NIH Research Performance Progress Report

Directions for University of Maryland
Contact your Contract Administrator with any questions.

Accessing the RPPR

- Section A - Cover Page
- Section B - Accomplishments
- Section C - Products
- Section D - Participants
- Section E - Impact

Section F - Changes
Section G - Special Reporting Requirements
Section H - Budget [Applicable to non-SNAP awards only]
Section I - Outcomes
Complete and Submit RPPR

The Research Performance Progress Report (RPPR)requires the uniform reporting format for interim research progress reporting developed under the auspices of the National Science and Technology Council, through the Committee on Science and the Research Business Models Subcommittee, and established by the Office of Management and Budget for use by agencies that support research and research-related activities.

The PD/PI (or the PD/PI delegate) may initiate an RPPR. When there are multiple PIs (MPI), only the Contact PI or the PD/PI delegate of the Contact PI may initiate the report.

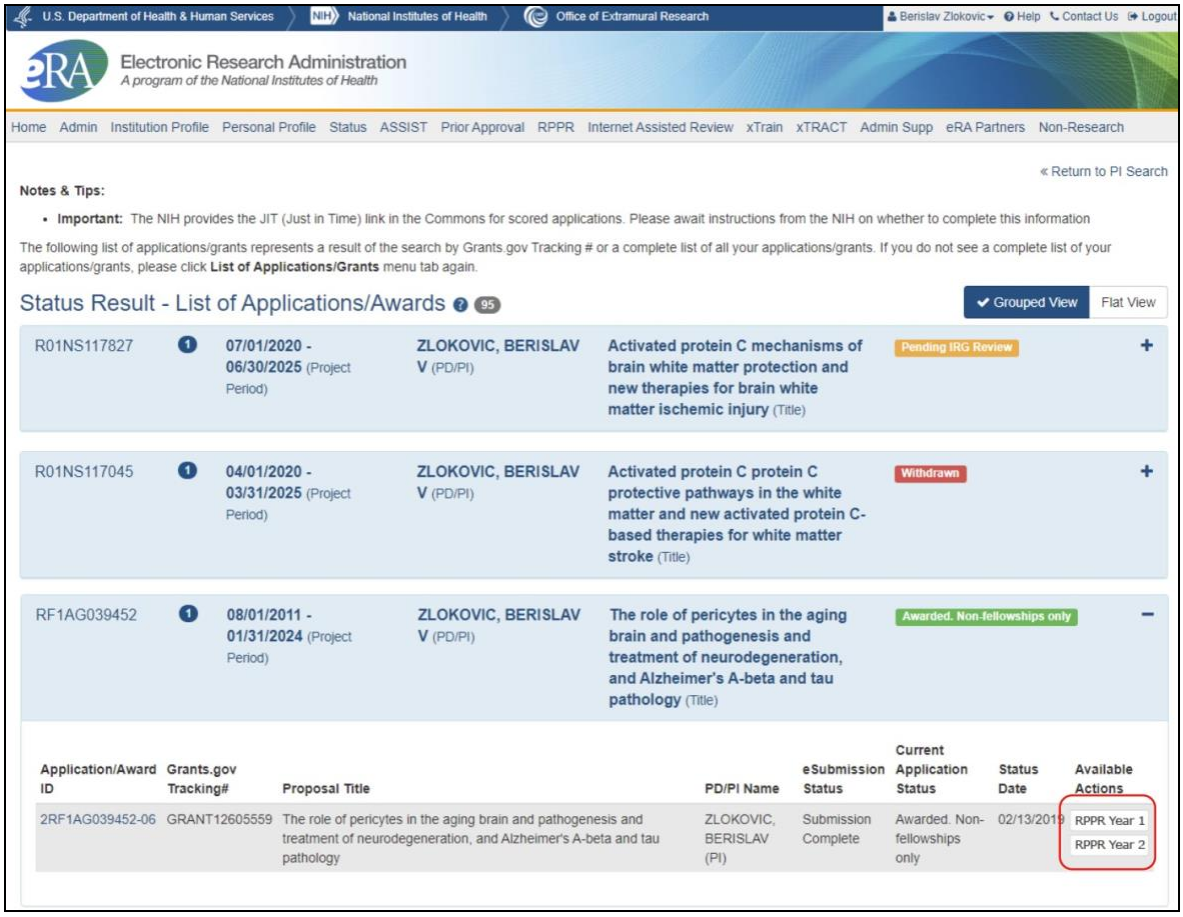
For applications with multiple PD/PIs (MPI applications), only the Contact PD/PI can access the Edit feature unless the Contact PD/PI has granted progress report authority to other PD/PIs. Without this authority, MPIs can only view the RPPR PDF and its routing history.

UMD delegates the authority to submit RPPR to the NIH agency directly. This means that the PD/PI or the PD/PI delegate may create, complete, and submit the RPPR directly to the NIH **unless there is a reduction in the level of effort of any senior/key person by 25% or more as documented in D.2 Personnel Updates**. In this case, the RPPR must be routed to the Contract Administrator for approval and submission.

Depending on the type of award, the required content of the RPPR may vary.

Accessing the RPPR

1. Log into Commons.
2. Select the Status menu.
3. Select the list of Application/Awards options.
4. From the list of application/award - expand the award to select RPPR link from the Action Column.



The RPPR consists of 9 sections.

A. Cover Page
B. Accomplishments
C. Products
D. Participants
E. Impact
F. Changes
G. Special Reporting Req
H. Budget
I. Outcome

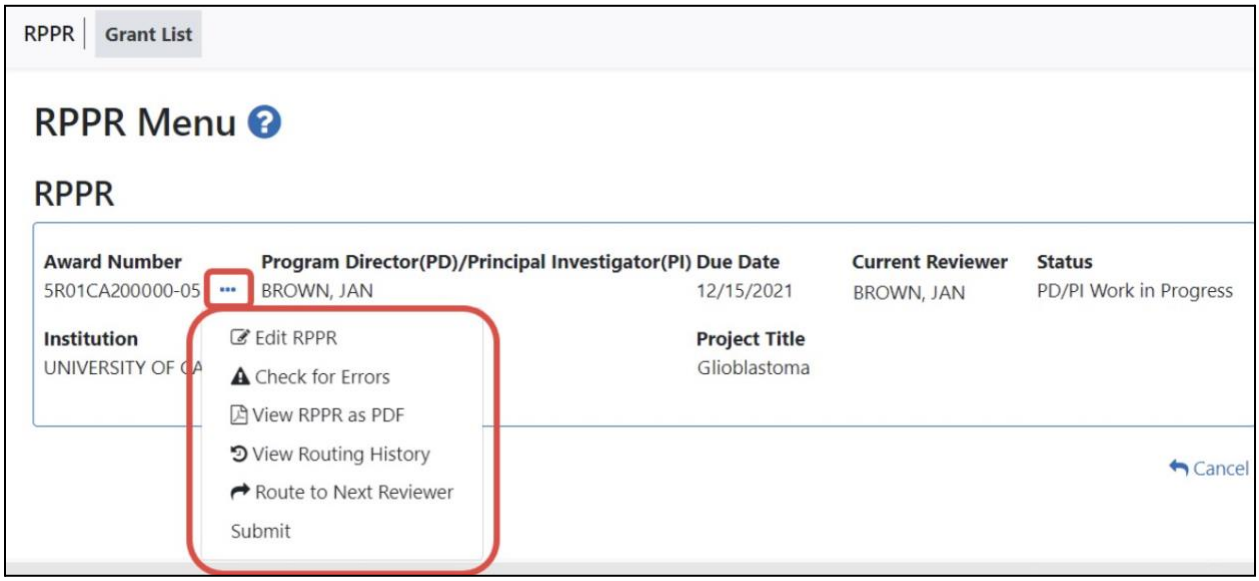
Complete each section and SAVE before moving on to the next section.

Click on the Check for Errors button. If there are any errors, they must be corrected. Be certain to save the changes. Once there are no more errors, click the Submit button to submit directly to NIH or Route button to route to Contact Administrator in ORA (required only if 25% or more reduction of effort for Senior/Key Personnel). More detailed instructions can be found at https://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf.

Click on Initiate to begin the RPPR.

Once you have initiated the process, select Edit to begin to enter data.

