Dear CBB postdocs,

The Center for Bright Beams requires that all postdocs complete an annual report. This report is an opportunity for you to present your progress and achievements over the past year. Writing and communicating your research to others who may not be experts in your field is an important professional skill. Prior to completing this report, you may wish to view the “[Writing to Win](https://www.youtube.com/watch?v=IvkJtRtcq8Q&t=7s)” workshop that was presented at the 2020 CBB Annual Collaboration Meeting. Your report will also help your advisor and CBB compile information for the annual report that is submitted to the National Science Foundation.

Your annual report is due on **March 11, 2022.** Please submit to Joan Curtiss at jcc25@cornell.edu and copy your advisor.

Please use the following guidelines when preparing your report:

1. Submit your report **no later than 5 pm on March 11, 2022**
2. Copy your advisor on your email submission,
3. Use the template below,
4. Include an image or two that illustrate your work, with captions, and
5. Submit in Microsoft Word (.docx) format.

**Please provide the following:**

1. How has COVID-19 affected your research over the last year? Specific examples of barriers are useful.
2. How are you coping under COVID-19 conditions?

[ ]  Great [ ] Just okay [ ] Not so great [ ]  Terrible

1. **Summary of accomplishments since last reporting (April 2, 2021 – present)**:
	1. Please identify what **objective(s) and deliverables** of the strategic plan does your project work toward? [The strategic plan](https://cbb.cornell.edu/sites/default/files/2021-06/CBB_Strategic_Plan.pdf) can be found at <https://cbb.cornell.edu/sites/default/files/2021-06/CBB_Strategic_Plan.pdf>.
	2. Are you up to date on all safety training required at your university?
	3. Have you had any safety concerns that were not adequately addressed?
	4. Have you received hands-on accelerator training? If yes, on what equipment?
	5. Summary of your scientific activities and results (0.5 - 1 page). Indicate the contributions of any CBB or non-CBB collaborators. This narrative description should inform the reader of your motivation (why?) as well as your actual work (what?) and main achievements.
	6. Next steps for your research (0.25 page)
	7. List of all journal publications that acknowledge CBB on which you’re an author. Please provide citation.
	8. List of conferences and workshops attended where you have presented CBB results, and the citations for those posters and talks. You should also ensure that all associated posters and talks with references are listed on the CBB travel page at <https://wiki.classe.cornell.edu/CBB/Private/CBBTravelAuthorization>.
	9. All awards and honors received, and reason for award

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| --- | --- | --- | --- |
| Reason for Awards, Honors and Appointments | Award Name or Sponsor | Date | URL for more information |
|  |  |  |  |

* 1. Approximate percentage of theme meetings attended
	2. Other contributions to CBB such as CBB leadership roles, mentorship of summer students (including summer 2022 plans), or organization of a professional development workshop for fellow students (CBB can help support these!)
	3. Description of any outreach activities in which you participated since April 1, 2021. Include the activity name, date of activity, who led the activity, the intended audience, and the approximate number of attendees. Submission of pictures is encouraged. For example,

|  |  |
| --- | --- |
| Activity name: | STEM Teacher Workshop – Exploring Newton’s Laws of Motion  |
| Led by: | Kevin Nangoi and Nathan Sitaraman, Cornell |
| Intended audience: | 6th and 8th grade teachers |
| Approx. attendees: | 20  |

* 1. List of other CBB members outside your group with whom you have collaborated since April 1, 2020.
	2. Attestation that you have completed the Race and Gender-Science Implicit Assessment Tests at <https://implicit.harvard.edu/implicit/selectatest.html>. If you completed these in a previous year, you do not need to complete them again.
	3. Did you interact with your project co-mentor during the last year? Do you have recommendations to make the mentorship program more valuable?
1. **Plans for next year:**
	1. List the conferences and workshops you plan to attend to present your CBB research,
	2. Suggestions for professional development workshops in which you would like to participate, host, or attend,
	3. Are you interested in leadership opportunities within CBB, such as participating in educational outreach, ***acting as a mentor to others, or taking on more responsibilities within your theme***?