

## RPPR INSTRUCTIONS

### For all P40 grants and for R24 grants that distribute animals, strains or other materials

**Introduction and Rationale.** Please see the Introduction and Rationale at the beginning of the section on RPPR instructions. The information suggested below does not replace the narrative sections of the RPPR. For information specific to P40 grants and R24 grants that distribute animals, strains or other materials, please include the following in the RPPR:

**1. For animal colonies or strain repositories. Include this information in Section C.5.a, “Other Products” of the RPPR. For the Reporting Period, include:**

- A. The number and species of animals and/or strains in the colony as of the date of the report. For some Resources, e.g., those that distribute microorganisms, the number of individual organisms is not relevant. In this case, report the number of samples of each strain. Footnote the table to make note of this. For nonhuman primate colonies only: Report the number of breeders, broken down by sex, as of the submission date of the report.
- B. The number of cryopreserved strains in the resource. Break down the number of strains cryopreserved by total strains at the end of the reporting period and those acquired by the Resource during the reporting period.
- C. Acquisition of animals or strains: Report the number of new animals and/or strains acquired by the Resource. Do not include animals bred in the Resource from existing stocks.

Suggested format for items 1- A, B and C:

Species Name/ Common Name	Total number of animals in the colony	Total number of strains in the resource	Total number of cryopreserved strains in the resource	Total number of animals acquired during the reporting period*	Total number of new strains acquired during the reporting period	Total number of new strains cryopreserved during the reporting period
Example 1: <i>Mus musculus</i> / House mouse	2000	150	100	1500	25	20
Example 2: <i>Macaca mulatta</i> / Rhesus macaque	1000	Not applicable	0	150	Not applicable	0

\*Total number of animals acquired includes animals that were added, but then removed (e.g. shipped to investigators)

In addition to the table above, for nonhuman primate colonies only:

Species/common name	Number of female breeders	Number of male breeders	Number of other animals in the colony	Total colony size
Example: <i>Macacca mulatta</i> /rhesus macaque	100	16	60	176
Species 2, etc.				

**D. Distribution of animals or strains.** Report the number of orders fulfilled; if an order contains multiple animals and/or strains, report this as one order. Report the number of animals and/or different strains distributed during the reporting period, by species.

Suggested format for Item 1-D:

Species Name/ Common Name	Number of orders fulfilled	Number of animals distributed, by species	Number of different strains distributed
Example: (Species name is not relevant for total number of orders fulfilled)	500	Not applicable	Not applicable
Example: <i>Mus musculus</i> / house mouse	Not applicable	2000	50
Example: <i>Mus spretus</i> / Algerian mouse	Not applicable	100	1

**2. For Resources that distribute biological materials. Include this information in Section C.5.a, “Other Products” of the RPPR. Note that a Resource may distribute both animals (as listed in Item 1 above) and biological materials (as listed in Item 2, below). For the Reporting Period, include:**

- A. The Number of items in the collection,** broken down by category (e.g., clones, antibodies, tissues, germ plasm etc.) and by species. This does not refer to the number of vials or aliquots of an item; e.g., 100 vials of rat IGg = 1 item; 100 monkey kidneys = 1 item. The grantee has the option of reporting these specifically, e.g., anti-CD4, mouse T cells, etc., or simply by category, e.g. antibodies, mouse cells, etc.
- B. Number of items distributed, by category.** This refers to a shipment of a given item, irrespective of the size of the shipment; e.g. shipment of 100 vials of rat IGg on one order = 1 item.
- C. The number of orders fulfilled** for each item during the reporting period. If an order contains multiple types of the same item (e.g., multiple different types of antibodies), report this as one

order. If an order requires different classes of items, e.g., antibodies and clones, list each as a distinct order.

- D. The number of each category acquired during the grant year. This refers to the item itself, not to the number of vials or aliquots, e.g., 100 vials of rat IgG acquired = 1 item. This refers to items newly acquired, not, for example to preparations of an antibody that has been prepared in previous grant periods.

Suggested format for Items 2 – A through D:

Category / Species	Number of items in the collection	Number of items distributed, by category.	Number of orders fulfilled.	Number acquired
Example: Antibodies / <i>Mus musculus</i>	100	1000	100	20
Antibodies / <i>Mus spretus</i>	20	40	10	5
Category 2/ Species 2 Etc.				

**3. For all P40 Resources and R24 Resources that distribute animals and/or biological materials. For the Reporting Period, include:**

- A. Services. Include this information in Section C.5.a, "Other Products" of the RPPR. Report:

For those Resources with a service component: Report a brief list of fee-based services, if not covered above (e.g., cryopreservation for clients, re-derivation, genetic analysis, etc.). If a single phrase does not suffice to describe the Service, you can provide a few sentences of description. Indicate if this is a new service added in the reporting period. Do not include advice or information that the Resource provides free of charge.