Available actions include:



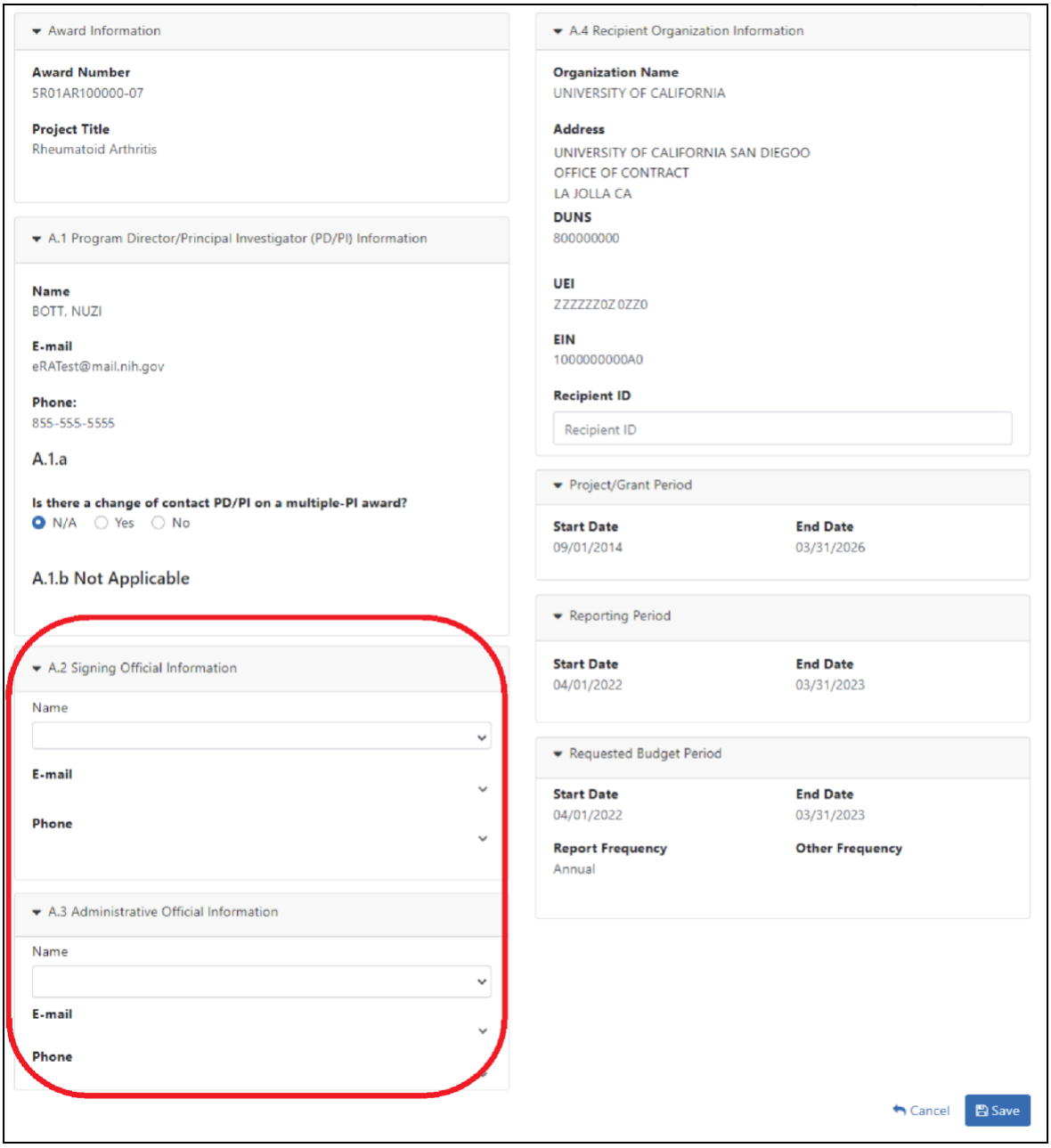
- Initiate button
- Edit RPPR
- Check for Errors
- View RPPR as PDF
- View Routing History
- Route to Next Reviewer
- Recall
- Submit

Section A - Cover Page

Confirm data.

Add Signing official (your contract administrator's assistant director) and administrative official - (your contract administrator). Select ORA contract administrator and assistant director for drop-down lists. These personnel can be found on https://ora.umd.edu/about/staff-directory.

Recipient ID can be left blank.



Click Save button

Section B - Accomplishments

B.1 What are the major goals of the project?

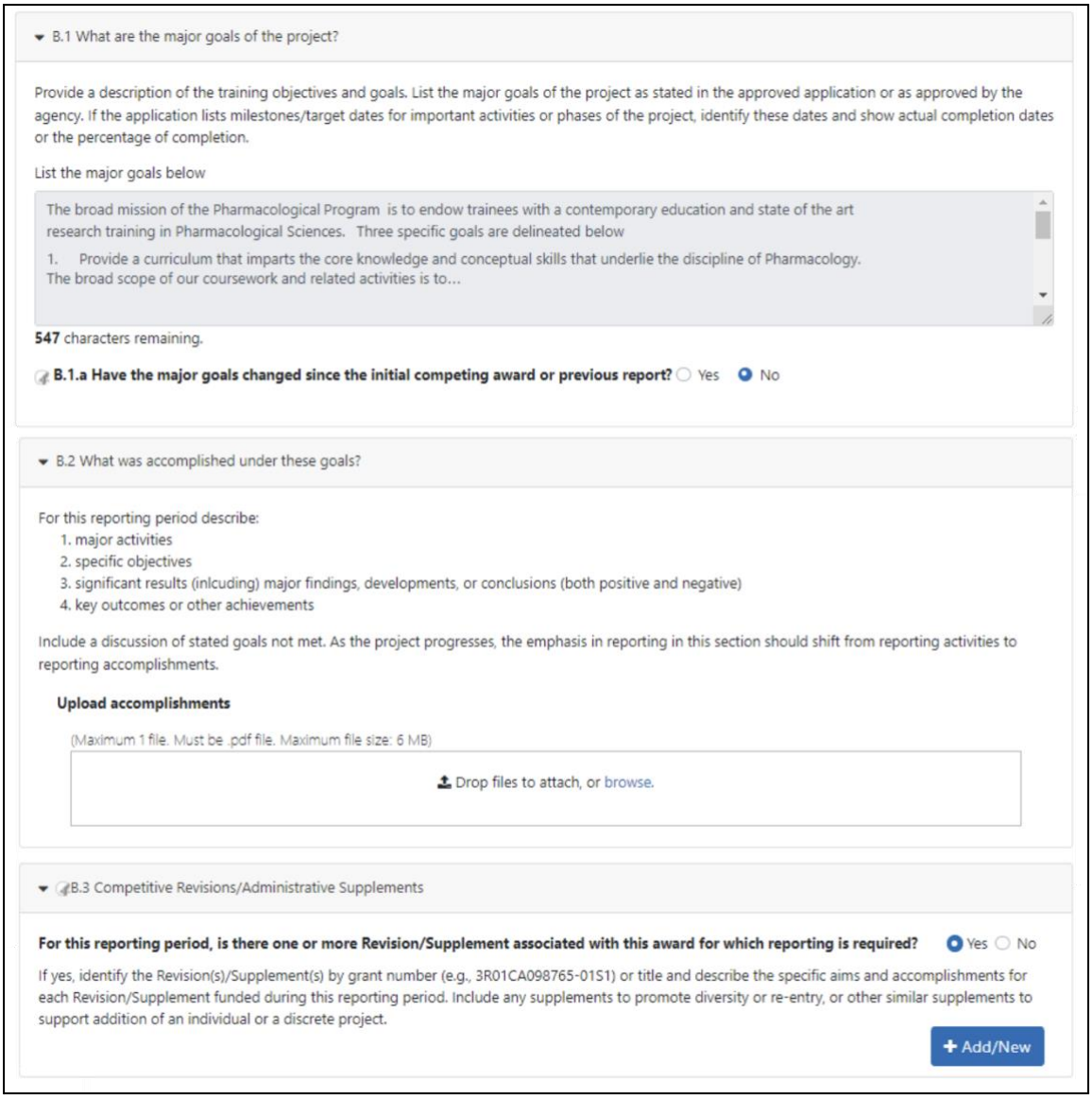
List goals/specific aims as stated in the approved application. Significant changes in objectives and scope require prior approval of the agency. Major goals must be provided in the initial RPPR and will pre-populate in subsequent reports. Goals may be amended by answering Yes to B.1.a.

B.1.a Have the major goals changed since the initial competing award or previous report?

B.2 What was accomplished under these goals?

B.3 For this reporting period, is there one or more Revision/Supplement associated with this award for which reporting is required?

