

DELIVERABLES/REPORTING REQUIREMENTS: JHS - UNDERGRADUATE TRAINING CENTER

All deliverables, COAs, and vouchers shall be submitted to the JHS Director for approval with signature before submission to the NHLBI Project Office and Contracts Office. Note that deliverables in preparation for a possible Exam 4 will be due only if a tentative decision to propose continuation of the study has been made and NHLBI has given approval to proceed with the preparatory work.

I. The Following shall be delivered to the Coordinating Center as required by the protocol:

- A. Reports on JHS Scholars and SLAM students activities
- B. Student information for development of JHS student database
- C. Quarterly updated list of publications and presentations coming from the Undergraduate Training Center investigators and JHS students.

II. The following shall be delivered to the Exam Center and Coordinating Center

- A. List of matched students to appropriate assignments with JHS investigator mentors for field training in all aspects of the planning and execution of the study.

III.

IV. The following shall be delivered to the Project Officer and Contracts Officer, NHLBI (2 copies, 1 copy to PO and 1 to CO):

- A. Semi-annual progress reports
- B. Outline of JHS practicum/courses
- C. Abstracts and manuscripts proposed for publication 4 weeks (2 weeks for abstracts) in advance of submission for NHLBI approval, including at least 3 manuscripts or abstracts per year for publication with a ***Training Center investigator or student*** as first author

V. The following shall be delivered to the Contracting Officer, NHLBI (1 copy):

- A. Monthly vouchers
- B. A final report, documenting and summarizing the results of the ***Undergraduate Training Center*** contract work, including salient results (not to exceed 200 words), recommendations and conclusions based on both the general experience and the individual viewpoint of the ***Undergraduate Training Center*** during the performance of the contract. Due 4 months following the end of Exam 3.

Table 3. Deliverables and Reporting Requirements						
		*tentative, proceed only after NHLBI approval	JHS: Jackson Heart Study; CC : Coordinating Center; EC: Exam Center, PO: Project Office, CO: Contracts Office; SC: Steering Committee		<i>As Referenced in</i>	
#	Description	Delivery Schedule	Respondent(s)	Recipient(s)	Text/Deliverables	
1	Reports on Scholars/SLAM activities	Quarterly, 07/15, 10/15, 01/15, and 04/15 each year of contract term	UTC, JHS Director	CC	II.B.13	I.A.
2	JHS student database information	Quarterly updates, 07/15, 10/15, 01/15, and 04/15 each year of contract term	UTC, JHS Director	CC	II.B.13.	I.B.
3	Publication and Presentation list	Quarterly updates, 07/15, 10/15, 01/15, and 04/15 each year of contract term	UTC, JHS Director	CC	II.B.12.	I.C.
4	List of JHS students available for field training	Semi-annually: 10/15 , 4/15 each year of contract term	UTC, JHS Director	CC EC	III.F. III.G.	II.A.
5	Progress reports	Semi-annually: 03/15 and 9/15 each year of contract term	UTC, JHS Director	PO (1 copy) CO (1 copy)	II.B.11.	III.A.
6	Outline of JHS academic courses/practicum	Quarterly, 07/15, 10/15, 01/15, and 04/15 each year of contract term	UTC, JHS Director	PO (1 copy) CO (1 copy)	III.F. III.G.	III.B.
7	Manuscripts/ Abstracts	At least 3 manuscripts/abstracts per year, Submit manuscripts (4 weeks), abstracts(2 weeks) in advance of presentation/publication	UTC, JHS Director	PO (1 copy) CO (1 copy)	III.C.2.	III.C.

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8	Vouchers	Monthly throughout the term of the contract	UTC, JHS Director	CO (1 copy)		IV.A.
9	Final Report	4 months following the end of exam 3 cycle: 1/31/13	UTC, JHS Director	CO (1 copy)		IV.B.