

National Institute of General Medical Sciences

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November 14, 2024

# **Understanding the Basics of the NIGMS** Research Performance **Progress Report** (RPPR)

# Disclaimer

- This webinar and accompanying slides are for informational purposes only. They
  serve as an overview and are not meant to be comprehensive in coverage of all
  required components of a Research Performance Progress Report (RPPR).
- For purposes of this webinar, we will be discussing the annual RPPR and not the interim or final RPPR.
- This webinar will cover the basics and will not delve into specifics of individual awards or grant mechanisms.
- For any submission, applicants/recipients are responsible for following the instructions detailed in the <u>RPPR Instruction Guide</u>, the Notice of Award, the applicable Notice of Funding Opportunity, and any related notices.

National Institute of General Medical Science

# **Webinar Information**

- The webinar video and slides will be available on the NIGMS website.
- There is an accompanying, optional, RPPR pre-submission reminders tip sheet also available on the NIGMS website.
- If not addressed as part of this presentation, we will be answering questions submitted in advance at the end of the webinar.





- Provide up to date information about Research Performance Progress Report (RPPR) requirements.
- Demonstrate how to effectively complete RPPRs, adhere to reporting deadlines, and ensure accurate documentation of project progress.
- Answer questions.



# When is the RPPR due?

- The first place to look is on the Notice of Award.
- Progress reports are required annually to document recipient accomplishments and compliance with terms of award. They describe scientific progress, identify significant changes, report on personnel, and describe plans for the subsequent budget period or year.
- Streamlined Non-Competing Award Process (SNAP) RPPRs are generally due the 15<sup>th</sup> of the month preceding the month in which the budget period ends (approximately 45 days before the next budget period start date.)
- Non-SNAP RPPRs are generally due approximately 60 days before the next budget period start date.
- Multi-year funded (MYF) progress reports are due annually on or before the anniversary of the budget/project period start date of the award.

# How do I know if an award is SNAP or Non-SNAP?

See section <u>8.4.1.2 Streamlined Non-Competing Award Process</u> in the Grants Policy Statement

#### **SNAP**

- Most R & K awards are under the NIH Standard Terms of Award
- NOA may only have total direct and F&A costs (no categorical breakdown)
- RPPR due 45 days prior to budget period start date or on the date specified on the NoA
- RPPR does not include budget information
- Automatic carryover authority
- FFR submitted only at the end of the competitive segment

#### **Non-SNAP**

- Most Ps, Us, Ts, clinical trials, Fs, and any other award that requires close monitoring.
- Categorical budget appears on the NOA
- RPPR due 60 days prior to budget period start date or on the date specified on the NoA
- RPPR requires a detailed budget
- Prior approval usually required for carryover
- FFR submitted annually



## **Review the Notice of Award**

### SECTION III - STANDARD TERMS AND CONDITIONS

#### **SNAP**

An unobligated balance may be carried over into the next budget period without Grants Management Officer prior approval.

This grant is subject to Streamlined Noncompeting Award Procedures (SNAP).

#### **NON-SNAP**

Carry over of an unobligated balance into the next budget period requires Grants Management Officer prior approval.



### **Getting Started eRA Commons Roles & Responsibilities**

User Roles (nih.gov)

RPPR Type	How to Access RPPR Link	When Does the Link Appear?	When is the RPPR Due?	Who Can Initiate	Who Can Edit	Who Routes to the SO	Who Submits
Annual	Status Search Results Screen or RPPR tab	1 day after the project segment end date	SNAP Awards due within 45 days of the next budget period start date Non-SNAP due within 60 days of the next budget period start date	Principal Investigator Or User within Institution with the ASST Role*	Signing Official Or Principal Investigator Or User within Institution with the ASST Role*	Principal Investigator	Signing Official Or Principal Investigator if assigned the Submit Delegation
Interim	Status Search Results Screen	Once the grant becomes eligible for submission of a Type 2 application, and the grant is not in Closeout	120 days from period of performance end date for the competitive segment	Signing Official or Principal Investigator	Signing Official Or Principal Investigator Or User within Institution with the ASST Role*	Principal Investigator	Signing Official Or Principal Investigator if assigned the Submit Delegation
Final	Closeout Status Screen	Once the grant becomes eligible for closeout	120 days from period of project end date	Signing Official or Principal Investigator	Signing Official Or Principal Investigator Or User within Institution with the ASST Role*	Principal Investigator	Signing Official Or Principal Investigator if assigned the Submit Delegation

\*NOTE: User with the ASST role must also have the RPPR delegation.



# How to Search for the RPPR due date in the eRA Commons

- E-mail notifications are sent to the PD/PI prior to the due date. Note that these communications go only to the PD/PI and not the AOR.
- Pl's and a person with the Signing Official (SO) role can find annual awards with progress reports due by navigating to the RPPR module and using this eRA Commons search.



