TRANSATLANTIC NETWORKS OF EXCELLENCE
Midterm Progress Report

General schedule for progress reports (specific due dates to be provided by the foundation):

Initial Report   *At least 4 weeks prior to the Initial Review*
Mid-Term Report   *At least four weeks prior to the Midterm Review*
Fourth Year Report   *Within thirty days after the four-year anniversary of the grant*
Final Report   *Within ninety days after the conclusion of the grant*

The complete report should be submitted in PDF format.

I.   Program Identification
Program Title:
Grant number:
Start Date:
Principal Coordinator and institution:
Contract Administrator:
Second Coordinator and Institution:
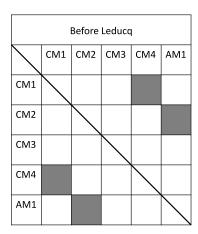Changes in core and associate members since last report:

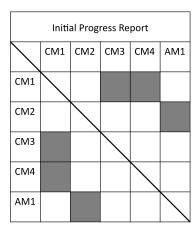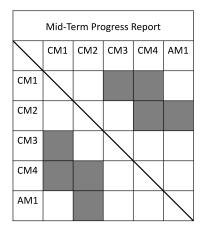Period Covered by this report: From   To

II.   Work to date
1. **Narrative summary.** Please provide a 2 page narrative summary of the progress of the network with respect to the revised general aims of the network. Indicate if there are any changes contemplated to the scientific program, or to the composition of the network.
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 these objectives have changed since the time of the last review, provide a list of revised objectives, and provide the rationale for the changes. 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*.
3. **Plans for future work**. Note and comment on any proposed future modifications to the research program, including changes in core or associated members, providing a rationale for any such changes. Include new projected milestones. A description of the work plan for the remaining years of grant support should follow in the appropriate aim, topic or laboratory section of the summary of the major accomplishments to date.
4. **Glossary of abbreviations used, if applicable**

III. Network organization and function

1. **Collaborations.** Please describe ongoing collaborations, exchange of personnel among network members, and plans for joint work within the network. 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? Specify resources that were shared among laboratories (reagents, techniques, animals, databases, etc.). In addition, please include a tabulation of network collaborations per term *(example below)*:

Before Leducq

	CM1	CM2	CM3	CM4	AM1
CM1	╲			■	
CM2		╲			■
CM3			╲		
CM4	■			╲	
AM1		■			╲

Initial Progress Report

	CM1	CM2	CM3	CM4	AM1
CM1	╲		■	■	
CM2		╲			■
CM3	■		╲		
CM4	■			╲	
AM1		■			╲

Mid-Term Progress Report

	CM1	CM2	CM3	CM4	AM1
CM1	╲		■	■	
CM2		╲		■	■
CM3	■		╲		
CM4	■	■		╲	
AM1		■			╲

2. Please describe the **communication plan** for the network. Minutes or summaries of meetings, virtual or real, held by the network should be included for Initial and Mid-Term Progress Reports.

3. **Young investigators.** Please describe the role of young investigators (undergraduate, graduate and medical students; post-doctoral fellows) in network projects, citing 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). Please provide a justification for any discrepancies that have arisen since the last progress report. Note any additional support received by network members for network projects.

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 changes from the original budget.

V. Network productivity and recognition *(to be submitted also in Word format)*

1. **Publications.**

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

õsubmittedö or õin press.ö ***Please ensure that citations include all authors.***

     b. **Other publications by network members related to the network program** should be included in a separate list, organized by year and then alphabetically by first author. ***Please ensure that citations include all authors.***

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 Contract Administrator

PERSONNEL REPORT

Please provide information below on personnel supported, wholly or in part, by Fondation Leducq funding. For each person note whether he or she has spent time at another network institution (network exchange), or is planning to do so, and if so, provide dates. For any core members or associate members new to the network, please provide a biosketch. For young investigators, include the name of the senior person with whom they are working. Young 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 Affliation	% Total Annual Effort Dedicated to Network	Involved in Network Exchange? (Dates)
Coordinators				
Core Members				
Associate Members				
Senior Investigators				
Young Investigators *Post-Docs* *PhD students* *Medical fellows/residents* *Medical or undergraduate students*				
Technicians				
Clinical research nurses				
Administrative Staff				

Exhibit 12: Billing Chart Template

Grant number :   **Institution :**   **Investigator :**

Leducq Network Name :

Year and Quarter :

Category	Yearly budget	Carryover	Total available	Billing Q1	Billing Q2	Billing Q3	Billing Q4	TOTAL Year-to-date
Senior investigators salaries & fringes (list by name) Junior investigators salaries & fringes (list by name) Other salaries (technician, nursesõ) (list by name and position)								0.00
Equipment > $ 10 000 (1)								0.00
Computer equipment								0.00
Other equipment								
Supplies								0.00
Travel, accommodation, meeting expenses								0.00
Network implementation and communication (include Network Administrative Officer salary)								0.00
Subcontracted services (genotypingõ) (2)								
Other Expenses								0.00
Sub-total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Cost (limited to 10%)								0.00
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Verified by :   _____   Grantee Coordinator's approval :

                                         (name and title)

Signature :   _____   _____

Comments :

(1) to be itemized in the quarterly invoice + copy of the equipment's invoice
(2) to be itemized in the quarterly invoice + copy of the subcontract's invoice