

Research Performance Progress Report (RPPR)

Overview of Changes to Progress Report Format
for NIH Awards

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RPPR Presentation Overview

- What is RPPR and how does it affect you?
- eSNAP vs RPPR
- Format of the RPPR (screen shots handout)
- PRAM: Progress Report Additional Materials
- Summary & Quiz
- Questions

RPPR – What is it?

- RPPR: Research Performance Progress Report
- NIH NOT-OD-13-035 (02/16/13) states:

“The use of the eRA Research Performance Progress Report (RPPR) Module for submitting Streamlined Noncompeting Award Process (SNAP) and Fellowship progress reports will be required for awards with start dates on or after July 1, 2013 (i.e., due dates on or after May 15, 2013, for SNAP awards and May 1, 2013, for Fellowships). ”

RPPR – Why use it?

- Progress Reports as required by agency
 - Required elements of the report: Progress, significant changes, personnel, plans, budget
 - Standardizes specific type of information
 - Limits how much information can be provided (e.g., page limits and character limits)
 - RPPR is based on a data dictionary with data standards set across agencies
 - Some text fields have NIH-recommended (e.g., 1 pg) limit but will allow to a higher maximum (e.g., 3 pgs)

RPPR – Which awards?

- RPPR will be used by all Federal Agencies
 - For NIH, will be *able to use it* for many grant categories (see handout)
 - R01-like SNAPs: R00, R01, R03, P01, P30, P41, R24, U01, U10, U19, U24, R34
 - K SNAPs: K01, K02, K05, K06, K22, K23, K24, K99
 - Fellowships: F05, F30, F32, F32, F33, F34, F37
 - SBIR/STTR: R41, R42, R44, U43, U44
 - NoA reporting requirements may supersede standards - **always double-check NoA**

RPPR – SNAP or not?

NoA noting SNAP for progress reports (R01) – Section III Terms & Conditions

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).

This award is subject to the requirements of 2 CFR Part 25 for institutions to receive a Dun & Bradstreet Universal Numbering System (DUNS) number and maintain an active registration in the Central Contractor Registration. Should a consortium/subaward be issued under this award, a DUNS requirement must be included. See <http://grants.nih.gov/grants/policy/awardconditions.htm> for the full NIH award term implementing this requirement and other additional information.

Based on the project period start date of this project, this award is likely subject to the Transparency Act subaward and executive compensation reporting requirement of 2 CFR Part 170. There are conditions that may exclude this award; see <http://grants.nih.gov/grants/policy/awardconditions.htm> for additional award applicability information.

In accordance with P.L. 110-161, compliance with the NIH Public Access Policy is now mandatory. For more information, see NOT-OD-08-033 and the Public Access website: <http://publicaccess.nih.gov/>.

NoA noting “non-SNAP” for progress reports (P41) – Section IV Special Terms & Conditions

3. Reporting

Awardees will be required to submit the Non-Competing Continuation Grant Progress Report (PHS 2550) annually and financial statements as required in the NIH Grants Policy Statement.

RPPR – How and when to submit?

- RPPR completed in Commons, accessible via Status Tab
- RPPR implemented in phases
 - SNAP and Fellowship progress reports with budget start date 7/1/13 or later
 - Example: R01 due 5/15/13: RPPR
 - Example: F32 due 5/1/13: RPPR
 - Before these deadlines, can choose eSNAP vs RPPR in Commons
 - Non-SNAP progress reports will be piloted in 2013

RPPR vs eSNAP - Similarities

Similarities between RPPR and eSNAP

- Substance of report largely the same
 - Progress, results, significance, changes, personnel
- Pre-populated from NIH grants system
- Publications from MyNCBI displayed
- Compliance issues addressed: Human subjects, vertebrate animals, hESCs, select agents

RPPR vs eSNAP - Differences

Differences between RPPR and eSNAP

- Format of components has changed
- Use of checkboxes and entering text into character-limited text boxes
 - Text boxes won't accept Greek characters or rich formats
- New information now required:
 - Foreign component (collaborators and funds)
 - Effort reporting in whole person months
 - Specific place to report on revisions & admin supplements
 - NIH Public Access Policy compliance (publications)
- Budget, if required, in SF424 (R&R) format

RPPR Components

- A. Cover Page
- B. Accomplishments
- C. Products
- D. Participants
- E. Impact
- F. Changes
- G. Special (agency-specific reporting)
- H. Budget (applicable for non-SNAP awards)

RPPR- A. Cover Page

- Pre-populates from Commons
- Not many changes compared to SNAP
- Address changes to MPI
- Select Admin Official and Signing Official
- May enter “Recipient ID”
 - An institution-specific ID number
 - NIH will not use this field

RPPR - B. Accomplishments

- B.1 “What are the major goals of the project”
 - Goals = Specific Aims as stated in proposal/approved by NIH
 - Must use text box, recommended 1 page limit (max limit of 8,000 characters [3 pages])
- B.2 “What was accomplished”
 - Upload PDF
 - 2-page maximum
 - Follow instructions in the section!