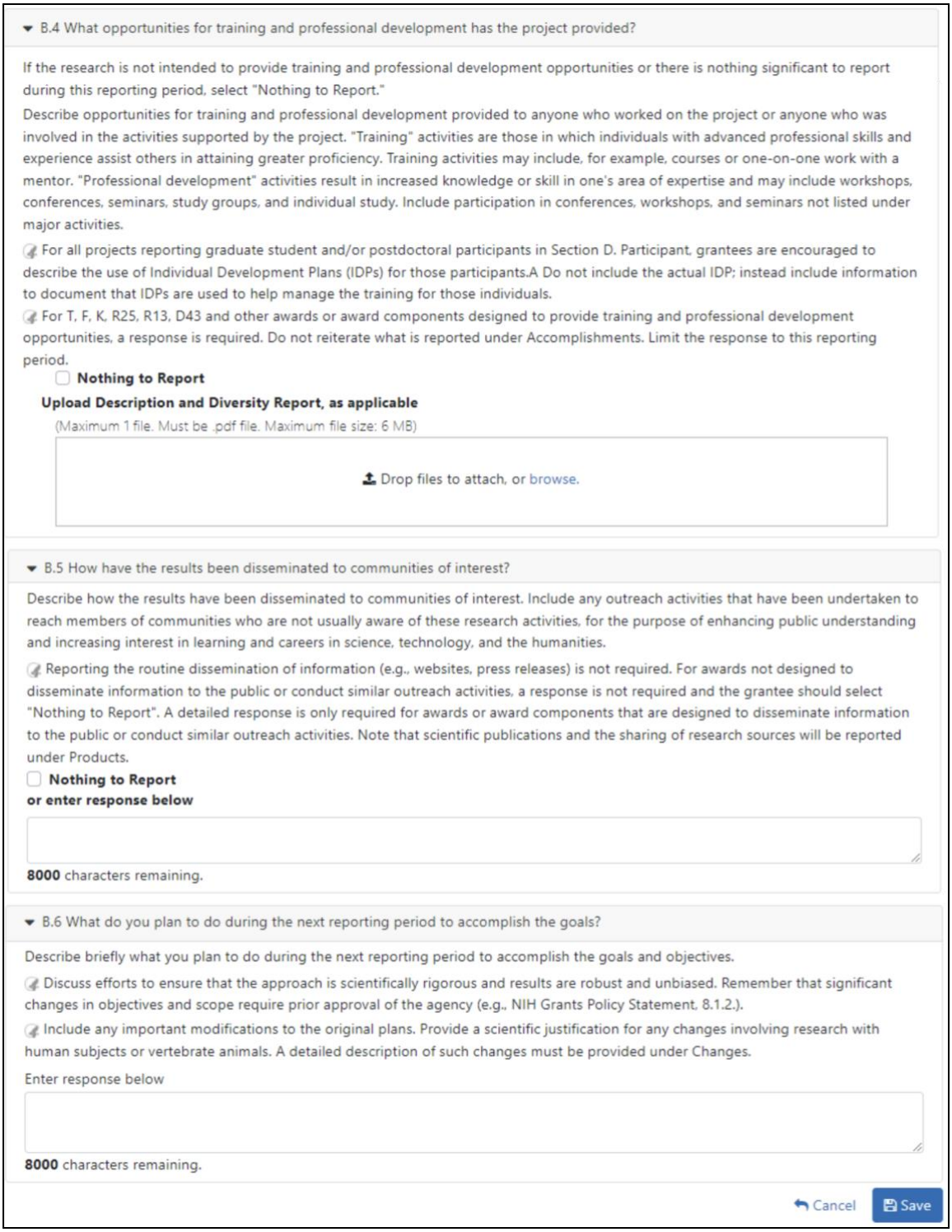
If Revision or Supplement has been submitted for the award, answer Yes and complete data. For more than one Revision or Supplement, click on Add New.



B.4 What opportunities for training and professional development has the project provided?

B.5 How have results been disseminated to communities of interest?

B.6 What do you plan to do for the next reporting period to accomplish the goals?



Click Save button

Section C - Products

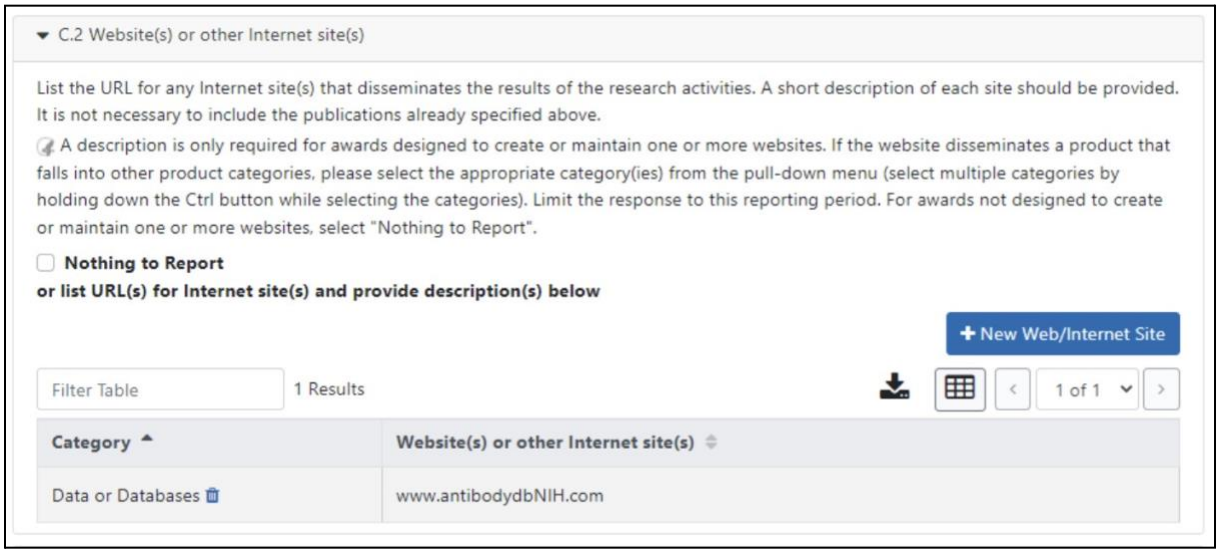
C.1 Publications

PD/PIs are required to report all publications that arise from their NIH award in this section.
If there are no publications to report, select No. Publications listed in other parts of the RPPR will not be tracked as award products. The table is pre-populated with My NCBI account information. Select products to be associated with this progress report. More information on My NCBI: http://www.ncbi.nlm.nih.gov/books/NBK3842/#MyNCBI.Getting_Started

Table 1: All Publications Associated with this Project in My NCBI
Table 2: Publications Not Associated with this Project in My NCBI
Table 3: Publications Previously Reported for this Project

C.2 Website(s) or other internet site(s).

Select Nothing to Report, or list URLs that disseminate the results of the research activities.



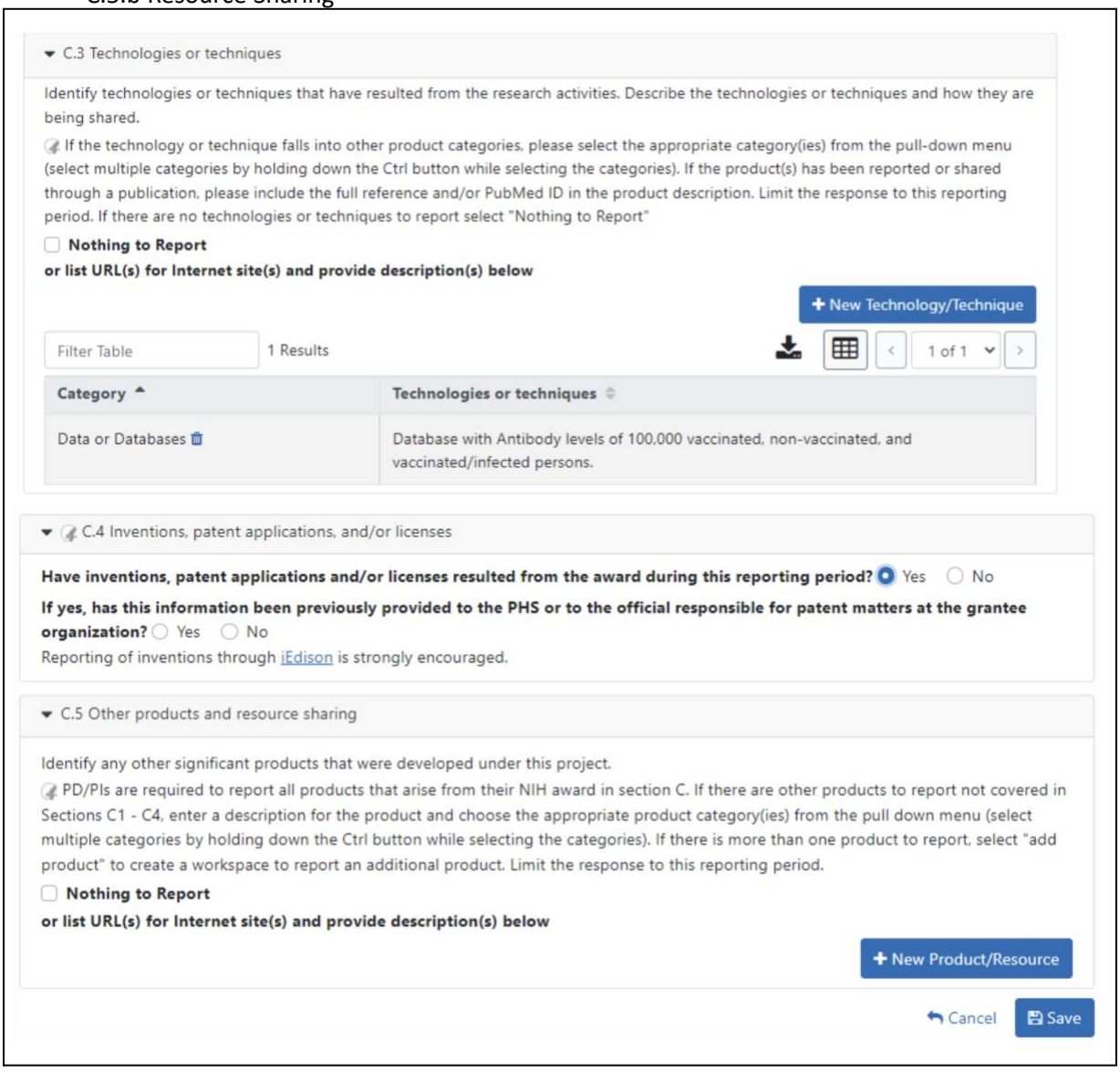
C.3 Technologies or techniques.

Select Nothing to Report, or list URLs that disseminate the results of the research activities.

C.4 Inventions, patent applications and/or licenses (Reporting of inventions via iEdison)

C.5 Other products and resources.