# How to Search for the RPPR due date in eRA Commons (SOs only)

				RPPR Grant List	PD/PI Assurance Report				
1.Go to th	ne		2. Select <b>Not</b>	Manage R	PPR 🕜				
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				R01GM151520-02	Pargars, Van	Science Training	07/01/2025	Not Started	
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### How to Search for the RPPR due date in eRA Commons (PIs and delegates)



	Commons	2. Select a sp	ecific award l	by clicking its lin	k in the	
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RPPR	•	Applications/Av	wards 📵			
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Admin Supp		Award Number ≑	PD/PI Name ≑	Project Title ≑	Due Date → Status ≑	Current Reviewer 🗘
Non-Research		5R01CA100000-05	BROWN, JAN	Glioblastoma	12/15/2 PD/PI Work in	BROWN, JAN
IC Coordinator Port			Shortin, shirt	Gilobiasconia	021 A Progress	Sho may sala



#### RPPR Menu 🕜

RPPR

Award Number 5R01CA200000-05	Program Director(PD)/Pr BROWN, JAN	rincipal Investigator(PI)	<b>Due Date</b> C 12/15/2021	urrent Reviewer	<b>Status</b> Not Started	
Institution			Project Title			
UNIVERSITY OF CALIF	ORNIA		Glioblastoma			
				<table-cell-rows> Cancel</table-cell-rows>	Initiate	
	Award Number 5T32GM000000-44	Program Director(PD)/		PI) Due Date 11/15/2021	Current Reviewer DOE, ANN	Status PD/PI Work in Progress
	Institution UNIVERSITY OF CA	<ul> <li>Edit RPPR</li> <li>Check for Errors</li> <li>View RPPR as PDF</li> </ul>		Project Title	ng in Pharmacology	
		Ciew Routing History				• 6

Cancel

1.Go to 2. Click the List of Commons eRA the status Applications/Awards module heading or arrow on Home the Status screen Status: PI Search Admin The Status screens have been updated. If you have any questions about the new Commons Status look and feel please contact the eRA Institution Profile Service Desk Personal Profile The following list of applications represents a result of the search by Grants.gov Tracking # or a list of all Recent/Pending eSubmissions. If you do not see a complete list of your Recent/Pending eSubmissions, please click Recent/Pending eSubmissions menu tab again. tatus Status **Recent/Pending eSubmissions** ASSIST Applications that require action (e.g., to view errors/warnings) prior to submission completion Prior Approval · Applications that are available to view (during two business day correction window) prior to submission completion 07 · Applications that have been rejected by Signing Official RPPR xTrain SSIST List of Applications/Awards **XTRACT**  Funded Awards Admin Supp Successfully submitted applications, both paper and electronic Non-Research Review assignment status, review results, summary statements, and Notices of Award · Other Commons features (e.g., Just In Time, eSNAP, Closeout, Financial Status Report) for previously submitted applications/awards IC Coordinator Portal Search by Grants.gov Tracking Num



Status Result - List of Applications/Awards 2

4. Click the **RPPR** link from the Available Actions column for the specific grant

P30AG010101	16	07/01/1997 - 06/30/2025 (Project Period)	DOW, HATFI (PD/PI)	Center on	Aging (Title)	Pending	
Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
5P30AG010101-30		Center on Aging	DOW, HATFI (PI)	I	Pending	06/26/2023	RPPR Human Subjects

#### RPPR Menu RPPR

5. Click Initiate

Award Number	Program Director(PD)/Principal Investigator(PI)	Due Date	<b>Current Reviewer</b>	Status
5R01CA200000-05	BROWN, JAN	12/15/2021		Not Started
Institution		Project Title		
UNIVERSITY OF CALIFO	DRNIA	Glioblastoma		





RPPR Men	u 😮			
RPPR				
Award Number 5R01CA200000-05	Program Director(PD)/Principal Investigator(PI BROWN, JAN	) Due Date 12/15/2021	Current Reviewer Baum, Ann	<b>Status</b> Reviewer Work in
Institution UNIVERSITY OF CA	C Edit RPPR  Check for Errors  View RPPR as PDF  View Routing History	<b>Project Title</b> Glioblastoma		Progress
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#### Route RPPR to Next Reviewer 😯

Next Reviewer:	)
BAUM, ANN [SO]	
Comments:	-
Ready for Review	
subject me to criminal, civil, or administrat	ious, or fraudulent statements or claims may

reports if a grant is awarded as a result of this submission.

