



Commonwealth Health Research Board (CHRB) Instructions to Submit Scientific and Fiscal Reports

Interim and final report guidelines and the required cover sheet are located at www.chrb.org under the tab, **Post-Award**. Each report consists of a cover sheet plus a scientific progress report and a fiscal progress report. This cover page template [Cover page and format for Interim and Final Reports.docx] can be found on the CHRB website at www.chrb.org. It is the responsibility of the Principal Investigator to submit these reports at the appropriate times which are specifically provided in the CHRB grant agreement. Failure to submit the scientific and fiscal reports by the deadlines set forth in the Grant Agreement may result in forfeiture of all or a portion of the grant funding.

CHRB Scientific Reports

The CHRB scientific report must include a paragraph summarizing the research progress in language intended for a lay audience. For both the interim and final scientific project reports, the scientific research portion of the report must be completed by the Principal Investigator. The scientific reports [ten pages or less] should provide the following information that describes:

- Include the project summary reflected in the Full Proposal Submission.
- Include a brief summary of your research progress in language intended for a lay audience.
- The intended outcomes of the project.
- The actual outcomes and accomplishments and findings of the research.
- How the findings will be further utilized by the researchers and others.
- How the outcomes are maximizing or will maximize the health of Virginia's citizens.
- Provide information, if you have applied for, or have obtained research support based on the results of the CHRB award.
- If you have a manuscript(s) ready for submission for publication, please include one copy or forward one copy when available. Please note that, "All published journal articles, monographs, or other special reports based on grant-support projects must carry a standard footnote of acknowledgment as follows: *"This research was supported by grant funding from Virginia's Commonwealth Health Research Board."*

The interim and final scientific reports can be submitted to the CHRB Administrator:
[1] Electronically in PDF format with original signatures or [2] Hard copy with original signatures via regular mail delivery. Contact information for the CHRB Administrator is provided below.



Commonwealth Health Research Board (CHRB) Instructions to Submit Scientific and Fiscal Reports

CHRB Fiscal Reports

The CHRB interim and final fiscal reports must be completed by the Institutional Official, or Authorized Representative, or his successor, of the Grantee Institution or Organization responsible for the fiscal administration of the Grant. Prior to the first reporting deadline, the CHRB Administrator will provide a personalized copy of the fiscal report in Excel format, specific to the CHRB Grant Award.

The Principal Investigator and the Grantee Institution or Organization, by and through the Institutional Official, or his or her successor, must agree and acknowledge that the Budget which has been approved for the Grant Award by the CHRB is the operating budget for the grant period; and is the Budget upon which any post- award budget reallocation requests must be based.

Please note that after a CHRB Grant Award has been made, the Principal Investigator must notify and request prior approval in writing from the CHRB Administrator for:

Proposed changes or updates in the research protocol including providing copies of Institutional Review Board [IRB] and/or Institutional Animal Care and Use Committee [IACUC] protocol approval letters for any proposed changes	Proposed changes regarding the Principal Investigator, or other identified members of the approved research team, including any proposed change to the salary or percentage of effort allocated to any individual member of the approved research team	Proposed changes to the Approved Grant Budget (the budget described in the Full Proposal and approved as part of the CHRB Grant Award whether the line item is for personnel or non- personnel [supplies, animal purchase/maintenance, services and equipment])
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The interim and final fiscal reports can be submitted to the CHRB Administrator:
[1] Electronically in PDF format with original signatures or [2] Electronically in Excel format

CHRB Administrator Contact Information:



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