C.5.a Other products
C.5.b Resource Sharing



Click Save button

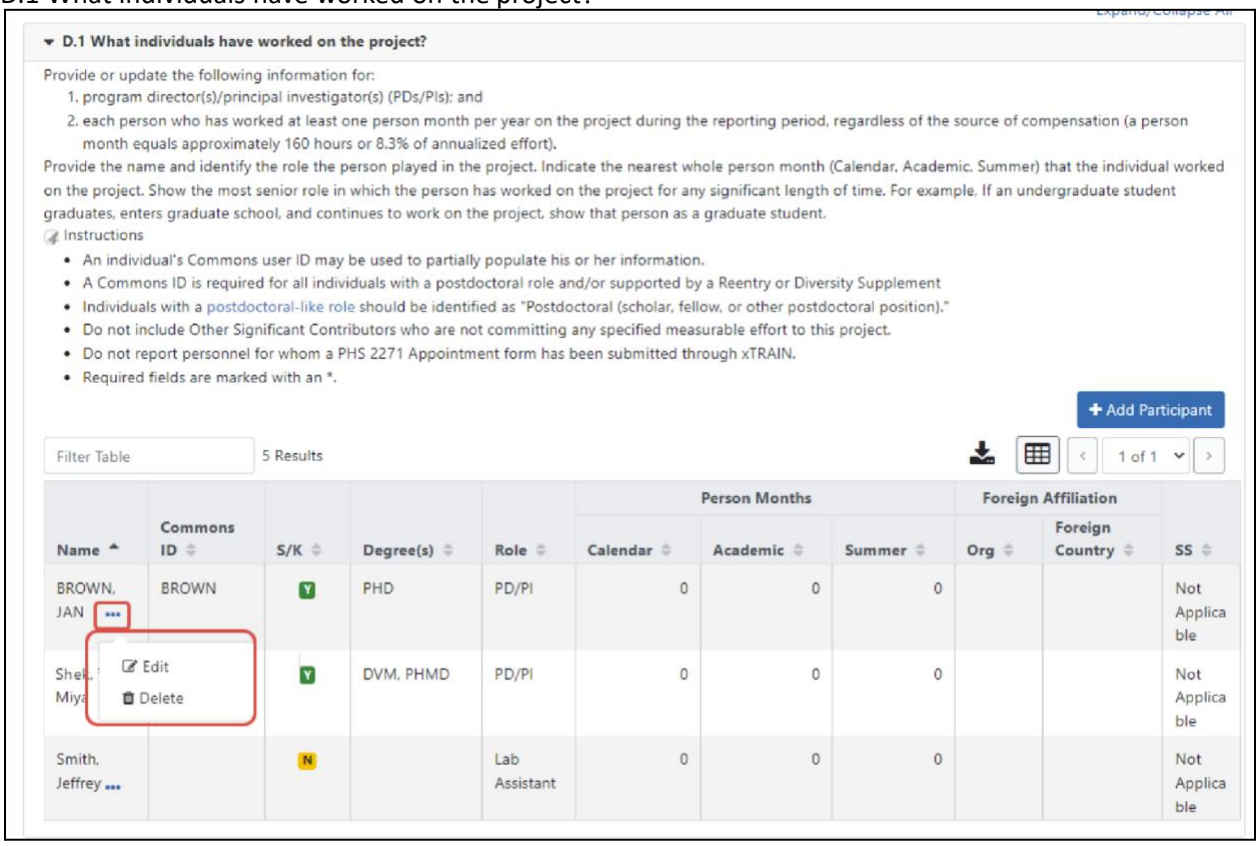
Section D - Participants

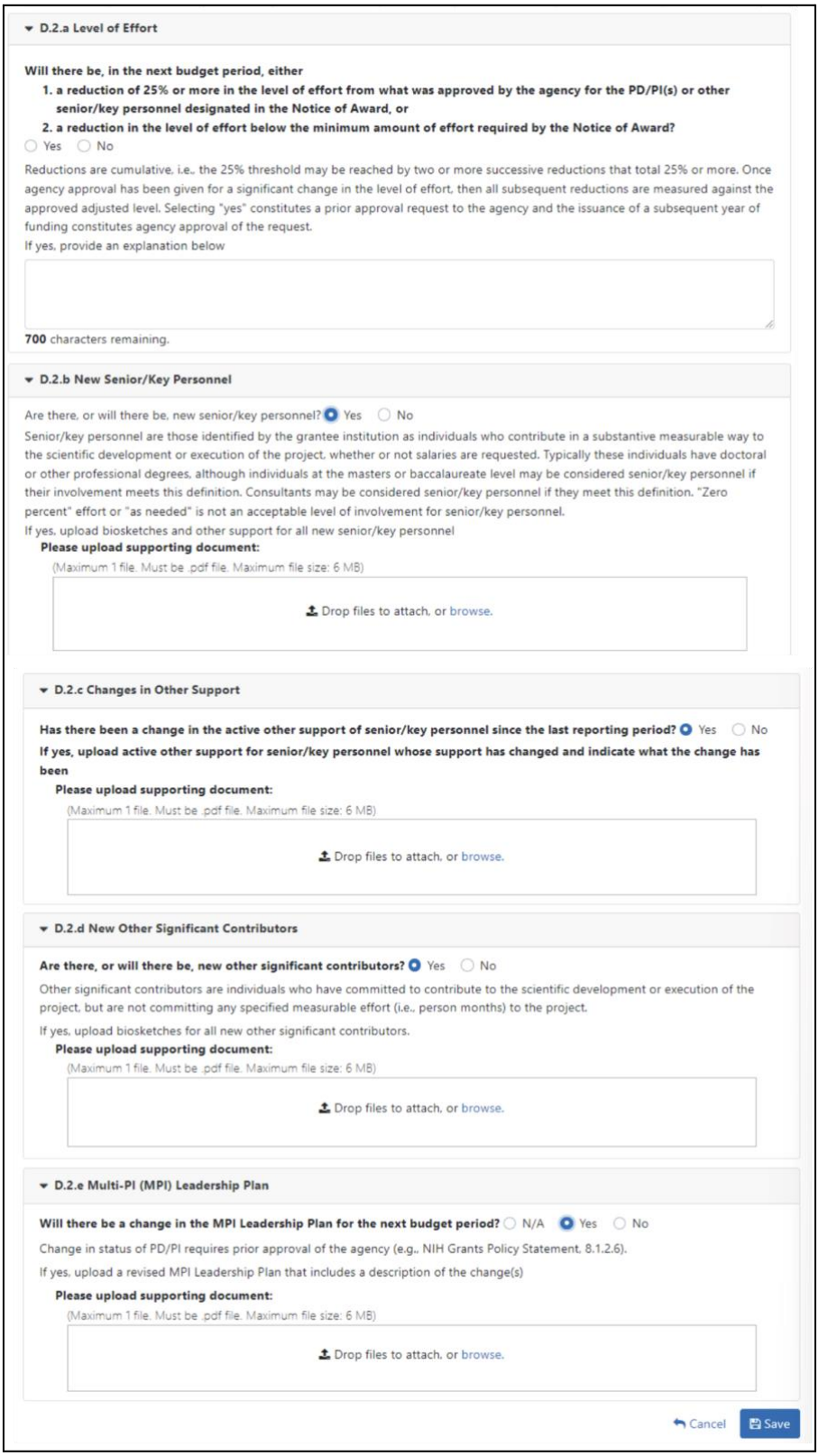
Provide information for PD/PI and each person who has worked at least 1 person month on the project. Indicate the nearest whole person month (Calendar, Academic, Summer) that the individual worked on the project. (a person month equals approximately 160 hours or 8.3% of annualized effort)

To add person months for PI, select Edit next to PI name and edit information. Click Add/New to commit these changes and then Save. Click Add New to add other individuals as needed. Enter in Commons ID for other individuals to populate information from his/her Commons profile.

- if the individual does not have the eRA commons Id, please request it via https://ora.umd.edu/esubmissions/nih-noaa

D.1 What individuals have worked on the project?





D.2 Personnel Updates
D.2.a Level of effort.

D.2.b New senior/key personnel.

D.2.c Changes in other support.