Close Route to Next Reviewer



х

### **RPPR Sections**



- A. Cover Page
- B. Accomplishments
- C. Products
- D. Participants
- E. Impact
- F. Changes
- G. Special Reporting Requirements
- H. Budget (Applicable only to Non-SNAP awards.)
- I. Outcomes (only used for interim & final RPPRs)



# **RPPR Instruction Guide**

NIH and Other PHS Agency Research Performance Progress Report (RPPR) Instruction Guide

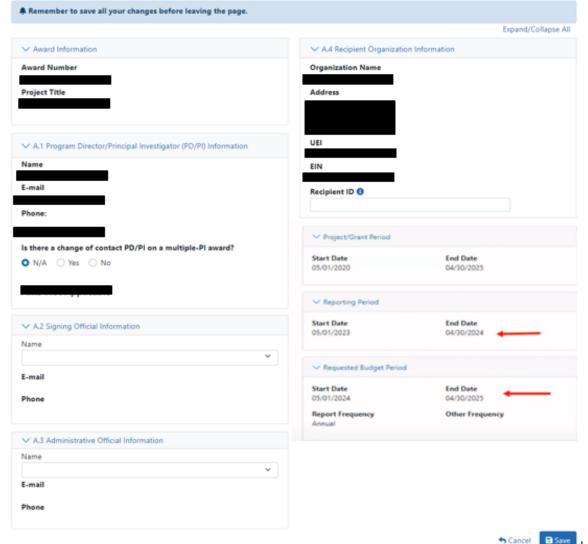
- It is *highly* recommended to have this guide on hand and opened for easy reference while completing the RPPR.
- Note that there are supplemental instructions, specific to a variety of grant types and mechanisms.
   We will address some of these in the webinar, but not all of them, so please review this section.
- Also review the NOFO and the NoA before preparing the RPPR.

6	Ins	tructions for RPPR Sections A–I
6	.1	Section A – Cover Page
6	.2	Section B – Accomplishments
6	.3	Section C – Products
6	.4	Section D - Participants
6	.5	Section E – Impact
6	.6	Section F - Changes
6	.7	Section G – Special Reporting Requirements
6	.8	Section H – Budget [Applicable to non-SNAP awards only]
6	.9	Section I – Outcomes
7	Sup	Section I – Outcomes
7		
7	.2	Fellowship RPPRs
7	.3	SBIR/STTR RPPRs
7	.4	Training RPPRs
7	.5	Education RPPRs
7	.6	Multi-Project RPPRs and Single-Project RPPRs with Complicated Structure



### **Section A- Cover Page**

#### A. Cover Page 😮



- Includes
  - PD/PI Information
  - Award Information
  - Signing and Administrative Official Information
  - Reporting Period
  - Requested Budget Period



## **Reporting Period**

 The first RPPR should cover the period from the "Project Period Start Date" listed on the 1<sup>st</sup> page of the Notice of Award (NoA) through the RPPR submission date.

#### **Example Project Period Start Date from a NoA:**

26. Project Period Start Date 08/01/2024 - End Date 06/03/2028

 Subsequent progress reports should report on activities from the date of the previously submitted progress report.



# Section B- Accomplishments

**A** Remember to save all your changes before leaving the page.

Expand/Collapse All

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

List the major goals of the project as stated in the approved application or as approved by the agency. If the application lists milestones/target dates for important activities or phases of the project, identify these dates and show actual completion dates or the percentage of completion.

Generally, the goals will not change from one reporting period to the next. However, if the awarding agency approved changes to the goals during the reporting period, list the revised goals and objectives. Also explain any significant changes in approach or methods from the agency approved application or plan.

Goals" are equivalent to "specific aims." Significant changes in objectives and scope require prior approval of the agency (e.g., NIH Grants Policy Statement, 8.1.2).

List the major goals below

#### **<u>RPPR sections B.1- B.6 Accomplishments</u>** - allows the agency to determine if satisfactory

progress has been made during the reporting period.

- What were the major goals and objectives of the project?
- What was accomplished under these goals?
- What opportunities for training and professional development did the project provide?
- How were the results disseminated to communities of interest?
- What do you plan to do during the next reporting period to accomplish the goals and objectives?

NIH

# **Section B Reminders**

 Generally, the answer to B.1.a "Have the major goals changed" is "no." If you think the answer is "yes" in your situation, please <u>contact the Program Official</u> prior to submission of the RPPR.

**B.3** 

**B.1.a** 

- If you received a supplement during the reporting period, a detailed reply to section B.3 is expected and required unless otherwise noted on the Notice of Award.
- To determine if an award is a supplement, look for the number "3" as the first digit in the grant number. For example, <u>3</u>R35GM12345-06.

