

## FY06 OKLAHOMA HEALTH RESEARCH PROGRAM SPECIFICATIONS

### BACKGROUND

Citing Oklahoma's "need [for] an institution which combines the resources of public and private sectors to encourage the development of new products, new processes and whole new industries" (74 O.S., Section 5060.2), the Economic Development Act of 1987 (H.B. 1444) authorized the creation of the Oklahoma Center for the Advancement of Science and Technology (OCAST). OCAST's mission is to "foster innovation in existing and developing businesses by supporting basic and applied research, by facilitating technology transfer between research laboratories and firms and farms, and by providing seed-capital for new innovative firms and their products" (74 O.S., Section 5060.3).

The Economic Development Act both created and incorporated a variety of mechanisms to increase the quantity and quality of research in Oklahoma in order to increase the rate of knowledge transfer and technological innovation and, thereby, improve economic competitiveness and spur economic growth. Originally created by the Oklahoma Health Research Act (74 O.S., Sections 5046-5055), the Oklahoma Health Research Program administered by OCAST is one of these mechanisms.

### PROGRAM PURPOSE

Under the Oklahoma Health Research Program, OCAST awards competitive health research funds, through professional service contracts to public and private colleges and universities in Oklahoma, nonprofit health research organizations in the State, and "private enterprises of special importance to the Oklahoma economy" (74 O.S., Section 5060.14) to support superior research projects performed by Oklahoma-based investigators. The purpose of the program is to help recruit and retain well-qualified health research scientists for the State, improve the competitiveness of Oklahoma-based investigators for national research funds, improve health care for the citizens of Oklahoma, and strengthen the State's health care industry. Research funded under this program investigates the causes, diagnosis, treatment and prevention of human diseases and disabilities and facilitates the development of health care products and services.

### PROGRAM DESCRIPTION

The Health Research Program funds projects for one to three years at a maximum level of \$45,000 per year. *Health Research Project* is defined in Oklahoma Statute as

. . . a specific examination, experimentation or investigation oriented principally toward basic, applied, and developmental scientific inquiry related to the causes, diagnosis, prevention, and treatment of human diseases and disabilities and mental health and emotional disorders, and the rehabilitation of persons afflicted with such diseases, disabilities, and disorders; new knowledge, better understanding, and innovative methods to improve the processes by which health care services are made available and how they may be provided more efficiently, more effectively and at a lower cost, for all the citizens of this state; and the development of new products and services which shall form the basis of new high-technology health research and care industry for this state. (74 O.S., Section 5060.4)

Many of the application forms and program procedures, as well as the strategy of peer review, are modeled upon the experience at the national level, especially at the National Science Foundation and the National Institutes of Health. Indeed, many of the forms and explanations have been adopted in whole or part from these sources, especially from the Public Health Service (PHS Form 398).

#### **Oklahoma Health Research Scientist Recruitment & Retention Awards**

These awards support the research projects of health research scientists, who have previously not held a tenure track/or equivalent appointment at an Oklahoma Institution, for one to three years at a maximum of \$100,000 per year. The awards are specifically designed to increase the pool of health research talent in the State. An eligible applicant shall be a researcher who meets the following qualifications: (1) is employed by, or affiliated with, an eligible applicant organization; (2) holds at least the rank of assistant professor, if at a college or university, or its equivalent in education and experience, as certified by the Chief Executive Officer of the applicant organization; and (3) submits an application within four years of accepting employment, or becoming affiliated with, the applicant organization. An eligible applicant shall be employed as a researcher in the State of Oklahoma for no more than four years.

Applicants to the Health Research Scientist Recruitment program, who wish to submit a smaller scope of the same project to the Regular Research or New Investigator Program, should not submit two separate applications. In such cases the investigator should include a research plan and budget forms for the smaller scope project as a separate appendix in their Health Research Scientist Recruitment application. Such applicants must meet all requirements for the Regular Research Program.

**Designated Health Research Area.** The OCAST Board, upon the advice of the OHRC, may determine that applications for a particular research project or area of research should be encouraged. Upon Board approval, a description of the Designated Health Research Area will be made available to Oklahoma-based researchers.

#### **PROGRAM ADMINISTRATION**

OCAST administers the Health Research Program under the governance of the statutorily created OCAST Board (74 O.S., Section 5060.6). As the administrative agency, OCAST shall be responsible for the development of program rules and regulations and specifications, production and distribution of proposal solicitations, processing of applications, organization and implementation of peer reviews, award of contracts and monitoring of contract performance. In addition, Oklahoma Statute requires OCAST to "sponsor an annual conference of health research investigators, representatives of institutions of higher learning, non-profit research institutions, and representatives of industry to accelerate and facilitate the commercial development of new products and services conceived or developed as a consequence of professional service contracts supporting health research projects" (74 O.S., Section 5060.18).

