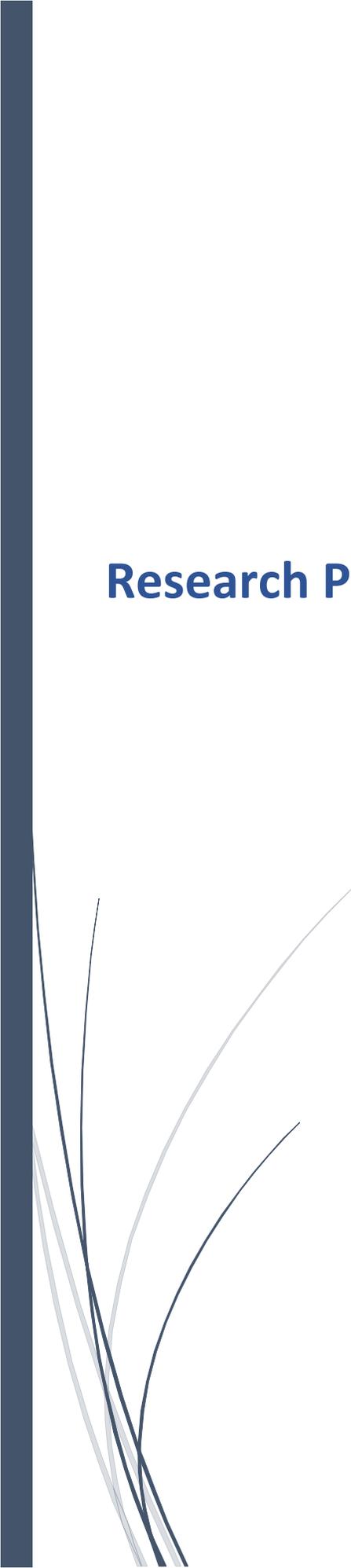


Research Performance Progress Report (RPPR) Business Process Guide



Department of Commerce
Grants Enterprise Management Solution

Revision History

Date	Version	Task Description
November 7, 2024	1.0	Initial Publication

NOTE: The content of this document is current as of the publication date and is subject to updates. To communicate comments and suggestions to the Grants Enterprise Management Solution (GEMS) Program Office, please send an email to: gemsprogram@doc.gov.

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Overview

Research grant recipients must use the Research Performance Progress Report (RPPR) to submit progress reports. The Program Director / Principal Investigator (PD/PI) and the Signing Official (SO) are responsible for the RPPR.

Action	PD/PI	Signing Official
Initiate the Semi-Annual RPPR	✓	
Submit the Semi-Annual RPPR		✓
Initiate the Final RPPR	✓	✓
Submit the Final RPPR		✓

RPPR – Exception Reporting for Grants Online Data Migration

If you had multiple RPPRs due between 9/23/2023 and 3/31/2024 and eRA data migration issues prevented you from submitting the reports, the following guidelines apply:

- eRA Commons requires a RPPR submission for each Report Period. All overdue RPPRs must be submitted, following the order in which they were due. The subsequent RPPR will not be available until the Federal agency has received **and** accepted the current RPPR.
- For **mandatory** data elements, [provide a response](#) or select the “Nothing to Report” checkbox. Budget Information must be included with each RPPR (even if the amount reported is \$ 0.00).

RPPR – eRA System Guidelines

The remainder of this document details the non-exception reporting requirements for the Semi-Annual RPPR and the Final RPPR. Click either link to view a sample of the RPPR; the [Semi-Annual RPPR](#) -or- the [Final RPPR](#).

NOTE: The links navigate to a **Draft** version of the RPPRs.

- The **response for each item on the RPPR** is captured using one of the following methods:
 - Select the “Nothing to Report” checkbox.
 - Enter a response in the text box. The maximum number of characters for each checkbox is specified.
 - Click the blue button with a **+** and **[action for a data element]** (e.g., **+ Add Citation**). Upon clicking the button, a subsequent window is available for data entry.

- Identify a file to upload. For each uploaded file, the maximum number of files that can be uploaded, the accepted file format, and the maximum file size is specified:

Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB

NOTE: PDFs must be flattened (eliminates all editable fields) before attempting to upload. In addition, the PDF cannot be password protected.

- On a regular basis, click the **Save** button to ensure data is retained; especially after entering information for each section.
- Prior to submitting the RPPR the data will be validated. Validation of the RPPR may result in one of three dispositions:
 - **Error messages** must be resolved to submit the report.
 - **Warning messages** should be reviewed but don't have to be addressed; the warning message does not prevent submitting the report.
 - **No error messages.**
- If the award is closed (i.e., the 120-day post-project end date has lapsed **and** the Grants Management Division (GMD) has completed all actions associated with the closeout process), a grantee **should not** receive notification of a RPPR due.
 - The eRA system prevents a grantee from uploading documents for closed awards.
 - To upload reports and associated documents a grantee must first obtain approval for an extension to closeout.
 - If a grantee receives notification of a RPPR due date for a closed award, please notify the eRA Service Desk.
- The sections that must be completed for the **Semi-Annual RPPR** differ from those for the **Final RPPR**.
 - For the **Semi-Annual RPPR**:
 - **Sections A, B, C, D, E, F, G, and H** are required.
 - **Section I** is not required.
 - **Section J** is optional.
 - For the **Final RPPR**:
 - **Sections A, B, C, D, E, G, and I** are required.
 - **Sections F and H** are not required.
 - **Section J** is optional.
- The Department of Commerce has officially changed its grants management system from Grants Online to eRA. There were some issues that occurred during the transition. Therefore, the correct Project Director/Principal Investigator (PD/PI) may not be associated with an award. There are three possible scenarios:
 - The PD/PI is identified as "DOC PD/PI Name, Not Available".