D.2.d New other significant contributors

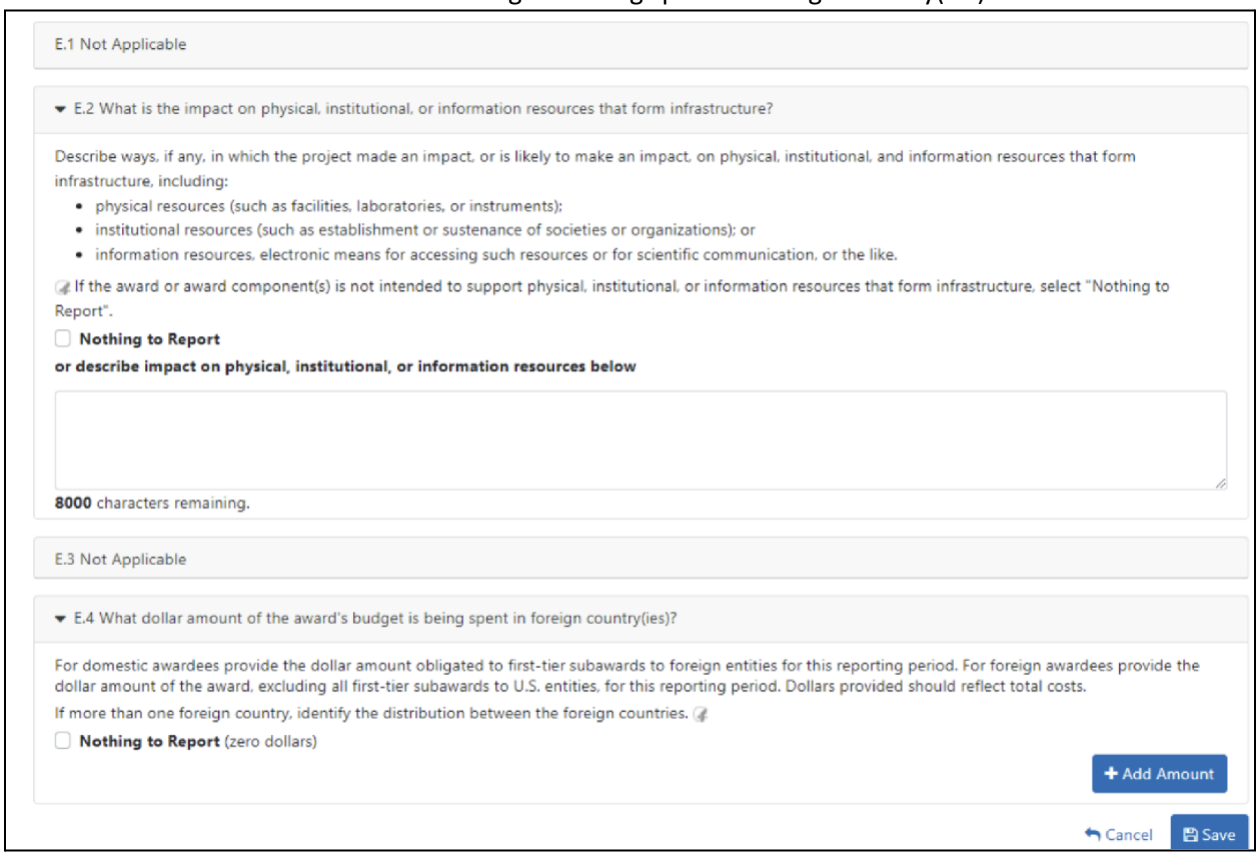
D.2.e Will there a change in the MPI Leadership Plan for the next budget period?

Click Save button

Section E - Impact

Section E Impact will be used to describe ways in which the work, findings, and specific products of the project have had an impact during this reporting period.

E.1 Not Applicable for most awards.
E.2 What is the impact on physical, institutional, or information resources that form infrastructure?
E.3 Not Applicable for most awards.
E.4 What dollar amount of the award's budget is being spent in foreign country(ies)?



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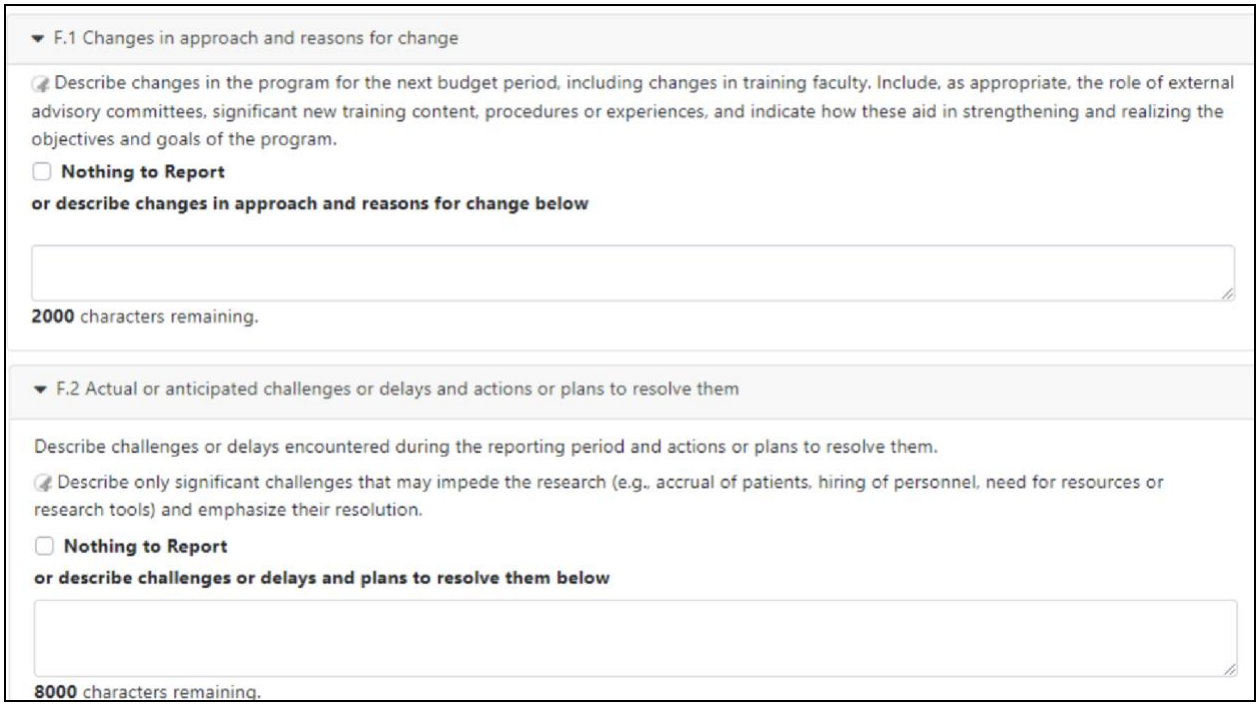
Section F - Changes

The RPPR Section F addresses Changes. Grantees are reminded that significant changes in objectives and scope require prior approval of the agency.

F.1 Not Applicable to most awards.
F.2 Actual or anticipated challenges or delays and actions or plans to resolve them.

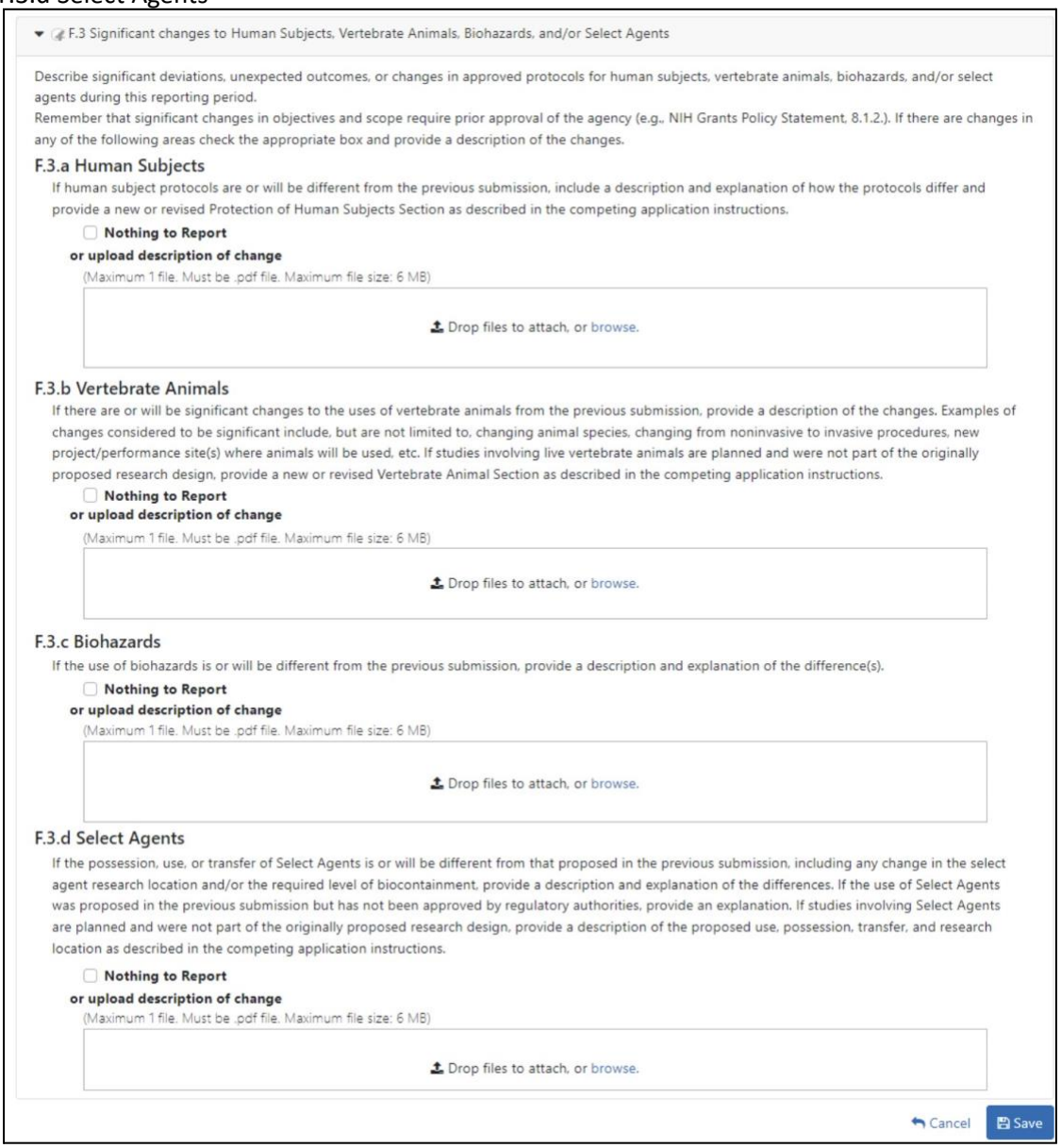


F.3 Significant changes to human subjects, vertebrate animals, biohazards, and/or select agents.