The statutorily created Oklahoma Health Research Committee (OHRC) shall act in an advisory capacity to the OCAST Board and staff. This governor-appointed committee shall be composed of eight health research scientists and "one member from the clergy or who has an advanced degree in philosophy from an accredited institution of higher learning;" all nine must satisfy stringent statutory requirements (74 O.S., Section 5060.14). A list of the members of the OHRC shall be available through the OCAST office.

The OHRC shall recommend program policies and procedures and advise and assist in the organization and implementation of the peer review of Health Research Program applications including evaluation of

"the merits of proposed health research projects, the qualifications of investigators, and the facilities in which the proposed health research projects shall be performed" (74 O.S., Section 5060.15). The OHRC shall also advise and assist in the performance evaluation of Health Research contracts.

## **APPLICANT ELIGIBILITY**

An eligible applicant organization is: (1) an Oklahoma public or private college or university, (2) a non-profit research organization, or (3) an "enterprise of special importance to the Oklahoma economy" (74 O.S., Section 5060.14). **Nonprofit research institution** is statutorily defined as

. . . any not-for-profit public or private facility in this state which has the capabilities for research projects and which is not a subsidiary of any corporation, partnership, or association organized for profit, nor is its stock or assets owned or controlled by a corporation, partnership, or association organized for profit (74 O.S., Section 5060.4).

**Enterprise** is defined statutorily as "a firm with its principal place of business in Oklahoma" (74 O.S., Section 5060.4).

The **investigator** preparing an application shall be employed by, or affiliated with, an eligible applicant organization. **Investigator** is statutorily defined as

. . . a person who proposes research projects and is primarily responsible for the execution of the proposed projects and is employed by or affiliated with, an institution of higher education, a nonprofit research institution in this state, or a private enterprise (74 O.S., Section 5060.4).

An individual investigator shall hold only one Oklahoma Health Research Contract at a time, however, a currently funded principal investigator shall be eligible to compete with a new project, and, if successful, decline his or her current award to accept the new award. As of 1994, each participant may submit only one proposal per competition as principal investigator.

Beginning with the 1991 competition, a previous recipient of an Oklahoma Health Research contract shall be required to demonstrate evidence of submission to a national funding organization prior to submission of a proposal for a subsequent Oklahoma Health Research award. (This section has been moved from the Program Description section).

Beginning with the 1997 competition, if the Principal Investigator of a proposed project becomes unable to perform the research between submission of the application and the initial contract period, OCAST will not allow a change in P.I. Consequently, if the original P.I. ceases to head the project between submission and review, the project will not be eligible for review; if the original P.I. is lost to the project prior to award, the project will not be considered for award. When a P.I. on a proposed project becomes unable to perform, the applicant organization(s) must inform OCAST within ten (10) days. If funds have been awarded, monies will revert to the Health Research Fund.

Any applicant organization or principal investigator who, in OCAST's judgment, has failed to correct a material breach of a contract previously awarded under any of OCAST programs will not be eligible to be

awarded a new funding contract. Any Investigator with a delinquent progress report on an OCAST funded project at the time of submission will not be eligible to submit. Any Investigator with a delinquent progress report at the time of review will not be eligible for review. Any Investigator with a delinquent progress report at the time of award will not receive a contract until the progress report has been submitted and received a satisfactory review. If the delinquent report has not been submitted within sixty (60) days of the award date, OCAST will nullify the award and return the monies to the Health Research fund.

Neither members of the OCAST Board nor the OHRC shall be precluded from participating directly in a health research project funded by OCAST. However, any director, officer, agent or employee of OCAST, including any member of an advisory committee or review panel, shall comply with the provisions of the conflict of interest provision from the OCAST Act. The statute reads as follows:

If a member of the board of directors, officer, agent or employee of the Oklahoma Center for the Advancement of Science and Technology [Center] has any direct or indirect interest in any approval, contract or agreement upon which the member, officer, agent or employee may be called upon to act or vote, the board member, officer, agent or employee shall disclose the same to the secretary of the Center prior to the taking of final action by the Center concerning such contract or agreement and shall so disclose the nature and extent of such interest and his or her acquisition thereof, which disclosure shall be publicly acknowledged by the Center and entered upon the minutes of the Center. If a board member, officer, agent or employee holds such an interest, he or she shall refrain from any further official involvement in regard to such contract or agreement, from voting on any matter pertaining to such contract or agreement, and from communicating with other board members, officers, agents or employees concerning said contract or agreement. . . .

