

Superfund Research Program

Annual Request for P42 Center Updates

Due: February 1, 2014

***Please use Track Changes
when making updates!***

You can access Annual P42 Center Update documents on the SRP Annual P42 Center Updates Web page (<http://tools.niehs.nih.gov/srp/resources/updates.cfm>).

Use **user name** “srp” and the **password** “updates”.

Contact Beth Anderson (919-541-4481, beth.anderson@nih.gov) or Justin Crane (919 794-4702, cranej2@niehs.nih.gov) if you have any questions.

Submit updates electronically as MS Documents (please no PDFs) in one email to srpinfo@niehs.nih.gov.

P42 Center Updates

The SRP Annual P42 Center Updates contain information that is used to update the SRP databases, NIH databases, SRP website; and to assist in developing the SRP Annual Meeting and other Programmatic materials (such as Research Briefs, webinars, news stories, etc.). Centers will send to SRP Progress Reports as well as updates to information SRP has previously collected from the Center (Personnel Updates, Patent Updates, and Hazardous Waste Sites Updates). Previously collected information is found on the P42 Center Updates Web page at <http://tools.niehs.nih.gov/srp/resources/updates.cfm>. Please submit the updates to srpinfo@niehs.nih.gov in one email. The email should have four attachments (Progress Reports, Personnel Updates, Patent Updates, and Hazardous Waste Sites Updates). Details are provided below.

The P42 Center Updates Web page also contains a word document listing the current SRP Trainees from your Center according to the NIEHS CareerTrac database, and a file containing information that was submitted to the SRP Community Engagement/Research Translation Data Collection Form. Updates should be made directly in the respective databases. Details are provided below.

Please submit materials and complete database updates by February 1th.

Progress Reports for Center, Projects and Cores

Updates of the Center’s overall progress as well as progress reports from each project and core should be combined in one document. As applicable, please send a MS Word copy of excerpts from the non-competitive continuation renewal application (Type 5 Progress Report) omitting any information that

may be proprietary (e.g. should not be made public because data are very preliminary or not yet published). Only the following sections are requested:

- “Center Highlights”
- “SRP Trainee Highlights”
- “Studies and Results” and “Significance” (sub-sections B and C) for all Projects and Cores

If you did not submit a Type 5 Progress Report, please see the “SRP Center Non-Competing Guidelines” on the SRP website’s Materials for Grantees Webpage (<http://www.niehs.nih.gov/research/supported/dert/programs/srp/resources/index.cfm>) for tips for writing these sections.

Personnel Updates

Please review the list of personnel and confirm/update and/or provide additional information as appropriate. It is important to note indicating changes of personnel in the Annual Updates will help us update the website, but is not a part of the official NIEHS personnel change request process. Changes in key personnel need to be approved by NIEHS (through your business official) and should be taken care of prior to submission of Annual Updates. See the “Non-competing Guidelines” document on the [Materials for Grantees Webpage](#) for more information.

Patent Updates

Please review the patent information and confirm/update and/or provide additional information as appropriate.

Hazardous Waste Site Updates

Please review the list of hazardous waste sites and confirm/update and provide additional information as appropriate. For each hazardous waste site where your Center is conducting or has conducted SRP-funded research, please provide information about whether the work is completed or on-going, and the type/level of research conducted at the sites. Categories are listed on each document.

Database Updates of SRP-funded Trainees

Please review the list and if there are trainees to add, or if some of the trainees have moved on, please have your designated CareerTrac person update or add the additional information via CareerTrac (<http://partners.niehs.nih.gov/careertrac.htm>). For the purpose of the Annual Updates, “trainee” includes any graduate or Postdoc trainees who makes significant time/intellectual investments working on an SRP-funded research project or support core project. If you would like a complete list of your trainees in CareerTrac (i.e., current and alumni), please contact Danielle Carlin (danielle.carlin@nih.gov).

Database Updates of Community Engagement/Research Translation

The list contained in the CE/RT Updates file is the information that was provided to SRP through the SRP Community Engagement/Research Translation Data Collection Form (<http://www.niehs.nih.gov/research/supported/dert/programs/srp/resources/index.cfm>). Please feel free to use this list as a reference when preparing your non-competing renewal application (Type 5). Please make sure all of your submissions are on the list and all activities for the prior year have been reported. If there are activities that have not been reported please add them via the Data Collection Form.