# Regenerative Medicine Research Fund (RMRF)

# *Scientific Research Progress Report*

*Completion of the Cover Page and Sections A-D is required. Sections A-C should be completed by the principal investigator of the RMRF award. Section D should be completed by an authorized official. The Cover Page must be signed by an authorized official to confirm approval for the progress report including financial as well as other types of regulatory compliance.*

*This report form must be used for (1) progress reports or (2) the final report.*

* *A scientific research progress report must be completed within 30 days following the end of each reporting period, during the project term. It must include the below detailed technical and fiscal sections.*
* *A final report is due within 90 days after the end of the project term. It must include the below detailed technical and fiscal sections.*

*The requested information is needed for purposes of program management, evaluation, scientific progress, budgetary requirements and informing the public about the results of efforts sponsored by the Regenerative Medicine Research Fund. Accurate and comprehensive reporting helps to ensure the success of the Fund. For questions regarding this form, please contact* *regenmed@ctinnovations.com**.*

**Submission Instructions:**

Please submit all completed sections (A-D) as a single, signed electronic PDF copy to the Regenerative Medicine Research Fund at regenmed@ctinnovations.com.

The report must have pages numbered at the bottom, 12-point font (either Arial or Helvetica) and one-inch margins.

**Cover Page**

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| --- | --- |
| RMRF Project Number: |  |
| Organization/Institution:  |  |
| Principal Investigator (PI) Name: |  |
| Title of Project: |  |
| Project Period Covered: |  |
| PI Email: |  |
| PI Phone: |  |
| PI Signature: |  |
| *Date Signed:* |  |
| I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I agree to accept responsibilities for the scientific conduct of the project and to provide the required progress reports of this awarded project. |
| Authorized Representative Name and Title: |  |
| Authorized Representative Signature: |  |
| *Date Signed:* |  |
| I certify that the statements herein are true, complete and accurate to the best of my knowledge, and accept the obligation to comply with all terms and conditions of the Regenerative Medicine Research Fund and all applicable laws and ethical standards of this awarded project. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. |

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| [ ]  | **SECTION** **A: MILESTONE METRICS TABLE***If applicable, check the appropriate boxes in the below table and complete the associated information. All answers should be related to the awarded research and considered since the time of the last submitted* *progress report.**If multiple answers for a question exist, detail all answers in the corresponding space provided below.* |
| [ ] New assays, cell lines, therapeutics, and/or diagnostics developed | *Detail* *(include repository accession #, if available):* |  |
| [ ] New project publications | *Citation:* |  |
| *PMID/ISBN:* |  |
| [ ] New Intellectual Property (IP) produced (trademarks, patents; provisional, pending, issued)  | *IP type (trademark or patent: provisional, pending, issued)* |  |
| *Patent Application Number:* |  |
| *IP description (include title and status):* |  |
| [ ]  New collaborations formed (cross-disciplinary teams at the same institution, new collaboration across different universities/organizations/states, etc.)  | *Detail:* |  |
| [ ] Direct Grant dollars attracted (NIH, NSF, SBIR grants, or non-profit/for-profit research funding) | *Dollar amount:* |  |
| *Source:* |  |
| [ ]  Investment dollars attracted (angels, venture funds, individual and/or private donations, etc.) | *Dollar amount:* |  |
| *Source:* |  |
| [ ] New products/services developed (fee-for-service, licensing of technology, direct sale, etc.) | *Description of product/service (include commercialization partner/distributer):* |  |
| *Revenue generated:* |  |
| [ ] New Personnel | *Direct* *(on institutional/**organizational payroll, including personnel retained and new hires):* |  |
| *Indirect (engagement of any vendors, service providers, or CROs for project support):* | *If yes, please list details of (1) who and (2) address location:* |

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| [ ]  |  **SECTION B: MILESTONE ACHIEVEMENT Description of progress** (Do not exceed 3-5 pages) |
| *Provide a comprehensive, high level summary of scientific progress and achievements relative to each milestone within the reporting period. A written description as well as any associated data and/or supporting evidence should be included.*  A comprehensive summary of milestone achievements should include:1. Summary of the project’s general activity thus far
2. Description of progress achieved relative to scheduled aims/milestones; evidence detailing completion of associated tasks
3. Description of any problems encountered (i.e., scientific, business, etc.) and how the originally planned approach was modified
4. Identification of any significant scientific developments. Provide further details about intellectual property developed
5. Elaborate on any new collaboration after project start; including cross-disciplinary teams at the same institution, new collaboration across different universities/organizations/states, etc.
	* include name of collaborator; institution/organization of collaborator; nature of collaboration
 |
| If this is the final report and all project milestones have been completed, provide a comprehensive review of the project’s work including:1. Summary of key findings (a bullet point list format is preferred)
2. Description of how the project results have impacted progress towards clinical translation or commercialization
3. Description of key next steps including plans for research, collaborations, additional funding, clinical studies or commercialization
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| [ ]  | **SECTION C: LAY SUMMARY FOR PUBLIC DISCLOSURE** (Page Limit: Up to one page) |
| *Include a project summary in language suitable for the public and press. The lay summary should include a basic* *overview of the project and its relevance to clinical health, current progress relating to the project, significant accomplishments achieved to date, and information regarding the next steps to be taken toward commercializing the product/technology/service. Lay summary should not be a reiteration of content that is included in Section B.**A lay summary does not include scientific jargon or an assumption of knowledge about the topic.*  |

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| [ ]  | **SECTION D: FISCAL REPORT TEMPLATE** |
| *The fiscal report template/s may be found on the RMRF website:* [*http://ctinnovations.com/rmrf*](http://ctinnovations.com/rmrf)*.*  |