Indirect interest shall include pecuniary or competitive advantage, which exists or could foreseeably accrue as a result of the act or forbearance of the Center (74 O.S., Section 5060.7).

## **FUNDING TERMS**

**Level of Funding.** Health Research Projects are funded at a maximum of \$45,000 per year.

**Length of Funding.** Health Research awards are approved for one- to three-year projects.

Although a Health Research project, which is approved for funding, is approved for up to three years, funding awards are made on a year-by-year basis. Neither the approval of a multiple-year award nor the funding of any year of a contract shall automatically lead to funds being available for subsequent years. Funding for each subsequent year shall be dependent upon the following: (1) a satisfactory, annual performance evaluation, (2) the availability of funds, and (3) the allocation of resources on the advice of the OHRC and approval by the OCAST Board.

**Budget Requirements.** For each requested year of funding, applicants shall submit a total project budget, which accounts for all project funds, on the form provided. Indirect costs shall not be allowable.

Monies from the Health Research Account (74 O.S., Section 5060.11) may not be used to replace or augment any part of the salary of any full-time faculty member, or person of equivalent status in an organization other than a university or college, who is a principal investigator, co-investigator or collaborator on a health research contract. Salaries or stipends for technicians, postdoctoral associates, students or other staff important to the success of the project are appropriate personnel costs, which may become part of a contract. Fringe benefits may be requested to the extent that they are treated consistently by the applicant organization as a direct cost to all research sponsors.

In computing charges to an Oklahoma Health Research Contract, the base salary must exclude income that an individual may be permitted to earn outside of full-time duties to the applicant organization. The base salary of a faculty member or person of equivalent status in an organization other than a university or college may not be augmented or supplemented by funds from a health research contract. If an investigator is appointed on a less than full-time basis for the base salary period, the applicant organization must show the percentage of a full-time equivalent for which he or she is appointed. The applicant organization may be reimbursed for inpatient and outpatient charges only if they are an integral part of the research supported by a professional service contract. Patient care costs do not include travel and per diem costs; these costs should be shown in the "Other Expenses" category.

The costs of building construction per se shall not be permissible charges. If the costs of alterations of facilities essential to the proposed project (i.e. repairs, painting, removal or installation of partitions, shielding, or air conditioning) are requested, they shall be itemized by category and fully justified. When applicable, the applicant should indicate the square footage involved, provide the basis for the costs, such as an architect's or contractor's detailed estimate, and submit a line drawing of the proposed alterations.

## **PROPOSAL SOLICITATION**

OCAST shall prepare a Health Research Proposal Solicitation which will include the following: (1) information concerning the specifications of the program, (2) requirements regarding the proposal contents and format, (3) copies of the required application forms, and (4) instructions for completing the required forms. Any page limitations will be established by the OHRC and specified in the solicitation. No application fee shall be required.

**Submission Requirements.** Eligible applicants may be requested or required to provide an Intent to Submit Form prior to application submission. Eligible applications shall adhere to the following submission requirements:

1. Eligible applications shall include all required completed forms and proposal contents and shall utilize the required format as specified in the solicitation.
2. All applicants must submit an original (identified as "**original**" in the upper right-hand corner) and the number of copies and appendices specified in the solicitation.
3. Beginning with the 1997 competition, all applicants must submit a letter from an official authorized to commit the resources of the applicant organization (e.g., department/division/unit head) detailing organizational plans and commitments on the applicant's behalf, including plans and commitments beyond the tenure of the proposed research as well as commitments for such items as equipment, computer services, facilities, release time for key personnel and/or technical and clerical support which the

organization will provide for the project. This information is essential to document that applicants will have the facilities and time necessary to conduct the proposed research and the opportunity to follow-up promising results.

4. Work with human subjects, vertebrate animals, recombinant DNA, radioactive substances, narcotics and dangerous drugs, and biological hazards require special approval or license and, in some cases, specialized training in order to engage in certain research. In addition, many chemicals require special handling or equipment. The applicant organization shall ascertain that State, as well as applicable Federal requirements, are met. The Investigator and applicant organization shall supply evidence of compliance, qualification or license(s) as specified in the instructions for completing an application section of the solicitation.

