Annual Equipment Usage Report

In addition, for the period of four years after the final progress report, annual equipment usage reports must be provided to the NIH. The annual equipment usage reports must include:

1. The equipment usage records, specifically the name of the user; number of hours used per year; and the active supporting NIH grants of the user.

2. Machine downtime and explanation of any remediation plans.

3. Any changes in administrative and technical operation of the equipment from originally described in the application.

4. A list of publications and other research reports depending, in part, on use of the awarded instrument. The publication list should be consistent with the NIH Public Access Policy.