### **Section B Reminders Cont.** B.4

- If graduate and/or postdoctoral students will be listed in section D.1. Per the <u>Grants Policy Statement</u>, annual progress reports must include a report (in section B.4) describing how <u>Individual Development Plans (IDPs</u>) are being used for the graduate students and postdoctoral fellows that are associated with the award.
  - We do not want to receive actual IDPs. We only want a short description of whether and how IDPs are used to support the career development of your award's graduate and/or postdoctoral students that are listed in D.1.
- Training awards require a paragraph summarizing the training and progress for each trainee appointed to the award during the reporting period. The appropriate <u>table(s)</u> (8A, 8D etc.) are also required. A separate RPPR for Training Awards webinar is planned. Stay tuned.



# **Section C- Products**

### C. Products 😮

**A** Remember to save all your changes before leaving the page.

Expand/Collapse All

#### ✓ GC.1 Publications

Are there publications or manuscripts accepted for publication in a journal or other publication (e.g., book, one-time publication, monograph, or preprint) during the reporting period resulting directly from this award? • Yes • No

<u>**RPPR sections C.1- C.5 Products**</u> - allows agencies to evaluate and report on both publications and other products to Congress, stakeholders, and the public.

 This includes publications, websites, technologies, inventions, and other products.



# **Section C- Products**

#### Publications

**Note:** Citations marked with a gold lock icon are associated with funding via NIHMS and cannot be removed from this RPPR. If your award did not support this paper, contact the **NIHMS help desk**. Additional information and instructions are also available at the FAQ found here: **"This award did not support this research."** 

If yes, select from the table below to affiliate publications with this progress report. If you need to login to My NCBI account please use this link: My NCBI

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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



# **Section C - Reminders**

#### Section C.1

- Only include publications for the reporting period, not for the entire lifetime of the award.
- Report only publications resulting directly from the award.
- <u>Publications</u> accepted or made public during the reporting period, that are mentioned in the written narrative in the RPPR, must also be reported here.
- For Training Awards, include <u>publications</u> describing work performed by trainees while they were supported by the award.

#### Section C.5.c

 Beginning October 1<sup>st</sup>, there are <u>new DMS questions</u> in the RPPR for recipients who are subject to the <u>DMS policy</u>.



# **Section D- Participants**

Instructions vary

between

research,

#### D. Participants 😮

Remember to save all your changes before leaving the page.

Remember all files must be flattened PDF files for successful submission. This ensures that PDFs cannot be edited following submission. [2] Instructions for flattening PDFs

#### The following applies to all NIH/AHRQ Awards EXCEPT FELLOWSHIPS:

- For NIH/AHRQ awards, Commons IDs are now required for individuals with the Undergraduate, Graduate Student, and Postdoctoral roles. Commons IDs can be created by going to the eRA Commons Home Page and Creating an Account or by contacting the signing official of their organization.
- Individuals with these roles on a project are required to complete their Commons Personal Profile
- Individuals with a Graduate Student role must enter at least one degree, and those with a Postdoctoral role must enter a doctoral degree.
   Degrees can be entered under the individual's Personal Profile found after they log into Commons.

Expand/Collapse All

#### $\simeq$ D.1 What individuals have worked on the project?

Provide or update the following information for:

- 1. program director(s)/principal investigator(s) (PDs/PIs); and
- each person who has worked at least one person month per year on the project during the reporting period, regardless of the source of compensation (a person month equals approximately 160 hours or 8.3% of annualized effort).

Provide the name and identify the role the person played in the project. Round to the nearest one-tenth (i.e., one decimal place) of a person month that the individual worked on the project. Show the most senior role in which the person has worked on the project for any significant length of time. For example, If an undergraduate student graduates, enters graduate school, and continues to work on the project, show that person as a graduate student.

A Instructions

- An individual's Commons user ID may be used to partially populate his or her information.
- A Commons ID is required for all individuals with a postdoctoral role and/or supported by a Reentry or Diversity Supplement
- Individuals with a postdoctoral-like role should be identified as "Postdoctoral (scholar, fellow, or other postdoctoral position)."
- Do not include Other Significant Contributors who are not committing any specified measurable effort to this project.
- Do not report personnel for whom a PHS 2271 Appointment form has been submitted through xTRAIN.

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#### **RPPR sections D.1- D.2e Participants**

Highlights who has worked on the project and planned changes for the upcoming year.

- Report planned changes in effort, new senior/key personnel, and updates to active Other Support.
- Provide the level of actual effort in person months for the current budget period and indicate the proposed level effort for each remaining budget period.
- If there have been changes in active support for the PD/PI or other senior/key personnel since the last RPPR, updated Other Support must be uploaded.
  - Use the updated Other Support Format Page and Instructions.
  - Must include an <u>electronic signature</u>.
  - Supporting documentation must be provided for any new foreign resources

complex awards. Check the RPPR Instruction

training, and

Guide.

# **Section D Reminders**

Section D.1. What individuals worked on the project?