Suggested format for Item 3-A:

Service / brief description	New: yes / no
Example: Cryopreservation of mouse embryos.	No
Example: Re-derivation of mouse mutants	Yes
Etc.	

- B. Users of the Resource. Include this information in section C.5.a, "Other Products" of the RPPR. Report:

1. The number of user accounts that ordered stocks or received fee-based services during the reporting period, broken down by Institution and Country.

Suggested format for Item 3-B1:

Institution/Country	# of User Accounts
Example: Harvard University / USA	25
Example: Cambridge University / United Kingdom	3
Institution 3, etc.	

2. The number of grants supported, broken down by funding agency and/or commercial entity. For grants from the NIH, provide a breakdown by Institute or Center.

Suggested form for Item 3-B2:

Funding Agency	# of grants supported
Example: NIAID	50
Example: NCI	75
Example: DOD	15
Etc.	

C. Number of Publications. List these in Section C.5.a, "Other Products" of the RPPR. Report the number of articles in various categories published during the reporting period. Do not include: articles in preparation or in press, abstracts or book chapters. In all cases, report only those peer-reviewed publications directly attributable to the resource grant in accordance with the NIH public access policy (see <http://publicaccess.nih.gov/>). Report:

1. The number of published articles that cite the Resource by grant number or by name.
2. If available, the number of published articles that used the Resource but did not cite it.
3. The number of published articles that were specifically supported by the Resource grant funds (e.g. for the Research component).
4. Describe limitations of the approach taken to gather these data or of the data itself.

Suggested Format for Item 3-C:

Category of article	Number of articles published in the reporting period
Articles that specifically cited the Resource (by name or grant number).	500
Article that used the Resource, but did not cite it.	200
Articles specifically supported by the ORIP grant funds.	10
Limitations of the approach or of the data.	Some laboratories cite the resource only when the strain is first used.

D. Trainees: Include this in Section B.4, “What opportunities for training and professional development has the project provided” of the RPPR. Report:

Numbers of personnel trained directly by the Resource during the reporting period, broken down by: Postdoc, Grad. Student, Undergrad, Visiting Scientists, other categories, as specified by the Resource (e.g., educators).

Suggested format for item 3-D:

Type of trainee	Number of trainees
Postdocs	
Graduate Students, etc.	

E. Outreach. Include this in Section C.5.a, “Other products” of the RPPR. Provide:

A brief statement summarizing how the Resource is advertised. Mechanisms can include: journal ads, presentations at conferences, website, fliers/brochures, webinars, workshops, mobile exhibits, presentations at schools and other public facilities, others, as specified by the Resource.

F. Financial Support for the Resource: Include this information in Section C.5.a, “Other products” of the RPPR”. Provide:

A table showing (in dollars) how the Resource was supported during the reporting period, broken down by: Direct Costs of the ORIP grant, Program Income, Other Sources of support, including cost sharing by the grantee Institution.. If program income is reported, the amount in this table must be the same as the amount reported in Section G.11, “Program Income” of the RPPR. Do not include support (e.g., individual R01 grants) for the PIs or other investigators that does not contribute directly to the Resource. Describe any limitations of this information.

Suggested format for Item 3-F:

Direct Costs of the ORIP grant	Program Income	Other sources of support	Total support for the Resource
Example: \$500,000	\$200,000	\$100,000	\$800,000
Limitations of the information	This is estimated because financial reports are provided by the Institution at the end of its fiscal year, not the grant year.		

G. Feedback from Users. Include this information in “Other products” of the RPPR” of the RPPR. Provide:

A brief statement discussing how feedback is solicited and the topics covered (e.g. quality of: the catalog or web site, the ordering process, service delivered, etc.).

If feedback has been solicited, a brief summary of the most significant results, lessons learned and changes made in response to feedback.

Suggested format for Item 3-G

Category	Description
Methods for soliciting feedback	
Topics covered	
Most significant results	
Lessons learned	
Changes made	

H. Infrastructure Improvements. Include this information in Section E.2 "What is the impact on physical, institutional, or information resources that form infrastructure?" of the RPPR. Provide a list of major infrastructure improvements and capital equipment (as defined by the Institution) purchased during the reporting period.

Suggested format for item 3-I:

Type of improvement	Source of support
Example: Renovation of vivarium	NIH grant: 1G200D12345-01
Example: Flow Cytometer	Institutional funds
Etc.	