> on your research project that includes new publications or patents related to the project. This also includes an annual count of the biospecimens stored in your lab

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These are the subsections of an annual report for a project

```

graph LR
    RP[Research Project 1 (Z#)] --> AR[Annual report]
    AR --> RS[Research Summary]
    AR --> P[Pubs]
    AR --> Pat[Patents]
    AR --> F[Funding]
    AR --> C[Coding]
    AR --> S[Staff]
    AR --> Col[Collaborators]
  
```

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How to Log in to the ARS

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CLINICAL TRIALS RESEARCH TRAINING CAREERS NEWS ABOUT CCR

Phase I clinical trial will test multi-targeted immunotherapy in common childhood cancer [Read more...](#)

For Staff | resources

User account

Please log in using your NIH Credentials

Select your domain to login.

nih

Username *

Enter your NIH username

Password *

Enter your NIH password

Log in

CCR Portal Login

CCR Portal Login

Annual Reports

When open, the Annual Reports option allows one to enter and edit information related to their projects for annual reporting purposes.

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ARS Home Page

Your homepage will only list the sections that are required and/or relevant to you

My ARS Home Page

WARNING: You will be automatically logged out after 12 hours of inactivity within this system.

Supporting Info **Investigator Info** **ARS Help**

Publications
Status: Incomplete

Investigator IDs
Status: Incomplete

Scientific Focus Areas
Status: Incomplete

NIH BioSketch
Status: Incomplete

Annual Report
Status: Incomplete

Accomplishments
Status: Incomplete

Scientific Advances
Status: Incomplete

Historical Reports

View/Print 2017

Reports are read only and print friendly

- Navigate sections
- Help
- Print current or previous reports

Click either option to edit

Start with your publications

Publications

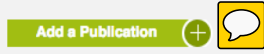


Your Publications

1. Review the list of your CCR bibliography below for accuracy. (NOTE: This is the master list of your publications that populates other sections of the annual report system. Thus, it is imperative this list is accurate. Please make sure all your corrected published and in press papers are included.)
2. To add a publication, click **Add a Publication** and follow the steps on the next screen. Once all your papers are added, click **Save and Complete** on the bottom of this page.
3. To edit a publication in the list, click the edit icon next to the publication of interest and follow the steps on the next screen. Once all edits are complete, click **Save and Complete** on the bottom of this page.
4. To delete a publication, click the delete icon next to the publication of interest. Once all updates are complete, click **Save and Complete** on the bottom of this page.

-OR-

1. If you have no additional publications to add or update, click **Save and Complete**



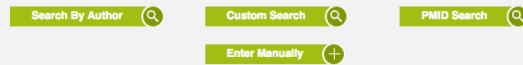
Add Publication



Choose Publication Search Type

The publications system offers 3 methods to search for publications (using the PubMed database). You can search by Author Name, by PubMed ID (PMID), or via a custom search. The Publications system will electronically contact PubMed and retrieve information using your search criteria. Alternatively, you can enter a publication manually.

To begin your search, choose a search type or enter a publication manually.



Next review/edit these quick and easy sections

Investigator Info

Investigator IDs

Status: **Incomplete**

Scientific Focus Areas

Status: **Incomplete**

Add your Researcher ID and/or ORCID

Add **at least two** and **up to five** scientific focus areas that you would like to feature on your IRP PI profile page and select one as distinguishing

Then start the Annual Report Section

Deadlines

Friday, Aug 03, 2018

Publications

Annual Report

Scientific Focus Areas

Friday, Sep 28, 2018

Accomplishments

Scientific Advances

NIH BioSketch

My ARS Home Pag

WARNING: You will be automatically logge

Supporting Info

Publications

Status: **Incomplete**

Current Report(s)

Annual Report

Status: **Incomplete**

Accomplishments

Status: **Incomplete**

Scientific Advances

Status: **Incomplete**

There are 5 key parts

- 1 Patents Classification
- 2 Publications Classification
- 3 Collaborations
- 4 Biospecimens Survey
- 5 Projects

Annual report section

1 Patents Classification	Data is provided by the NIH Office of Technology Transfer and cannot be modified, only NCI-assigned EIRs post 1999 are included
2 Publications Classification	Only pubs that you added in the previous PUBLICATION section will appear
3 Collaborations	Only those collaborators listed here will appear in the scientific advances section and the projects sections
4 Biospecimens Survey	ALL human biospecimens that are stored need to be reported in this survey
5 Projects	

NOTE: Your words matter! The NIH uses a tool called Research, Condition, and Disease Categorization (RCDC), a computerized process, to read titles and project summaries in order to categorize each project. Make sure to use key words in the title of your project and summaries.