5. An investigator resubmitting an application, which was not funded in a previous Oklahoma Health Research Program funding competition, shall proceed as follows: (1) indicate it is a **resubmission**, (2) respond to the reviewers' comments from the previous review, noting all changes, and (3) include a copy of the previously submitted application and all reviews of that application as a separate appendix.

As of the 1997 competition, OCAST encourages applicants in the early stages of their research careers to submit up to two (2) letters of recommendation from individuals able to evaluate the applicant's scientific potential

**Submission Deadline.** The OCAST staff as authorized by the OCAST Board, shall establish the deadline for proposal submission for each health research funding competition. This deadline, and the deadline for any Intent to Submit which may be requested or required, shall be published in the OCAST Health Research Proposal Solicitation. Any application not received by the designated submission date shall be returned without consideration (Oklahoma Health Research Program Rules and Regulations, Rule 8.2). All materials pertaining to the application must be received by the designated date and time except evidence of institutional approval of experiments using human subjects, vertebrate animals or recombinant DNA. No materials shall be accepted after this time except at the request of OCAST. OCAST may return applications judged to be incomplete or inappropriately completed without review.

Applications shall be delivered to OCAST at the following address:

Research & Development Programs Division  
Oklahoma Center for the Advancement of Science and Technology (OCAST)  
4545 N. Lincoln Boulevard, Suite 116  
Oklahoma City, OK 73105

**Solicitation Distribution.** OCAST will request the president of each institution listed in the Oklahoma Higher Education Directory to designate a person to be responsible for distributing copies of the Health Research Proposal Solicitation within the institution. OCAST will provide copies of the solicitation to those so designated.

Copies will be mailed to the nonprofit research foundations, which, in an inquiry of all nonprofit research foundations listed in the Directory of Oklahoma Foundations, indicate that they wish to receive OCAST proposal solicitations.

Copies of the solicitation will be direct-mailed in response to all mail and phone requests. Solicitations will also be available at the OCAST office for all interested persons.

Announcements of funding competitions will be published in newspapers as determined by the OCAST Board. Public announcements of funding competitions shall be posted at the OCAST office and the Oklahoma Department of Commerce at least thirty (30) days prior to the application submission deadline.

## **PROPOSAL SELECTION**

**Legislative Directives.** The authorizing statute for this program, which establishes terms under which the OCAST Board shall award professional service contracts to support health research projects, states that OCAST shall "ensure that funding to support health research projects is awarded only on the basis of scientific merit" (74 O.S., Section 5060.16). In addition, Oklahoma Statute establishes the conditions for award of professional service contracts to support health research projects as follows:

No professional service contract shall be awarded by the Oklahoma Center for the Advancement of Science and Technology to support a health research project unless:

1. The investigators are residents of this state or become residents of this state before the ninetieth day after a professional service contract, pursuant to which they will be functioning as an investigator, has been funded by the Center [OCAST];
2. The institutions that administer the professional service contracts are primarily located in this state and are able to assume financial responsibility for professional service contracts;
3. The professional service contract will not be transferred to any other institutions within the state without the approval of the Center [OCAST] and will not be transferred to an institution outside this state at any time; and
4. The funds will not be expended for patient care except if patient care is an intrinsic part of a funded professional service contract. (74 O.S., Section 5060.17)

**Review Process.** All proposals are reviewed by scientists residing outside the State of Oklahoma who are nominated and approved by the OHRC. Proposals are ranked for funding only on the basis of the scientific merit of the proposed research (74 O.S., Section 5060.16) as ascertained by these reviewers. The OCAST Board must approve all recommended awards for funding. Proposed project budgets shall be evaluated and adjusted, if deemed appropriate, by the reviewers at the time the review panels convene. The budget total for each year of funding of each project, which is recommended and ranked for funding, shall be established by the reviewers.

**Economic Impact Potential.** Part of the legislative mandate for the Oklahoma Health Research Program is to stimulate economic growth by facilitating technological development. Although a new program may

require many years to have a meaningful impact, the OHRC and the OCAST Board and staff will make a serious effort to develop this aspect of the program through the Annual Oklahoma Health Research Conference and other actions and activities.

Accordingly, reviewers are asked to recognize and reward excellent applied research as well as that which has fundamental importance. For each application, reviewers are requested to complete a Commercial Potential Form if they can identify any product, concept or service, which, in their opinion, has potential. Any such information is forwarded to the Investigator in hopes that he or she and the applicant organization can find a successful means to develop it.