- Anyone who worked on the project for one month or more per year during the reporting period, regardless of funding source, must be included here.
- Except for PD/PIs and people named key on the Notice of Award, people who had less than one calendar month of effort <u>should not</u> be included here.
- Anyone with a "Postdoctoral," "Undergraduate," or "Graduate" role is <u>required to</u> <u>have a Commons ID</u>.
- If anyone listed in section D.1 is a graduate or postdoctoral student, see the Section B Reminders, specifically slide #19 regarding section B.4.
- Anyone for whom a Statement of Appointment was or should be submitted in xTrain (e.g. T32s, R25s, K12s) <u>should not</u> be included here.

# **More Section D Reminders**

#### Point of Clarification

- Section D.1 is for reporting actual effort during the reporting period.
- Section D.2 is for reporting *anticipated* changes during the *next* reporting period.
- **Effort** Take the time to review the effort reported. A reduction in effort of 25% or more from the originally committed (during the competing application) amount requires prior approval.
- Other Support Be sure and use the format detailed in this Guide Notice and described on the <u>NIH website</u>.
  - Review the Other Support prior to submission to be sure that the total effort does not exceed 12 calendar months and that all sections of the Other Support format are completed.
  - Recipients should pay special attention to the instructions regarding foreign sources of support whether direct or in-kind.

# **Section E-Impact**

#### E. Impact 😯

Remember to save all your changes before leaving the page.	
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E.1 Not Applicable	
✓ E2 What is the impact on physical, institutional, or information resources that form infrastructure?	
Describe ways, if any, in which the project made an impact, or is likely to make an impact, on physical, institutional, and information resources infrastructure, including: <ul> <li>physical resources (such as facilities, laboratories, or instruments);</li> <li>institutional resources (such as establishment or sustenance of societies or organizations); or</li> <li>information resources, electronic means for accessing such resources or for scientific communication, or the like.</li> </ul> @ If the award or award component(s) is not intended to support physical, institutional, or information resources that form infrastructure, self Report". Nothing to Report or describe impact on physical, institutional, or information resources below	
8000 characters remaining	w
E.3 Not Applicable	
E.4 What dollar amount of the award's budget is being spent in foreign country(ies)?	
For domestic awardees provide the dollar amount obligated to first-tier subawards to foreign entities for this reporting period. For foreign aw	vardees provide
the dollar amount of the award, excluding all first-tier subawards to U.S. entities, for this reporting period. Dollars provided should reflect tota If more than one foreign country, identify the distribution between the foreign countries. 🅢	al costs.

Nothing to Report (zero dollars)

+ Add Amount

Cancel

Save

• <u>RPPR sections E.1- E.4</u> <u>Impacts</u> - Outlines how the project's work, findings, and specific products have had an impact during this reporting period.

- Report on dollar amounts spent in foreign country(ies).
- Addition of a new foreign component <u>requires NIH</u> prior approval.



# **Section F- Changes**

### F. Changes 😮

**A** Remember to save all your changes before leaving the page.

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#### F.1 Not Applicable

 $\sim$  F.2 Actual or anticipated challenges or delays and actions or plans to resolve them

Describe challenges or delays encountered during the reporting period and actions or plans to resolve them. Describe only significant challenges that may impede the research (e.g., accrual of patients, hiring of personnel, need for resources or research tools) and emphasize their resolution.

- <u>RPPR sections F.1- F.3.d Changes</u> Outlines challenges or delays and the strategies for addressing them
- Note changes to Human Subjects, Vertebrate Animals, Biohazards and/or Select Agents.
  - Reminder changes in scope require NIH prior approval



# Section G- Special Reporting Requirements

#### G. Special Reporting Requirements 😮

Expand/Collapse All

✓ G.1 Special Notice of Award Terms and Notice of Funding Opportunity Reporting Requirements

Address any special reporting requirements specified in the award terms and conditions in the Notice of Award (NoA) or Notices of Funding Opportunities (NOFOs).

Nothing to Report

Please upload supporting document:

Drop files here to upload, or <u>browse</u>.

 Max File Count: 100 Accepted File Types: PDF Max File Size: 6MB

SBIR-STTR Disclosures of Foreign Affiliations- Final 6-13-2023 (1).pdf



**RPPR sections G.1- G.13 Special Reporting Requirements** - address any special reporting requirements from the Notice of Award. Such as:

- Human Subjects and Clinical Trials information must be updated in the Human Subjects System
- Report on foreign components
- Provide information on estimated unobligated balance and program income
- Report on <u>NRSA childcare costs</u>



### Section G Reminders NRSA Childcare Costs & Other Suggested Tables

#### **G.1 NRSA Childcare Costs**

 For Ruth L. Kirschstein National Research Service Award (NRSA) Institutional Training Awards an attachment <u>must be provided</u> that specifies the number of trainees who used <u>childcare costs</u> in the reporting period.