A note about biospecimens

ALL human biospecimens that are stored in your lab at the time you complete this report need to be reported in this survey and include those that are:

- Identified
- Coded
- Unlinked (De-identified)
- Unidentified (Anonymized)

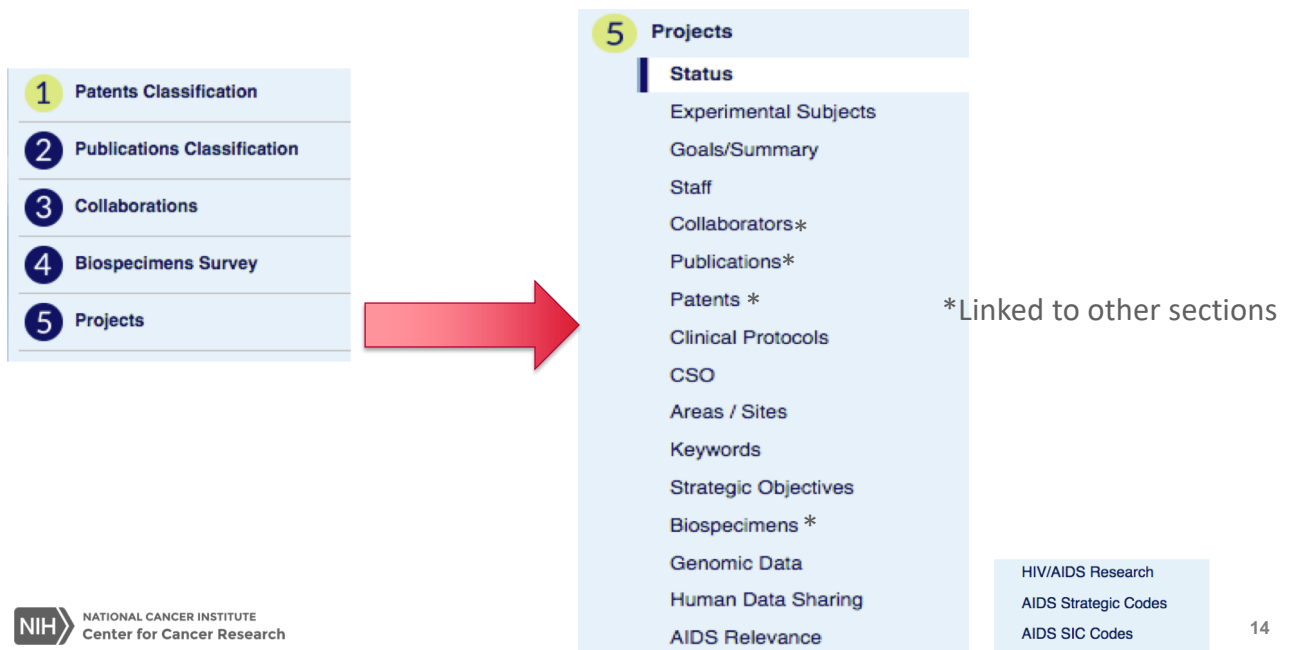
Biological materials and derivatives that were obtained from commercial sources, for example human cell lines or tissues purchased from ATCC or other vendors, **do not need to be reported**. In addition, human biospecimens or their derivatives that are put into animals or biological inventions that have been derived from human biospecimens, do not need to be reported.

You will need to report the total number of biospecimens for **each type of biospecimen** you have (for example: 2 buffy coat, 3 skin samples, 10 tears)

If the total number of stored biospecimens has decreased from previous year, you must note the reason (i.e. used)

As a reminder, there are special rules/reporting requirements if you use: [fetal tissue](#), [human stem cells](#), and [dual-use research](#)

The project section is the heart of reporting



Then complete the last 3 Sections (due at end of FY)

Current Report(s)

Annual Report

Status: Incomplete

Accomplishments

Status: Incomplete

Scientific Advances

Status: Incomplete

NIH BioSketch

Status: Incomplete

Your cumulative career accomplishments →

- Accomplishments**

 - Exporting Technologies**
 - Translational Research
 - Collaborations
 - Training & Education
 - Awards & Leadership

Summary of advances you made in the FY

A short summary about you and your contributions to science using the NIH form

Due Dates: 2018

SECTION	FILING DEADLINE
Publications (complete this section first)	Friday, August 3, 2018
Annual Report	Friday, August 3, 2018
Scientific Focus Areas	Friday, August 3, 2018
Accomplishments	Friday, September 28, 2018
Scientific Advances	Friday, September 28, 2018
Investigator IDs	Friday, September 28, 2018
NIH Biosketch	Friday, September 28, 2018



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