F.3.a Human Subjects

F.3.b Vertebrate Animals

F.3.c Biohazards
F.3.d Select Agents

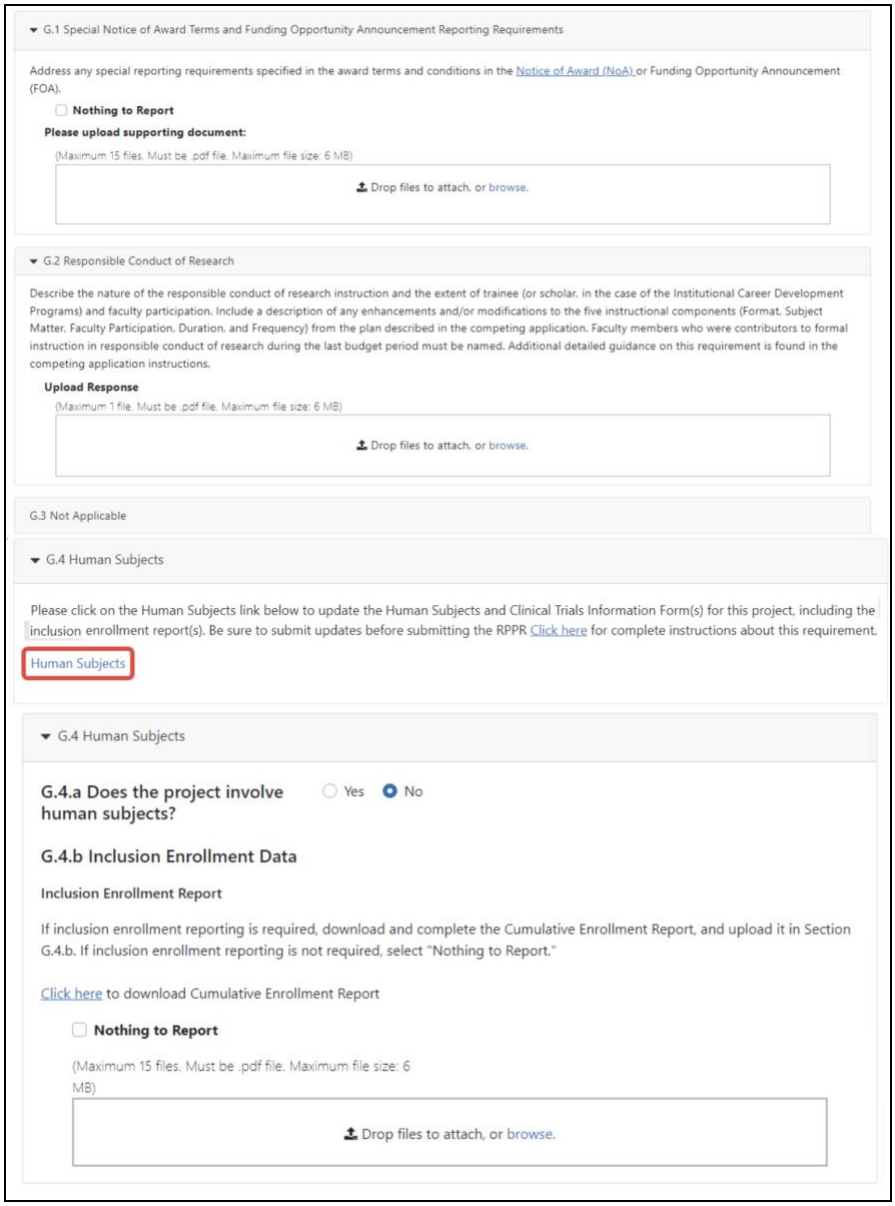


Click Save button

Section G - Special Reporting Requirements

G.1 Special Notice of Award and Funding Opportunity Announcement Reporting Requirements
G.2 Not Applicable to most awards.
See Supplemental Instructions for Specific Grant RPPR Types.
G.3 Not Applicable to most awards.
See Supplemental Instructions for Specific Grant RPPR Types.
G.4 Human Subjects.

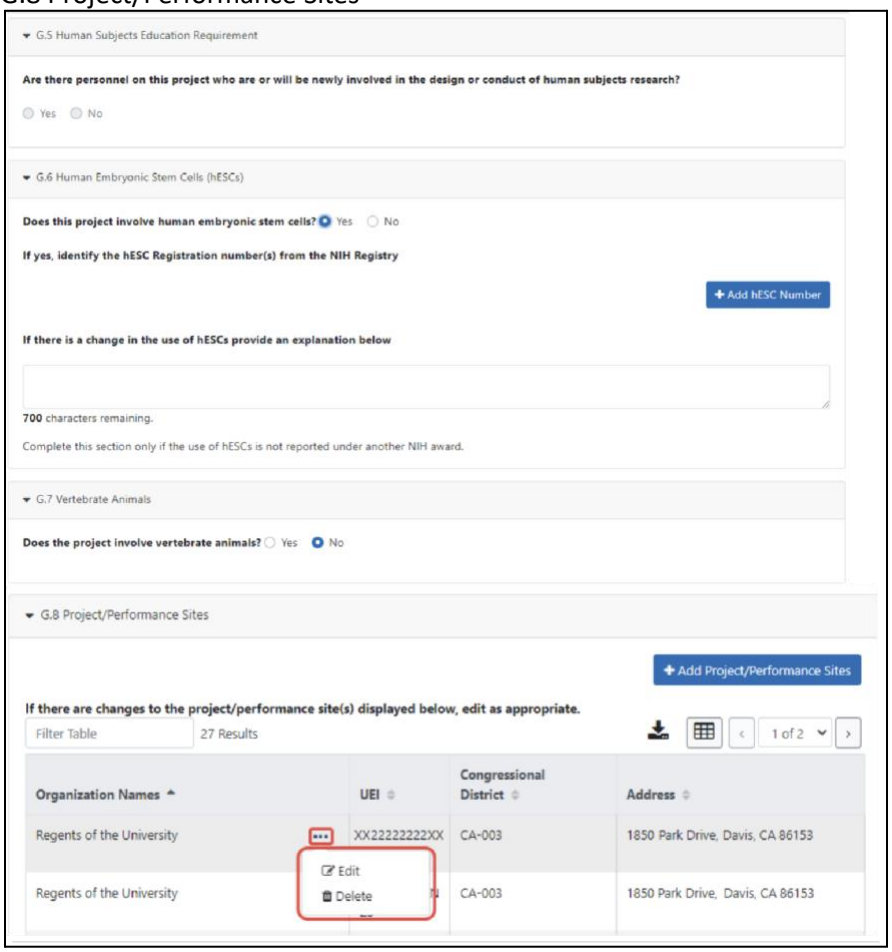
If available, click the Human Subject link, which will open up the Human Subject System (HSS)



G.5 Human Subjects Education Requirement.

G.6 Human Embryonic Stem Cell(s).

G.7 Vertebrate Animals
G.8 Project/Performance Sites



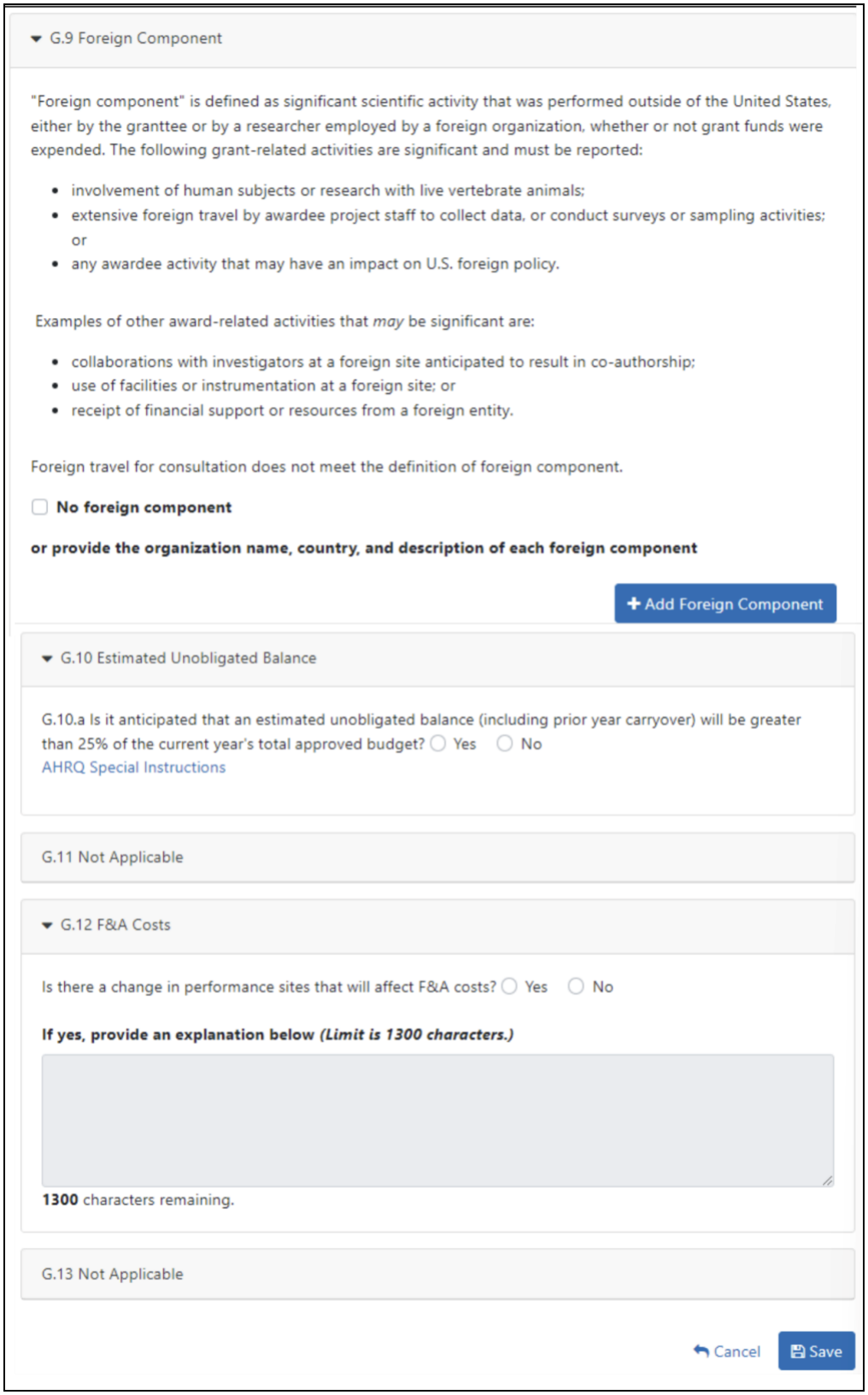
G.9 Foreign component.
G.10 Estimated unobligated balance.