#### **G.1 Other Suggested Tables**

- Several grant programs and mechanisms have suggested RPPR tables including:
  - o <u>COBRE</u>
  - o <u>INBRE</u>
  - o IDeA Centers
- These tables are intended to help you with filling out information relevant to progress on certain programs.
- If you are unsure if there are suggested tables for your award or have questions about how to complete a suggested table, contact your Program Official.



## Section G Reminders Human Subjects

### G.4 Human Subjects

- No funds may be drawn down and no obligations may be made for research involving human subjects at any site engaged in such research for any period not covered by an <u>OHRP Assurance and an IRB approval</u>.
- An Inclusion Enrollment Report is required for <u>each</u> human subjects study unless the study falls under exemption 4, and only exemption 4.
- Do not combine enrollment for multiple studies/trials into one record.
- Planned enrollment tables are required unless the proposed study will only use an existing dataset or resource.
- Cumulative enrollment tables are required.



## Section G Reminders Clinical Trials

#### **G.4 Clinical Trials**

- <u>Registration in clinicaltrials.gov is required</u>. When registering a clinical trial in clinicaltrials.gov take care to match the inclusion enrollment <u>HSS</u> record <u>exactly</u>. <u>Results reporting in clinicaltrials.gov is also required</u>.
- Before using the "populate" button in <u>ASSIST</u> to pull data from clinicaltrials.gov into HSS, make sure that clinicaltrials.gov is up to date because it will overwrite HSS enrollment data with clinicaltrials.gov data.
- For NIH-funded or supported clinical trials, <u>informed consent</u> documents must be posted on a public federal website after recruitment closes and no later than 60 days after the last study visit.
- Communicate all major changes in protocol status (e.g., change in IRB status, changes in FDA approvals, changes enrollment date of 1<sup>st</sup> patient or terminal patient, and unexpected adverse events with the contact on your Notice of Award.)



## Section G Reminders Performance Sites

### **G.8 Project Performance Sites**

- Generally, the primary performance site should be that of the recipient institution.
- Be sure and include all additional performance site locations here.
- If a performance site is mentioned elsewhere in the text of the progress report, it should also be listed here.
- If any grant funds are going to a site, it should be included here.



## Section G Reminders Unobligated Balance

### **G.10 Estimated Unobligated Balance**

- In accordance with <u>Section 8.1.1.1 of the NIH Grants Policy</u> <u>Statement</u>, recipients of NIH grant awards are required to report, as part of the grant's progress report, whether the estimated unobligated balance (*including prior-year carryover*) is expected to be greater than 25 percent of the current year's total approved budget.
- The "total approved budget" includes the amount awarded for the current year and any carryover from the previous budget period. If the unobligated balance is greater than 25 percent of the total approved budget, the recipient must provide an explanation and a plan for expenditure of those funds in the next budget period.



### Section G Reminders Unobligated Balance Formula

G.10.a Calculating Estimated Unobligated balance

Total Estimated End of Year Balance (Including Carryover)







### Section G Reminders Unobligated Balance Example

• "Year" in the 1<sup>st</sup> part of the formula refers to the "Budget Period."

o It does not refer to the calendar year or an organization's fiscal year.

- Review the 1<sup>st</sup> page of the Notice of Award (NoA) to find the "year" and "total award amount" to use in the formula.
- "Total Award Amount" refers to "Total Amount of Federal Funds Obligated this budget period."

Example "Year" from a Notice of Award:	Example "Total Award Amount" from a Notice of Award:
Summary Federal Award Financial Information 19 Budget Period Start Date 09/01/2024 – End Date 08/31/2025	23. Total Amount of Federal Funds Obligated this budget period \$306,060
<ul> <li>The "year" in this example is 9/01/2024 – 8/31/2025.</li> <li>The "end of year" is 8/31/2025.</li> </ul>	<ul> <li>The "Total Award Amount" in this example is \$306,060.</li> </ul>

### Section G Reminders NIH Grants Policy Statement

In accordance with <u>Section 8.1.1.1 of the NIH Grants</u> <u>Policy Statement</u>, NIGMS staff reserve the right to make budgetary reductions to award commitments in cases where recipients have accrued excessively large unobligated balances.



### Section G Reminders Carryover

### G.10.c

- Carryover = unobligated federal funds remaining at the end of any budget period that are carried over into the next budget period to cover allowable costs of that budget period.
- For awards with automatic carryover authority as indicated on the Notice of Award, these funds may be automatically carried forward to another budget period to cover allowable costs of that budget period.
- Unless automatic carryover authority is indicated on the Notice of Award, a response to G.10.c is insufficient to request carryover. A formal prior approval request is required. See:
  - NIH Grants Policy Statement Section <u>8.1.2.4 Carryover of Unobligated Balances</u>
  - Complete instructions in Section 12.22.1 Initiate Carryover Request in the <u>eRA</u> <u>Commons User Guide</u>.
- Obligated, but unliquidated, funds are generally not considered carryover. <u>They are</u> <u>considered unliquidated obligations</u>. Check your institution's policies.

