



TRANSATLANTIC NETWORKS OF EXCELLENCE

Initial Term Progress Report

General schedule for progress reports:

<i>Initial Report</i>	<i>At least 4 weeks prior to the Initial Review (early April)</i>
<i>Mid-Term Report</i>	<i>At least four weeks prior to the Midterm Review</i>
<i>Fourth Year Report</i>	<i>Within thirty days after the four-year anniversary of the grant</i>
<i>Final Report</i>	<i>Within ninety days after the conclusion of the grant</i>

The complete report should be submitted in PDF format.

I. Program Identification

Program Title:

Grant number:

Start Date:

Principal Coordinator and institution:

Network Administrative Officer:

Second Coordinator and Institution:

Changes in Network members since inception of Network:

II. Work to date

- 1. Narrative summary.** Please provide a **2-page** narrative summary of the progress of the network during this initial period. Be sure to comment on any modifications to:
1. the general aims/objectives of the network; 2. the scientific program; 3. the membership of the network. Include an explanation of why these changes have been made or are being contemplated.
- 2. Major accomplishments to date.** In this section, please provide a more detailed summary of the work performed with respect to the network's specific research objectives. If the network's objectives have changed since inception date, organize the report with the list of revised objectives. The rationale for revising the objectives should be provided in more detail than in the narrative summary, if necessary. This section should be organized, as appropriate, by aim, topic or laboratory under the heading of the stated objectives.

Please cite relevant publications in the text.

This report should be brief, but written with enough detail that other scientists may evaluate the work of the network. However, the inclusion of complex methodologic summaries reproduced from published articles is not desirable, nor is it necessary to repeat aspects of the original application or first year report. Rather, this section should be a synthesis of the scientific work of each member, aim or topic. This report helps introduce your Network to the Review Committee, and provides a framework for understanding and evaluating your scientific accomplishments since the last review. Each member, aim or topic should be no longer than 3 to 5 paragraphs.

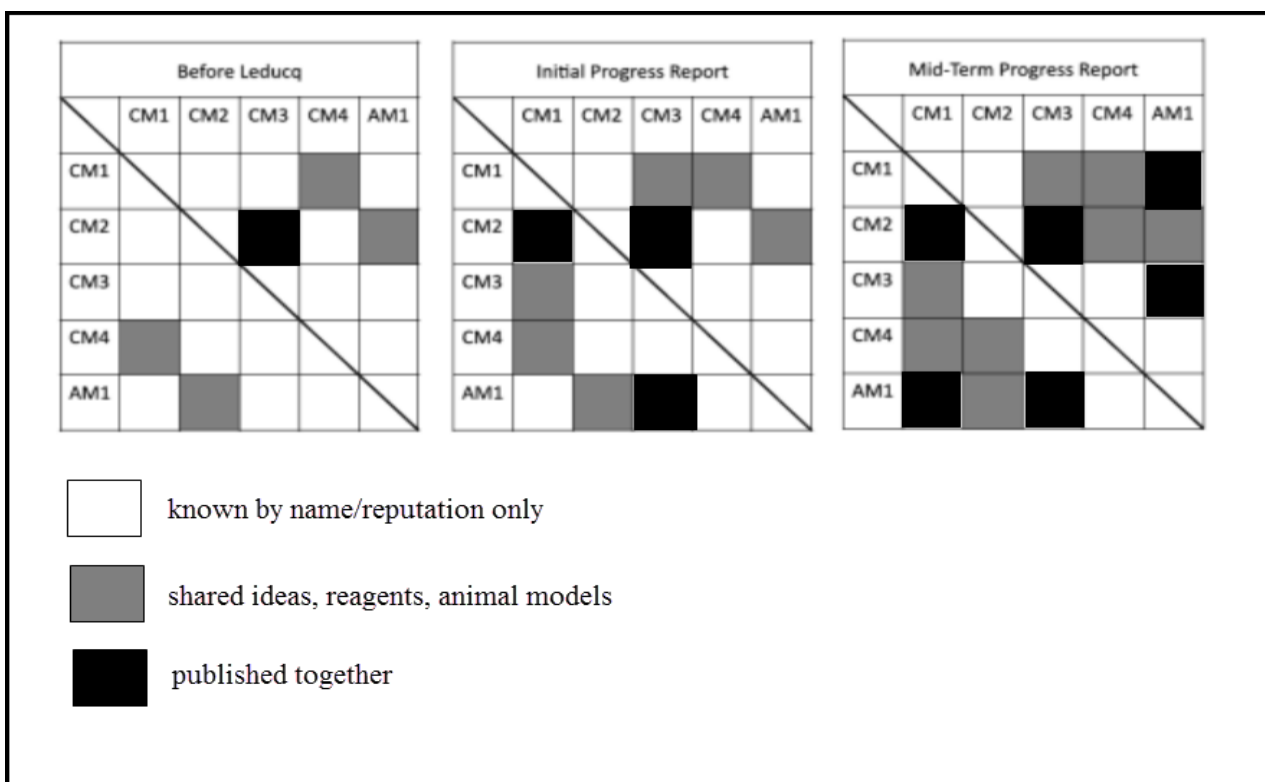
- 3. Plans for future work.** Outline the work plan for the remaining years of grant support,

including new projected milestones. This narrative should follow in the same format used in the summary of the major accomplishments to date (II:2 above), organized by aim, topic or laboratory section. Please be sure to keep this section separate from the discussion in the previous section covering your major accomplishments to date.