G.10.a Is it anticipated that an estimated unobligated balance (including prior year carryover) will be greater than 25% of the current year's total approved budget? If yes, provide the estimated unobligated balance.

G.10.b Provide an explanation for unobligated balance.

G.10.c If authorized to carryover the balance, provide a general description of how it is anticipated that the funds will be spent. To determine carryover authorization, see the Notice of Award.

G.11 Program Income.
G.12 Indirect Costs [applicable to SNAP awards only]

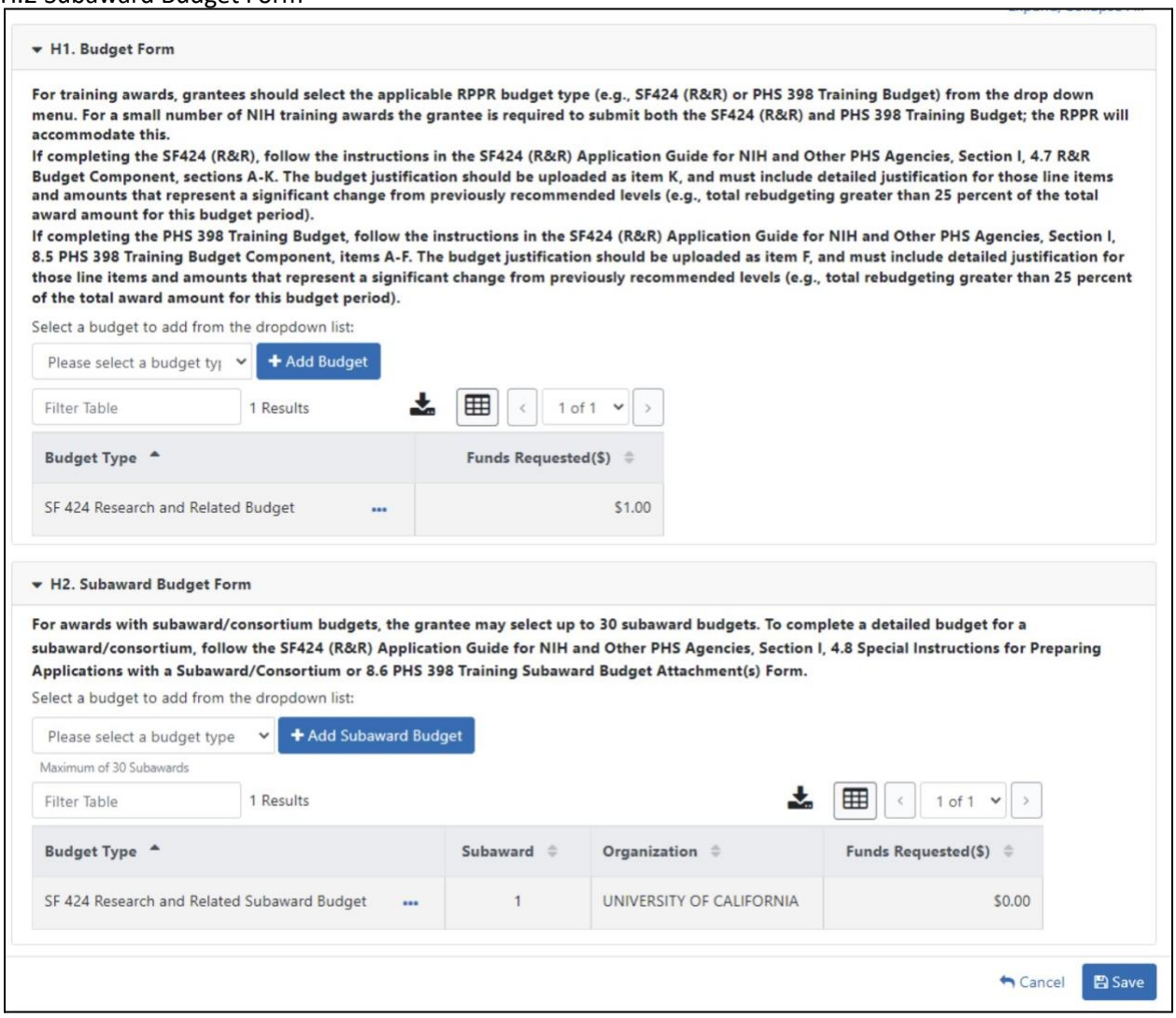

G.9 Foreign Component
"Foreign component" is defined as significant scientific activity that was performed outside of the United States, either by the granttee or by a researcher employed by a foreign organization, whether or not grant funds were expended. The following grant-related activities are significant and must be reported:
involvement of human subjects or research with live vertebrate animals;
extensive foreign travel by awardee project staff to collect data, or conduct surveys or sampling activities; or
any awardee activity that may have an impact on U.S. foreign policy.
Examples of other award-related activities that may be significant are:
collaborations with investigators at a foreign site anticipated to result in co-authorship;
use of facilities or instrumentation at a foreign site; or
receipt of financial support or resources from a foreign entity.
Foreign travel for consultation does not meet the definition of foreign component.
No foreign component
or provide the organization name, country, and description of each foreign component
Add Foreign Component
G.10 Estimated Unobligated Balance
G.10.a Is it anticipated that an estimated unobligated balance (including prior year carryover) will be greater than 25% of the current year's total approved budget? Yes No
AHRQ Special Instructions
G.11 Not Applicable
G.12 F&A Costs
Is there a change in performance sites that will affect F&A costs? Yes No
If yes, provide an explanation below (Limit is 1300 characters.)
1300 characters remaining.
G.13 Not Applicable
Cancel
Save