# **Section H- Budget**

### H. Budget 😮

Remember to save all your changes before leaving the page.

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### ✓ H1. Budget Form

To complete the detailed budget for this award, follow the instructions in the SF424 (R&R) Application Guide for NIH and Other PHS Agencies, Section I, 4.7 Budget Component, sections A-K. The budget justification should be uploaded as item K, and must include detailed justification for those line items and amounts that represent a significant change from previously recommended levels (e.g., total rebudgeting greater than 25 percent of the total award amount for this budget period).

Filter Table	1 Results	🛓 🔳 < 1 of 1 🕤	<  >
Budget Type 🔺		Funds Requested(\$	<b>)</b> \$
SF 424 Research and R	Related Budget		\$0.00

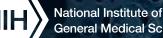
### V H2. Subaward Budget Form

For awards with subaward/consortium budgets, the grantee may select up to 30 subaward budgets. To complete a detailed budget for a subaward/consortium, follow the SF424 (R&R) Application Guide for NIH and Other PHS Agencies, Section I, 4.8 Special Instructions for Preparing Applications with a Subaward/Consortium.

Please select a budget type	~	+ Add Subaward Budget		
Maximum of 30 Subawards			,	
Filter Table	1 Re	sults		📩 🖽 < 1 of 1 🗸 🔾
Budget Type 🔺		Subaward 🗘	Organization 🗘	Funds Requested(\$) 🗘
SF 424 Research and Related		1		\$0.0
Subaward Budget	•			

**RPPR** sections H.1-H.2 Budget & Subaward **Budget Form** are required for Non-SNAP awards Only

### Cancel Save



# **Section H Reminders**

- Most Awards use the <u>SF-424 Budget</u> form and follow the instructions in the <u>Application Guide</u>
- For training awards, most awards use the <u>PHS 398 Training</u> <u>Budget</u>. Recipients should select the applicable RPPR budget type (e.g., SF424 (R&R) or PHS 398 Training Budget) from the drop-down menu.

 For a small number of NIH training programs, the recipient is required to submit both the <u>SF424 (R&R)</u> and <u>PHS 398</u> <u>Training Budget</u>; the RPPR will accommodate this.



# **Section I- Outcomes**

### I. Outcomes 😮

### Tips & Notes:

For NIH Section I. Outcomes will be made **publicly available**, thus allowing recipients to provide the general public with a concise summary of the cumulative outcomes or findings of the project at the end of a competitive segment. For NIH awards the length should not exceed half a page. In addition, for the interim or final RPPR the summary of outcomes or findings of the award must be written in the following format:

- Is written for the general public in clear, concise, and comprehensible language;
- · Is suitable for dissemination to the general public, as the information may be available electronically:
- Does not include proprietary, confidential information or trade secrets

Please refer to the following link for samples of acceptable project outcomes: <u>https://grants.nih.gov/grants/rppr/sample\_project\_outcomes\_RPPR.htm</u> Alert: Please save all changes before leaving the page.

### This section is only applicable only to interim and Final RPPRs.

Expand/Collapse All

I.1 What were the outcomes of the award?

Outcomes of Award

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A separate webinar about Interim and Final RPPRs is planned. Stay tuned.



# **General Reminders**

- All uploaded PDFs should be flattened. It may cause an error if not flattened. For more information on flattening PDFs, see the FAQ titled, <u>"When submitting PDFs to eRA Commons, particularly for RPPRs</u> and Just-in-Time, I am getting an error telling me to ensure all files are flattened PDFs. What does flattening a PDF mean and how do you do it?" and <u>Creating Flattened PDFs for Submission in eRA Commons (nih.gov)</u>.
- Changes cannot be made to the RPPR after it has been submitted. However, any updates can be sent to the <u>Grants Management Specialist</u> <u>listed on the Notice of Award</u>. All official communications must be submitted to NIH by an <u>Authorized Organization Representative</u> (SO Role in eRA Commons) not the PD/PI.



# **General Reminders Cont.**

 Double check the most recent Notice of Award (sections III & IV in particular) to be sure all requisite items are included in the RPPR submission.

### SECTION IV - GM SPECIFIC AWARD CONDITIONS

• Double check the applicable Notice of Funding Opportunity (section VI, subsection 4 in particular).

Section VI. Award Administration Information

4. Reporting

 Also check the <u>RPPR Instruction Guide</u> and any related notices.