4. **Plans for open access/data sharing.** Outline the network's plan to provide transparency of the members' science when the TNE granting period is complete. If there are plans to contribute to a data or genetic commons, please list here.
5. **Glossary of abbreviations used, if applicable**

III. Network organization and function

1. **Collaborations.** Please describe ongoing collaborations, exchange of personnel among network members, and joint work within the network, both current and for the remainder of the term of the grant.
 - 1a. Highlight the advantages of the collaborative effort to the overall program thus far: what was accomplished through collaboration that would not have been done by the individual members working independently?
 - 1b. Specify resources that were shared among laboratories (reagents, techniques, animals, databases, etc.).
 - 1c. In addition, please include a metric or tabulation of network collaborations per term (*one possible example is below*):



2. Describe the **communication plan** for the network.
Minutes or summaries of meetings, virtual or real, held by the network should be included as an appendix.
3. **Early Career Investigators.** Discuss the role of early career investigators (undergraduate, graduate and medical students; post-doctoral fellows) in network projects.
For each such investigator, list any relevant accomplishments such as publications, programs in place to promote their career development, and plans for their involvement in ongoing or future network research.

4. **Personnel Report** (see page 4).

IV. Budget

1. **Current year.** Please provide a summary, by year, of the actual (or projected) amount spent by each member in the network up through the end of the last quarter for which spending information is available.

Follow the budget template provided (page 5). An Excel Template can be found [here](#).

PLEASE NOTE: All budgets should be sent in **BOTH** PDF (of the Excel documents) and Excel format. (see Excel format attached.)

Please provide a justification for any discrepancies that have arisen since the last progress report.

2. **Revised future budget.** Please provide a revised budget for the remaining years of support, with a breakdown per institution, using the same template categories. Justify, briefly, changes from the original budget.

V. Network productivity and recognition

1. **Publications.**

Two Lists:

- a. **Publications based on work funded by Fondation Leducq, and which acknowledge the foundation's support.**

List *by year and then alphabetically by first author*, any publications related to work supported by and acknowledging the Fondation Leducq. Please indicate with an asterisk (*) those publications that represent a collaboration of network members.

In future reports, new publications will be appended to this list, with appropriate changes if necessary, e.g. full journal citation instead of "submitted" or "in press."

Please ensure that citations include ALL authors.

If an article has more than 20 authors, please only list the first and last author and any Leducq Network authors. Please make a notation next to such articles to indicate this option was done.

- b. **Other publications by network members, published during the period of the grant,** should be included in a separate list, organized by year and then alphabetically by first author.

2. **Inventions, patents, licenses.**

Please list, by year, any inventions, patent applications, copyrights, licenses, sales or revenue-generating agreements concerning inventions, discovered or arising out of research supported by Fondation Leducq, as indicated in the Research Agreement.

3. **Awards or Honors.** Please list, by year, any award or honor granted to a network member or to any person involved in the work performed.

4. **Extramural funding.** Please provide the **sources** and **amounts** of any extramural funding obtained by network members, and indicate whether this funding will apply to projects related to the Fondation Leducq-supported research.

VI. Please comment on anything else that you think the Fondation Leducq should know as it considers the progress of the network.

Signature and date Principal Coordinator

Signature and date Second Coordinator

Signature and date Network Administrative Officer

PERSONNEL REPORT

Please provide information below on personnel supported, wholly or in part, by Fondation Leducq funding.

For the purpose of this report, NETWORK EXCHANGE is defined as a person traveling to and visiting with another member of the Network for scientific interchange, apart from the Network meetings.

For any member, new to the network, please provide a biosketch.

For early career investigators, include the name of the senior person with whom they are working. Early career investigators, for purposes of this report, will include post-docs, fellows, and those researchers who have completed subspecialty training or been awarded a Ph.D. not more than 5 years ago.

	Name & Degree	Current Institutional Affiliation	% Total Annual Effort Dedicated to Network	Network Exchange? (Dates)
Coordinators				
Members/Senior Investigators				
Early Career Investigators <i>Post-Docs</i> <i>PhD students</i> <i>Medical fellows/residents</i> <i>Medical or undergraduate students</i>				
Technicians				
Clinical research nurses				
Administrative Staff				

**EXHIBIT 7
BILLING CHART TEMPLATE**

FLQ Grant Number:		FLQ Network Name:								
Institution Name:										
Investigator:										
CURRENCY:										
Category		Annual Budget	Carryover	Total Budget Available		Year XX, Quarter X	Year XX, Quarter X	Year XX, Quarter X	Year XX, Quarter X	Total Year XX
Salaries & Fringe Benefits	Senior Investigators									
	(list by Name)									
	Senior Investigators Subtotal									
	Junior Investigators									
	(list by Name)									
	Junior Investigators Subtotal									
	Other Salaries									
	(list by Name & Position)									
	Other Salaries Subtotal									
Salaries & Fringe Benefits	Total									
Equipment	Equipment > \$10,000 (1)									
	Computer Equipment									
	Other Equipment									
Equipment	Total									
Research Expenses	Supplies									
	Animal-related Costs									
	Subcontracted services (2)									
Research Expenses	Total									
Travel & Accommodation	Total									
Network Expenses	Meeting Expenses									
	Network Communication Expenses									
	Network Administrative Officer Salary									
Network Expenses	Total									
Other Expenses	Total									
	Subtotal									
Indirect Costs	Limited to 10% Subtotal									
	TOTAL									
(1) to be itemized in the quarterly invoice and copy of the equipment's invoice										
(2) to be itemized in the quarterly invoice and copy of the subcontractor's invoice										
Verified By:										
	Name and Title					Signature				
Network Administrative Officer:										
	Approval									
Wire Instructions:	Bank Name									
	Account Holder									
	Account Number									
	As Applicable -									
	IBAN									
	SWIFT Code									
	Transit Code									
ABA (Fed Fund Number only not ACH)										
	Other Specific Instructions									