

Z#s, Projects, Annual Reports: What they mean to CCR PIs

All individuals who receive funding from CCR **are required** to complete an Annual Report. The data collected is used for a variety of reasons. First and foremost is to be included in the NIH Intramural Database as a way to demonstrate progress and track dollars spent per research project. The data is also used internally by CCR to complete various required reports or requests over the year and for communications purposes (i.e. *CCR Milestones*).

What is an ANNUAL REPORT?

CCR has created an Annual Reporting System (ARS) which is made up of several sections that need to be completed each year. Your homepage will only list the sections you are required to complete or are relevant to you.

Section	Summary
Publications	Your CCR bibliography -a master list of your publications that populates other sections of the annual report system
Annual Report	A summary on the progress on your research project as well as publications or patents related to the project. This also includes a list of the biospecimens stored in your lab, and the use or storage of any regulated biospecimens.
NIH Biosketch	Build your own NIH biosketch
Accomplishments	Your cumulative career accomplishments
Scientific Advances	As short summary or your major breakthroughs or discoveries over the year
Scientific Focus Areas	Select your broad research interests
Investigators ID	Researcher ID and ORCID numbers

Portions of the reports are viewable at [NIH Intramural Database \(NIDB\)](#), the [NCI Funded Research Portfolio](#), and [NIH RePORTER](#) tool. In order to complete an annual report, you will need to establish a research project and Z#.

WHAT IS A RESEARCH PROJECT?

Annual reports are submitted for each RESEARCH PROJECT. Each investigator needs to establish at least one project. Historically, investigators may have opted to create one project and submitted a single annual report that summarizes all of their research. It is now recommended that investigators

create distinct projects that reflect your research goals and objectives. Cores, clinical support services, and clinical training programs should all be reported as separate research projects.

This is important for a number of reasons. First, if your project is related to HIV/AIDS-related research you are encouraged to create distinct projects because each project is now assessed and assigned a high-, medium-, or low-alignment based on the overarching HIV/AIDS research priorities. We hope to reduce the risk that a project will be assessed as low-alignment simply because it is a small part of a larger non-AIDS relevant project. Secondly, projects are linked to your budget. If you only have one project, your full budget (plus NIH & NCI overhead) is the funding amount that appears in the public databases. If you have more than one project, you assign the % of budget for each project thus distribute the funding over all the projects.

WHAT IS A Z#?

A Z number is a unique number assigned to each project for easy tracking. You may be asked to provide your Z#s when you submit a manuscript to a journal, submit an EIR to tech transfer or submit a protocol to iRIS. These number carry over each year with your project. Z numbers are generated when a new project is entered into the annual report system (see **STEPS TO ESTABLISH A NEW Z#/PROJECT**).

There are several Z categories in which to classify types of intramural projects:

Z Category	Type	Comments/Examples
ZIA	Investigator-Initiated Projects	<ul style="list-style-type: none"> By far, <u>the most common type of NIH Intramural project</u>. Together, these should report on the vast majority of Intramural research. Size of these projects will vary considerably
ZIB	Production Facilities	<ul style="list-style-type: none"> Large data/reagent-producing groups. Entities generating data/reagents for multiple investigators and projects. General infrastructure for production/testing of GMP and GLP products.
ZIC	Scientific Cores	<ul style="list-style-type: none"> Core facilities generating data/reagents for multiple investigators and projects. Each core should have its own report. The text should describe the scientific area and list the projects being supported.
ZID	Clinical Support Services	<ul style="list-style-type: none"> Intramural clinical activities provided to multiple investigators and projects.

		<ul style="list-style-type: none"> • Should capture activities and costs associated with Clinical Director's Office • Should capture additional direct costs charged by NIH Clinical Center Management Fund Assessment. • Programs associated with human subjects ethics. • Personnel and other costs for IRB, DSMB, and all forms of bioethics training. • Infrastructure for conducting clinical trials. • Clinical research support personnel (study coordinators, research nurses, etc.)
ZIE	Clinical Training	<ul style="list-style-type: none"> • Clinical training programs. • Might be purely clinical training activities. • Might include trainees that work with multiple investigators or on multiple projects.
ZIG	Animal Research Infrastructure	<ul style="list-style-type: none"> • Programs to facilitate animal research by individual investigators. • Should include costs for Institute's veterinarian, ACUC, and training. • Should NOT include costs for buying and caring for animals for specific projects.
ZIH	Scientific Computing	<ul style="list-style-type: none"> • Programs and costs for specialized research computing. • Equipment and personnel for specialized scientific computing.
ZII	New Space Activation & Commissioning	<ul style="list-style-type: none"> • Costs associated with activation/commissioning of new space. • Must be tied to a specific project or program.
ZIJ	Education and Outreach	<ul style="list-style-type: none"> • Non-research programs in scientific education and outreach. • Should describe specific programs in terms of their scientific areas.
ZIK	Technology Transfer	<ul style="list-style-type: none"> • Intramural technology transfer activities (<i>only to be used by Tech Transfer Office</i>). • Personnel and other costs for MTAs, patents, and other intellectual property pursuits.

STEPS TO ESTABLISH A NEW Z#/PROJECT

If you are a new investigator in CCR or if you have added a new research area to your portfolio over the last year, you should create a new project. This will then generate a Z number for the project.

Log into the annual report system: <https://ccrintra.cancer.gov/ARS/Default.aspx>

Under the ANNUALREPORT section, click on PROJECTS, then click ADD at the bottom of the page. Complete the sections shown and then SAVE and COMPLETE. Note: % budget and % PI time cannot exceed 100%. So, if you are creating a new project, adjust the %s for budget and PI time prior to creating a new project.

The next screen should display *the new Z number created for this project.*

If you need to establish a Z# or project when the annual report section is closed (from Aug-May) contact Brenda Boersma.