**Evaluation Criteria.** In general, peer reviewers along with evaluating the reasonableness of the budget will evaluate applications for scientific merit according to the following specific criteria:

**1. Significance** . Does this study address an important problem? If the aims of the application are achieved, how will scientific knowledge or clinical practice be advanced? What will be the effect of these studies on the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field?

**2. Approach** . Are the conceptual or clinical framework, design, methods, and analyses adequately developed, well integrated, well reasoned, and appropriate to the aims of the project? Does the applicant acknowledge potential problem areas and consider alternative tactics?

**3. Innovation** . Is the project original and innovative? For example: Does the project challenge existing paradigms or clinical practice; address an innovative hypothesis or critical barrier to progress in the field? Does the project develop or employ novel concepts, approaches, methodologies, tools, or technologies for this area?

**4. Investigators** . Are the investigators appropriately trained and well suited to carry out this work? Is the work proposed appropriate to the experience level of the principal investigator and other researchers? Does the investigative team bring complementary and integrated expertise to the project (if applicable)?

**5. Environment** . Does the scientific environment in which the work will be done contribute to the probability of success? Do the proposed studies benefit from unique features of the scientific environment, or subject populations, or employ useful collaborative arrangements? Is there evidence of institutional support?

**OVERALL EVALUATION:** In one paragraph, briefly summarize the most important points of the Critique, addressing the strengths and weaknesses of the application in terms of the five review criteria. Recommend a score reflecting the overall impact of the project on the field, weighing the review criteria, as you feel appropriate for each application. An application does not need to be strong in all categories to be judged likely to have a major scientific impact and, thus, deserve a high merit rating. For example, an investigator may propose to carry out important work that by its nature is not innovative, but is essential

to move a field forward.

### **Modifications for New Investigators**

**IMPLEMENTATION:** When reviewing these applications, reviewers should keep in mind the experience of and the resources available to the new investigator. When considering an application from a new investigator the five new review criteria must be evaluated in a manner appropriate to the expectations for and problems likely to be faced by a new investigator. Specifically, when considering:

**Approach:** more emphasis should be placed on demonstrating that the techniques/approaches are feasible than on preliminary results

**Investigator:** more emphasis should be placed on their training and their research potential than on their track record and number of publications.

**Environment:** there should be some evidence of institutional commitment in terms of space and time to perform the research.

### **RELEASE OF INFORMATION**

The meetings of the OCAST Board of the Oklahoma Center for the Advancement of Science and Technology shall be subject to the Open Meeting Act and the Open Records Act. However, Oklahoma Statute exempts the following:

Any information submitted to or compiled by the Oklahoma Center for the Advancement of Science and Technology with respect to the marketing plans, financial statements, trade secrets, research concepts, methods or products, or any other proprietary information of persons, firms, associations, partnerships, agencies, corporations, institutions of higher education, nonprofit research institutions or other entities shall be confidential, except to the extent that the person or entity which provided such information or which is the subject of such information consents to disclosure. Executive sessions may be held to discuss such materials if deemed necessary by the board of directors (74 O.S., Section 5060.7).

Unless specifically requested, OCAST may use the contents from an Intent to Submit Form, if one is requested or required, and from the Executive Summary of the proposal or subsequent Annual Progress Report for the required OCAST Annual Report or other publications without obtaining permission from the applicant or applicant organization. OCAST does not guarantee that the contents of any application will remain confidential.

### **AWARD PROVISIONS**

Award of contract shall be contingent upon the following:

1. Receipt by OCAST of certification of institutional review and approval of research projects involving human subjects, vertebrate animals or recombinant DNA.
2. Verification that the principal investigator is not presently receiving funds from any other source to support any portion(s) of the proposed research described in the Oklahoma Health Research Program Application which has been approved for funding.
3. Beginning with the 1991 competition, a previous recipient of an Oklahoma Health Research contract shall be required to demonstrate evidence of submission to a national funding organization prior to issuance of a contract for a subsequent Oklahoma Health Research award.

## CONTRACT PROVISIONS

A **professional service contract** between OCAST and the applicant organization shall be the mechanism for funding a project under the Oklahoma Health Research Program. The **applicant organization** is the organization which (1) employs, or is affiliated with, the investigator and (2), if the proposal is successful, becomes the contractor. The **contractor** executes the contract and provides the research services or facilities for the funded project.

