Faculty Guide – Research Pod 2
NIH RPPR

This Faculty Guide is meant to assist researchers and PIs with a quick overview of the process of working with Pod 2 to prepare Research Performance Progress Reports (RPPR) for NIH grants.

The RPPR is required for all annual non-competing NIH awards and final progress reports (Final-RPPR), including SBIR/STTR awards. There are three types of RPPRs, all of which use the [NIH RPPR Instruction Guide](#).

1. **Annual RPPR** – Use to describe a grant's scientific progress, identify significant changes, report on personnel, and describe plans for the subsequent budget period or year.

2. **Final RPPR** – Use as part of the grant closeout process to submit project outcomes in addition to the information submitted on the annual RPPR, except budget and plans for the upcoming year.

3. **Interim RPPR** – Use when submitting a renewal (Type 2) application. If the Type 2 is not funded, the Interim RPPR will serve as the Final RPPR for the project. If the Type 2 is funded, the Interim RPPR will serve as the annual RPPR for the final year of the previous competitive segment. The data elements collected on the Interim RPPR are the same as for the Final RPPR, including project outcomes.

SUBMITTING THE RPPR

<u>Where:</u> There is no RPPR form available for download. Submit RPPR data through the [eRA Commons](#) 🔗 . The links for each type of RPPR are accessed through the *Commons Status* tab. The Interim RPPR link will also be accessed through the *Commons Status* tab. It will appear one day after the project segment end date, but before it has moved to closeout. The Final RPPR link will become available through the *closeout module* once the grant is eligible for closeout.

<u>Who:</u> Only the project director/principal investigator (PD/PI) or their PD/PI delegate can initiate, edit and route RPPRs. For multi-PD/PI grants only the Contact PI or the Contact PD/PI's delegate can initiate, edit and route the RPPR. Additionally, a PI can delegate "Progress Report" to any eRA Commons user in their organization with the Assistant (ASST) role. This delegation provides the ASST with the ability to prepare Annual, Interim and Final RPPRs on behalf of the PI.

PROCESS

<u>Step 1 - Notification:</u> Email notification from NIH to the PI and osr@gwu.edu regarding RPPR due date. PI should notify their Pod 2 point of contact (POC).

<u>Steps 2 & 3 - Preparation:</u> The PI or PI Department delegate initiates RPPR in eRA Commons (https://era.nih.gov/) and enters all data including upload of all required documents.

Pod SRA reviews personnel effort on sponsored projects for compliance and budget accuracy and provides effort data on individuals who have worked on the project to the PI/Dept. (e.g., Excel effort report). Pod SRA determines unobligated balance, the portion of the funds authorized by NIH that has not been obligated by the grantee. Pod SRA provides budget detail for next funding period and assists with budget justification.

All senior/key personnel who have had a change in active Other Support (OS) must submit the [updated information](#). GW key personnel are required to electronically sign their documents using Adobe Sign as the GW-approved e-signature software to be compliant with NIH. PI/Dept to send updated OS forms in Word to Pod SRA for review. Pod SRA will facilitate acquiring electronic signatures. More information about the process can be found in the Faculty Guide for OS.

<u>Step 4 - Review/Approval Process:</u>

PI/Dept downloads completed RPPR PDF from eRA Commons and sends via email to Pod SRA POC for review. SRA reviews and requests adjustments if needed.

Pod SRA prepares the Award Continuation form PI signs. Pod POC uploads to myResearch with PDF of RPPR and notifies OSP Post-award Sponsored Projects Administrator (SPA) from myResearch the RPPR PDF package is ready for OSP review/approval and submission.

<u>Steps 5 & 6 - Submission:</u>

In eRA Commons, Signing Officials (SO) submit the annual RPPR to NIH, but may delegate preparation (Delegate Progress Report) to another authorized signatory within the organization. Only a SO or authorized signatory (if delegated Submit by the SO) are allowed to submit the Annual, Interim, and Final RPPRs. The PI or department are able to monitor the progress of the RPPR in eRA Commons.

Annual RPPR Due Dates

⇒ Streamlined Non-Competing Award Process (SNAP) RPPRs are due approximately 45 days before the next budget period start date.
⇒ Non-SNAP RPPRs are due approximately 60 days before the next budget period start date.
⇒ Multi-year funded (MYF) RPPRs are due annually on or before the anniversary of the budget/project period start date of the award.
⇒ The exact start date for a specific award may be found in *grants status* in eRA Commons.

Interim and Final RPPR Dues Dates

⇒ 120 days from period of performance end date for the competitive segment

Search this [report of pending progress reports due within the next 4 months for an organization](#) by Institutional Profile File (IPF) number. GW IPF # is 2863301 when searching for pending progress reports.

RESOURCES

Follow the instructions in the RPPR User Guide to submit the RPPR, Interim RPPR or Final RPPR. The User Guide includes instructions for how to submit your RPPRs in the eRA Commons, how to complete the web-based forms, and what information is required. Instructions for completing the scientific portion of the report (see the elements below) may be found in Chapters 6 and 7.

The following resource may help with RPPR initiation and submission:

- [For Program Directors/Principal Investigators to initiate an RPPR](#)
- [RPPR Online Help](#) (screenshots and step-by-step instructions)
- NIH [Research Performance Progress Report (RPPR)](#)
- NIH [RPPR Instruction Guide](#)
- [Screenshots](#) of RPPR sample

WORKFLOW

The following table, which is derived from the Roles & Responsibilities (R&R) Matrix of research administration, illustrates the NIH RPPR workflow, step-by-step, and delineates who is involved in the process. *Key*: Sponsored Research Administrator (SRA), Sponsored Projects Administrator (SPA), Office of Sponsored Projects (OSP).

ACTION	PI/DEPT/ SCHOOL	POD SRA	POD OSP/SPA	CENTRAL OSP
NIH RPPR (1) Email notification from NIH to the PI and osr@gwu.edu regarding RPPR due date. PI notifies their POC SRA. The PI or PI Department delegate initiates RPPR in eRA Commons, enters all data including upload of required documents.	1. Initiate			
(2) Pod SRA reviews personnel effort on sponsored project for compliance and budget accuracy, provides effort data to the PI/Dept (e.g., Excel effort report). Pod SRA determines unobligated balance, provides Excel budget detail for future funding periods.		2. Initiate/Review		
(3) Pod SRA will coordinate obtaining electronic signatures using Adobe Sign for OS pages.		3. Initiate/Review		
(4) PI/Dept downloads completed RPPR PDF from eRA Commons and sends via email to Pod SRA POC for review	4. Initiate	4. Review/Approve		
(5) Pod SRA completes the Award Continuation form, uploads to myResearch, notifies OSP SPA the RPPR is ready for OSP review/approval. Central OSP Submits.			5. Review/Approve	5. Submit
(6) PI/Dept monitors progress RPPR *Technical assistance with sponsor portals, contact sponsor technical support*	6. Monitor			