RPPR - B. Accomplishments (cont'd)

- B.3 “Competitive Revisions & Administrative Supplements” – **(NEW)**
 - Use text boxes
 - Small space to address Revisions/Supplements
- B.4 “Training/Professional Development”
 - Only required if grant designed to provide this
- B.5 “Info Disseminated to Communities”
 - Routine dissemination is not what NIH is looking for – specific to grant type
 - Pubs not reported here – see “Products”

RPPR - C. Products (fmrly publications)

- Products includes pubs, websites, technologies, inventions & patents, other
- Publications: Report what Julie said!
 - Pubs or manuscripts *resulting from the award during the reporting period*
 - Report all pubs or manuscripts, even if they are not covered by the public access policy (manual entry in MyNCBI)
- Publications from MyNCBI will display in RPPR – select pubs to include in report

RPPR - C. Products (cont'd)

- RPPR has built-in compliance checks for publications
- No place to enter pubs manually – must go to MyNCBI
 - If a publication isn't listed but should be, contact Julie Schneider for help
- Non-compliant pubs will result in a warning on submission of RPPR
- Must reconcile non-compliant pubs within 2 weeks of budget start, or funds will be withheld

RPPR - D. Participants

- D.1 “Individuals who worked on project”
 - Designate whether Senior/Key Personnel *as designated by grantee organization (NEW)*
 - This should be identical to Senior/Key Personnel *as identified in the Proposal*
 - Indicate foreign affiliation **(NEW)**

RPPR - D. Participants (cont'd)

- D.1 “Individuals who worked on project”
 - PI must always be listed in this section
 - Round PI effort to nearest whole number
 - Example: PI effort 0.4 cal mos. Report 0 cal mos.
 - Example: PI effort 0.9 cal mos. Report 1 cal mos.
 - Other (non-PI) personnel reported only if effort is 1.0 person-months or more. Round to nearest whole number.
 - Example: Co-inv effort 0.8 cal mos. Do not include.
 - Example: Scientist effort 1.1 cal mos. Report 1.0 cal mos.

RPPR - D. Participants (cont'd)

- Only report most senior role for a person
 - Example: RA worked 3.0 cal mos, then graduated and was hired as post-doc and worked 3.0 cal mos. Report as post-doc 6.0 cal mos.
- New and/or re-worded role descriptions
 - High School Student (**NEW**)
 - Statistician (**NEW**)
 - Graduate Student (Research Assistant) (**REV**)

RPPR - D. Participants (cont'd)

- D.2. “Will there be a reduction of effort”
 - Report a reduction of effort by 25% or more from what was approved by the agency **or** for effort as required per NoA for PI or Senior/Key named in NoA
 - This is a prospective change in effort for the next budget period
 - When award for next budget period is issued, the effort reduction is considered approved

RPPR - D. Participants (cont'd)

- D.2.c. “Change in active Other Support for Senior/Key Personnel”
 - Report change in OS for PI and Senior/Key Personnel *as designated by awardee institution*
 - **DO** submit revised OS if changes are to new or active support
 - **DO** include current project on the OS
 - **DO NOT** submit if changes are only to pending projects or a change in effort for an active project

RPPR - E. Impact

- E.2 “Impact on resources that form infrastructure”
 - If award doesn’t support infrastructure – Nothing to report
- E.4. “Dollar amount of award budget being spent in foreign countries” (**NEW**)
 - Need to review WISDM/accounting system, if applicable
 - Applies to obligated first-tier subawards to foreign entities

RPPR - F. Changes

- F.2. “Actual or anticipated challenges or delays and actions or plans to resolve them”
 - Address delays in progress, hiring of personnel, need for resources or tools
 - Outline plan of how these challenges or delays will be resolved in the upcoming award period
- F.3. “Changes to protocols (human subjects, animals, biohazards, select agents, etc.)”
 - Upload attachments, as applicable

RPPR - G. Special Reporting Requirements

- G.4. "Human subjects info"
 - Clinicaltrials.gov info populates
 - Inclusion/enrollment reporting
- G.9. "Foreign component" (**NEW**)
 - Enter information per instructions provided
- G.10. "Unobligated balance"
 - Enter \$ amount of unobligated balance (**NEW**)
 - Address any unobligated balance > 25% of current budget period including carryover

RPPR - H. Budget

- Not required for SNAP awards, so section will be Not Applicable
- Non-SNAP awards require budget request for subsequent budget period in SF424 (R&R) format

RPPR Submission and Warnings

- Once report is complete, check for errors – similar process used for eSNAP
- Warnings – RPPR can be submitted with Warnings on Publications
- Route to Signing Official
- Signing Official will submit for Institution
- After submission, Warnings on non-compliant pubs must be resolved within 2 weeks of next budget period

Progress Report Additional Materials (PRAM)

- PRAM is a module in Commons that allows submission of materials or information after report is submitted
 - Example: Publication not in compliance at time of report is brought into compliance
 - Example: Program Official asks for additional justification for unobligated balance response
- PI uploads information to PRAM, routes record to SO, and SO submits for Institution
- Use of PRAM not required - email may continue to be method used by I/Cs

Summary

- RPPR is new reporting module, used to meet OMB requirement of federal agencies
- Format of RPPR differs from eSNAP
- Read the instructions for each section and question carefully!
- Additional features assist with Public Access Policy compliance and streamline PI effort reduction request process
- Start early!

Quiz Questions

Q1: Prof. Seedsplitter is a co-investigator on an R01 grant, and is not named in the NoA. She reports her effort for the past period as 0.9 academic months. How much effort should be reported for her on the RPPR?

A: None – Since she is not a PI and her effort is < 1.0 person months, she does not need to be reported.

Quiz Questions

Q2: Junebug Flyswatter is a Research Assistant and worked 2.0 cal mos on the R21. She then graduated and was hired as a post-doc and continued to work on the project for 4.0 cal mos.

- In which category(ies) of personnel should her effort be reported?
- How much effort would be reported for her?

A: Postdoctoral, 6.0 cal mos

Quiz Questions

Q3: Prof. Cowhooper is the PI of an R03. The notice of award obligates him to work 75% time on the grant. At progress report time he realizes he has only worked 50% time this year and expects to keep working 50% next year. He reports this in the progress report. Is this correct?

A: NO! Effort reductions require NIH approval. If prospective, effort reduction can be requested via the progress report.

Questions?



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