National Institute of General Medical Science

### **Resources For Resolving Common Errors, Bars, Warnings**

- HSS warnings and errors quick guide for PIs and SOs (nih.gov)
- <u>My Bibliography My NCBI Help NCBI Bookshelf</u> (nih.gov)
- Public Access Support Center <u>PublicAccess@nih.gov</u>, a resource in helping resolve publication compliance issues.



## **RPPR Resources**

Resource	Description
Research Performance Progress Report (RPPR)   grants.nih.gov	Provides resources to help recipients understand how to submit a progress report. Contains who, what, when, where, and how information including due date information.
NIH and Other PHS Agency Research Performance Progress Report (RPPR) Instruction Guide	Grants.gov PDF instructions for submitting RPPRs.
NIH Instructions for Progress Reports for Multi-Year Funded (MYF) Awards	How to submit MYF progress reports, due dates, and reporting period
Research Performance Progress Report (RPPR) Module (nih.gov)	Interactive online help. Provides step-by-step descriptions and screenshots for preparing and submitting RPPRs for recipient institutions.
Frequently Asked Questions (FAQs)   grants.nih.gov	FAQs re: RPPR Module, Data, Non-SNAP, Interim & Final RPPR



### **ERA Resources**

Resources	Description
<u>User Roles (nih.gov)</u>	Description of eRA Commons User Roles
Revoke Authority on Behalf of Another User (nih.gov)	Online help for Signing Officials to revoke progress report submission authority from another user.
Delegating Progress Report Authority on Behalf of Another User (nih.gov)	Online help for Signing Officials to delegate progress report submission authority to another user.
Create and Manage an eRA Commons Account   eRA (nih.gov)	If you are a principal investigator (PI), co-PI, trainee, researcher, post-doctoral student, or any other similar scientific role, please contact your Signing Official or other administrator at your institution to create an account for you.
Finding Your Signing Official	How to find your institution's Signing Official(s)
Manage Personal Profile   eRA (nih.gov)	Information for eRA Commons users on to how to access and maintain their profile information on the Personal Profile in eRA Commons.
PD/PI Initiates an RPPR	Instructions for Program Directors/Principal Investigators on how to initiate an RPPR.
Signing Officials Submit an RPPR	Instructions for Signing Officials on how to submit a RPPR.

### Other Support, Effort, Foreign Components, Clinical Trial Validations, xTrain & xTract Resources

Resource	Description
Other Support   grants.nih.gov	Other Support requirements for both JIT and RPPR. Links to example Other Support and eRA JIT online help are also included on this webpage.
Frequently Asked Questions (FAQs)   grants.nih.gov	FAQs re: Other Support & Foreign Components
Frequently Asked Questions (FAQs)   grants.nih.gov	FAQs re: Effort & Person Months
<u>NOT-OD-22-008</u>	eRA Commons RPPR submission system validations for clinical trial registration and results reporting
xTract User Guide (nih.gov)	Extramural Trainee Reporting and Career Tracking (xTract) Module User Guide
External xTrain User Guide (nih.gov)	xTrain User Guide for Institution Staff
xTrain Quick Reference Guide	NIGMS xTrain Quick Reference Guide



### Public Access, RPPR Section C, and Post-Award Resources

Resource	Description
<u>My Bibliography - My NCBI Help - NCBI</u> <u>Bookshelf (nih.gov)</u>	Managing compliance to the NIH Public Access Policy
Public Access Policy Information for Institutional Training, Career Development & Related Awards	(T15, T32/TL1, T34/TL4, T35, T90, R25/RL5, R90/RL9, K12/KM1/KL2, D43, D71, DP7, U2R, U45): Trainee, scholar, and participant publications fall under the public access policy if the publication resulted from work conducted while the individual was supported by the award (i.e., receiving a stipend or salary from the award). See the link at the left for more information.
Guide to Categorizing Products in the RPPR	Definitions, examples and distinctions to help in categorizing products in section C of the RPPR.
Resources for Post-Award Management	A collection of links to information about clinical trials, data management & sharing policy, FFRs, human subjects, inventions, Payment Management System, prior approval actions, vertebrate animals, RPPRs, xTRACT, and xTRAIN.



# Connect, Follow, and Subscribe!

- NIGMS Blogs
   Feedback Loop:
  - loop.nigms.nih.gov (blog)
  - <a>bit.ly/nigmstrainee</a> (trainee list)
  - Biomedical Beat: <a href="mailto:biobeat.nigms.nih.gov">biobeat.nigms.nih.gov</a>
- NIGMS Media Coverage: <u>go.nih.gov/mediacoverage</u>
- Find NIGMS on Social Media
- NIGMS Staff Directory





### **Thank You!**