The contract shall include commitments on the part of the contractor to perform the activities described in the application and funded by OCAST. In addition, acceptance of an Oklahoma Health Research Contract, obligates both the Investigator and a representative of the contracting organization to attend the Annual Oklahoma Health Research Conference sponsored by OCAST (see Program Administration, page 1).

The proposal, as prepared by the investigator, if accepted by both the applicant organization and OCAST, becomes a component of the contract for performance of the research project. Although the professional services contract carries stricter performance requirements than most research grants, it is anticipated that the investigator will revise his or her plans according to the difficulties and opportunities, which may arise.

An individual may hold only one Oklahoma Health Research Contract at a time. In addition, acceptance of funding from another source either prior to the beginning of, or during the period of, an OCAST contract, which duplicates support for the research described in the application submitted to OCAST, is considered concurrent funding. Investigators shall not receive concurrent funding which duplicates support for any portion of the research described in the application.

A contractor shall notify OCAST within ten (10) days of the occurrence of any of the following:

- A. The official notification of resignation by the Principal Investigator as an employee of the contractor.
- B. The official decision to terminate the Principal Investigator as an employee of the contractor.

- C. The Principal Investigator is no longer able to perform the research described.
- D. Any occurrence, which the Contractor determines, will affect the successful completion of the research project.
- E. Receipt of notification of award of concurrent funding by the Principal Investigator to support any portion(s) of the research described in this contract.

Any of the conditions stated in A-D above may result in the termination of the contract at the discretion of OCAST. Receipt of concurrent funding by the Principal Investigator to support any portions of the research described in this contract (E above) shall result in the termination of the contract at midnight of the day prior to the beginning date of the concurrent funding.

If an Investigator is no longer employed by, or affiliated with, the applicant organization, the contract may be terminated. If an investigator is employed by, or affiliated with, another eligible applicant organization in the State of Oklahoma, and, if the second organization agrees to support the research project, OCAST may consider issuing a new contract negotiated between OCAST and the new organization to fund the research project initiated under the original contractor. If an investigator cannot perform on a contract for health or other reasons, the applicant organization may request that OCAST consider continuing the contract with a new investigator. OCAST may require outside review when considering approval of a request to transfer a contract from one applicant organization to another or from one investigator to another.

The contractor shall be responsible for assuring and documenting compliance with state and federal requirements pertaining to human subjects, vertebrate animals, recombinant DNA, radioactive substances, and narcotics and dangerous drugs, which require special approval or license, before issuing a subcontract for any portion of the project funded by OCAST.

The contractor shall maintain records and accounts that properly document and account for the source and application of all project funds. All such records and accounts shall be made available on demand by OCAST for inspection and use in carrying out its responsibilities for administration of the funds. The contractor shall comply with the audit policy of OCAST and, as OCAST deems necessary, permit authorized representatives of OCAST and the State of Oklahoma full access, and the right to fully examine, all project records and accounts. The contractor shall provide OCAST timely copies of reports on any audits that include funds received from OCAST. In the event an audit results in the determination that the contractor has expended contract funds on unallowable costs, the contractor shall reimburse OCAST in full for all such costs. The length of a contract shall not be less than one year.

Efforts to evaluate the Oklahoma Health Research Program will require periodic collections of information from the investigators and/or applicant organizations. By applying for a professional service contract, the investigator and the applicant organization become obligated to provide OCAST with the requested information.

## **PERFORMANCE EVALUATION**

The investigator shall submit an annual progress report sixty (60) days prior to the ending date of each contract period except for the end of the final contract period. A final report shall be submitted thirty (30) days after the end of the final contract period. All reports shall be prepared in the format specified in the instructions annually provided to the investigator by OCAST. Failure to submit an annual progress report, as specified, may result in the termination of funding.

Reviewers, who reside outside Oklahoma, are approved by the OHRC, shall evaluate annual project performance. Continued funding shall be contingent upon a satisfactory, annual performance evaluation and the availability of funds.

A satisfactory report shall verify that the investigator is complying with the terms of the contract and achieving project objectives in a timely manner. In general, an Annual Health Research Project Progress Report shall provide (1) a summary which describes progress to date and details the plans for the subsequent contract period, (2) a listing of submitted and/or published journal articles and publications which incorporate any portion of the work supported by the contract, (3) a listing of all presently funded research grants or contracts, and (4) a detailed budget for the subsequent year. A final report shall incorporate (1) a summary of research completed on the project during the entire funding period, (2) a listing of submitted and/or published journal articles and publications which incorporate any portion of the work supported by the contract, and (3) a listing of all presently funded research grants or contracts.