Click Save button

Section H - Budget

H.1 Budget Form

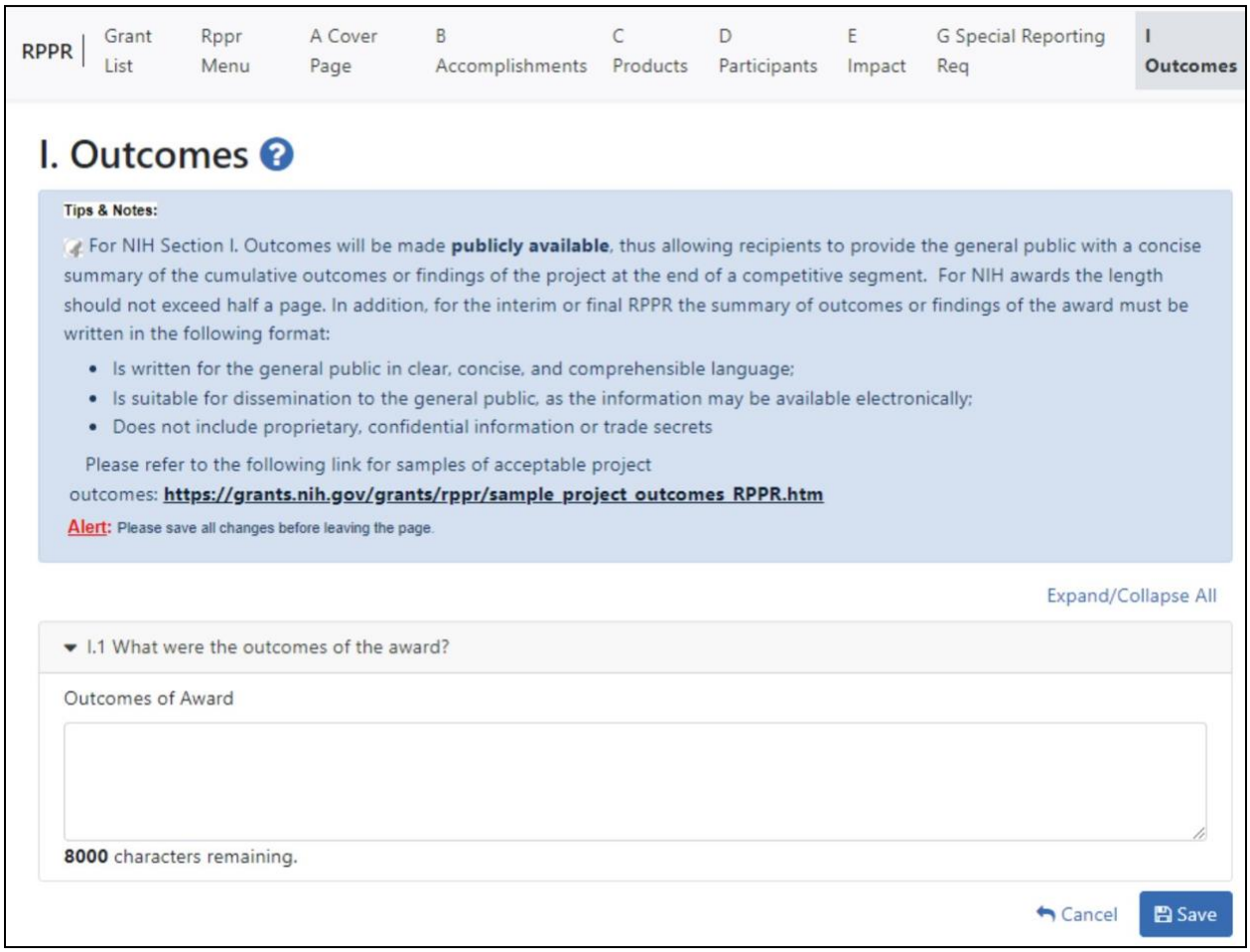
H.2 Subaward Budget Form



Click Save button

Section I - Outcomes

I.1 What were the outcomes of the award?



Click Save button

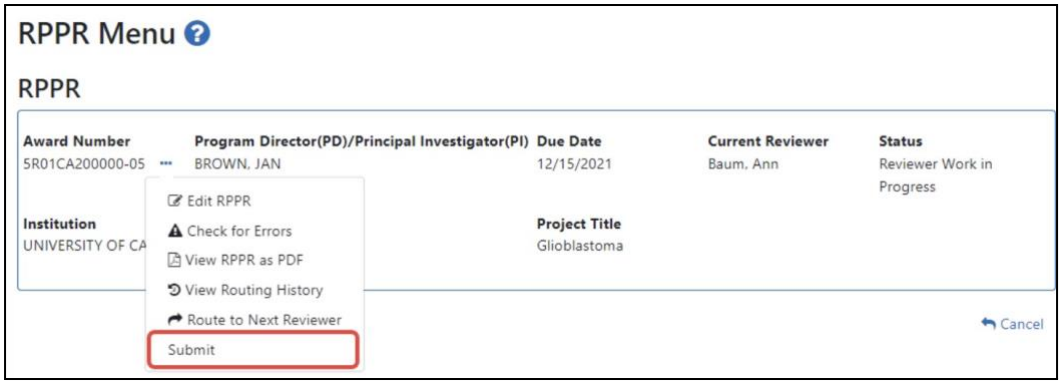
Complete and Submit RPPR

Once complete, click on the RPPR tab.

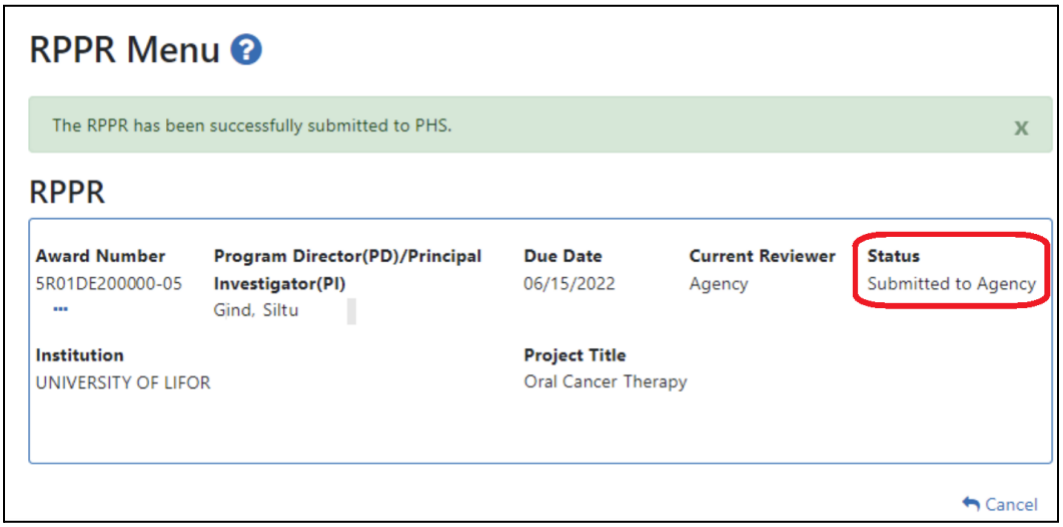
Click on the Check for Errors button. If there are any errors, they must be corrected. Be certain to save the changes. Once there are no more errors,

- Submit to submit directly to NIH (default) OR
- Click the Route to Next Reviewer button to route to Contact Administrator in ORA (only required if 25% or more reduction of effort for Senior/Key Personnel).

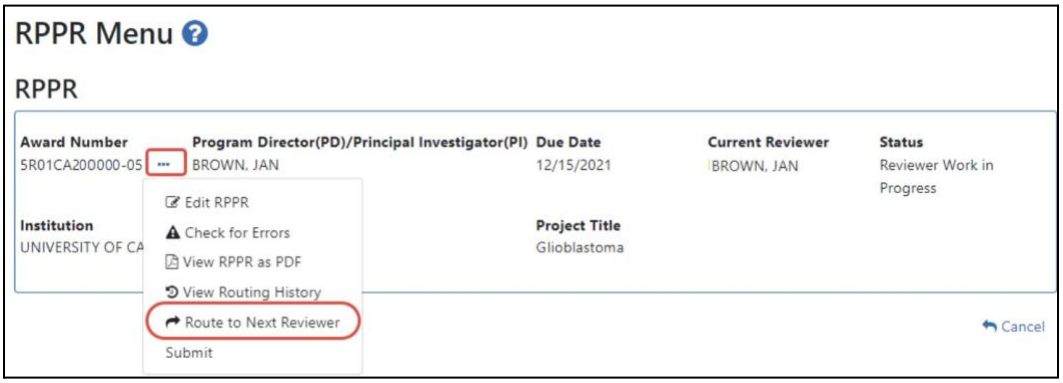
1. Submit to Sponsor
    a. Click the three-dot ellipsis icon and select Submit.



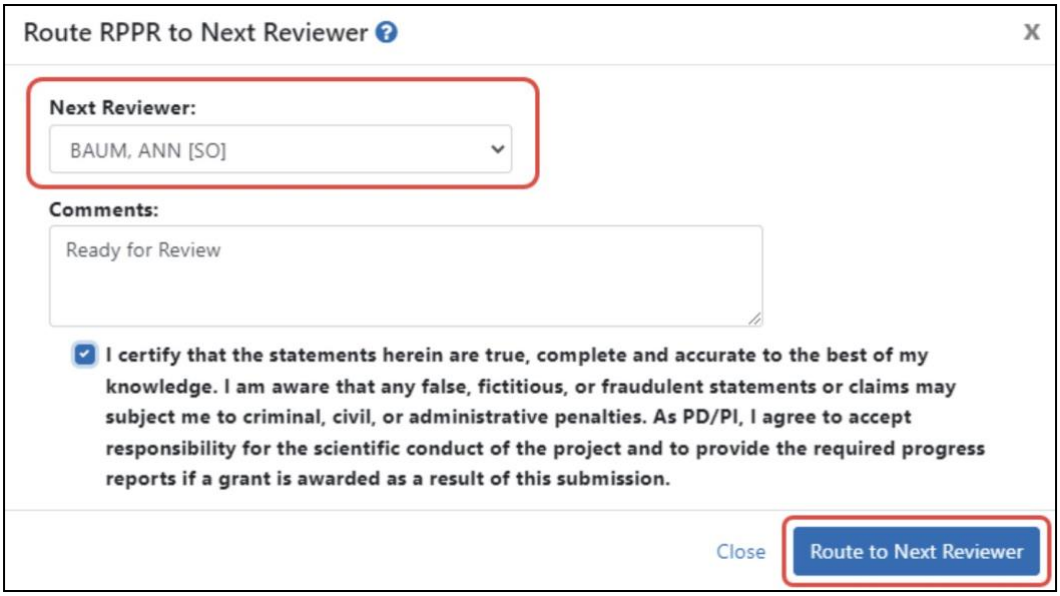
b. Once it has been submitted to the sponsor, you will see the status as "submitted to Agency"



2. Route to Next Reviewer
   a. Click the three-dot ellipsis icon and select Route to Next Reviewer.



   b. Select a reviewer from the Next Reviewer drop-down. You will be able to select your contract administrator.



c. Click Route to Next Reviewer button

If you do not have access to Submit to NIH directly, please contact or Contract Administrator and/or email oraaera@umd.edu to request this access.