- The PD/PI name is properly listed, but the PD/PI cannot see any of their awards.
- The PD/PI information needs to be updated.
- For documentation or assistance solving PD/PI issues refer to:
 - [Revision Request for DOC Awards](#) (eRA Document)
 - [Change PD/PI in eRA Commons](#)
 - The Signing Official (SO), the FPO, or the eRA Help Desk should be able to assist with PD/PI issues. Currently, only the SO can submit a revision request.

Recent Department of Commerce (DoC) RPPR Guidance

1. The 1st Semi-Annual RPPR is due six (6) months after the Project Period start date.
2. After the 1st RPPR, subsequent reports are required on a Semi-Annual basis. The option to submit RPPRs on an annual or quarterly basis **is currently not available**.
3. Grantees will only be able to access and submit RPPRs on the first day of the submission window.
4. Grantees have 30 days from the first day of the submission window to submit the RPPR; RPPRs submitted during the first 30 days of the submission window are “on time.” RPPRs submitted 31 or more days from the first day of the submission window are delinquent.
5. RPPRs must be submitted in **sequential order**. If RPPR #2 is delinquent, the grantee must submit **and** the sponsoring agency must accept RPPR #2 before the next RPPR is available.
6. If a grantee misses the initial deadline, they are strongly encouraged to submit the report as soon as possible.
7. At the end of the Project Period of Performance, two RPPRs must be submitted:
 - The **last Semi-Annual RPPR** that covers the last 6 months of the award.
NOTE: If the last Semi-Annual RPPR is due **after the project closed** this requirement is waived.
 - The **Final RPPR** that covers the entire Project Period.
NOTE: The Final RPPR includes one additional section, **Section I**, not included on the Semi-Annual RPPR.
- The table below summarizes the submission window for steps 3 to 6 relative to the **Semi-Annual** Research Performance Progress Report (RPPR).

Period of Award Performance	1 st day <i>Semi-Annual</i> RPPR is available	Last day <i>Semi-Annual</i> RPPR can be submitted “on-time”	<i>Semi-Annual</i> RPPR is delinquent**
January 1 – June 30	July 1 st	July 30 th	July 31 st
July 1 – December 31	January 1 st	January 30 th	January 31 st

**** NOTE:** If the RPPR is delinquent, you **will not** be able to submit subsequent RPPRs until the overdue RPPR has been submitted **and** accepted by the sponsoring agency.

8. Below is an example of a table that can be used to track the **Report Period (start and end dates)** and the **Submission Window (1st and last day to submit the RPPR → considered “on time”)**.

NOTE: The RPPR can be submitted after the last day to submit the RPPR; however, the report is delinquent. Remember, all RPPRs **must be** submitted in **sequential order**.

Example 1 Start Date: 2/1/2024 End Date: 1/31/2028	RPPR Report Period	Submission Window
Semi-Annual #1	2/1/2024 - 7/31/2024	8/1/2024 - 8/30-2024
Semi-Annual #2	8/1/2024 - 1/31/2025	7/1/2025 - 7/30/2025
Semi-Annual #3	2/1/2025 - 7/31/2025	1/1/2026 - 1/30/2026
Semi-Annual #4	8/1/2025 - 1/31/2026	7/1/2026 - 7/30/2026
Semi-Annual #5	2/1/2026 - 7/31/2026	1/1/2027 - 1/30/2027
Semi-Annual #6	8/1/2026 - 1/31/2027	7/1/2027 - 7/30/2027
Semi-Annual #7	2/1/2027 - 7/31/2027	1/1/2028 - 1/30/2028
Semi-Annual #8	8/1/2027 - 1/31/2028	7/1/2028 - 7/30/2028 ^
Final RPPR	2/1/2024 - 1/31/2028	2/1/2028 - 5/30/2028

^ NOTE: Semi-Annual #8 is due **after** the Final RPPR is due. Semi-Annual #8 RPPR **is waived**; the Final RPPR **must be** submitted.

Example 2 Start Date: 4/1/2024 End Date: 5/30/2025	RPPR Report Period	Submission Window
Semi-Annual #1	4/1/2024 - 9/31/2024	10/1/2024 - 10/31/2024
Semi-Annual #2	10/1/2024 - 3/31/2025	4/1/2025 – 4/30/2025 ^^
Final RPPR	4/1/2024 – 5/30/2025	7/1/2025 – 10/30/2025

^^ NOTE: Semi-Annual #2 is due **before** the Final RPPR is due. The Semi-Annual and the Final RPPR **must be** submitted.

RPPR – E-Mail Notifications

Grantees receive an email notification on the first day of the submission window; 30 days prior to the report due date. For example, if the last date to submit the RPPR is January 30th, the grantee should receive an email notification on January 1st. Reference [Appendix A](#) to view a sample RPPR Due email notification.

Following the semi-annual requirements, if the RPPR has not been submitted by 11:59 PM (ET), on January 31st an email notification will be sent indicating that the RPPR is delinquent. Reference [Appendix B](#) to view a sample Delinquent RPPR email notification.

NOTE: The grantee can [view the status](#) of the current RPPR. As was stated previously, the FPO **must accept** the current Semi-Annual RPPR before the grantee can access the next Semi-Annual RPPR.

Prepare PDF Files

In response to some questions a PDF must be uploaded. Therefore it is strongly recommended that applicants have the following PDFs available prior to starting data entry.

- A PDF that details the major accomplishments of the project for the specified reporting period ([Question B.2](#)).
 - Save the PDF using the naming conventions specified by your Program Office.
 - Remember only flattened PDFs can be uploaded to eRA.
- A PDF that details training & professional development that the project has provided ([Question B.4](#)).
 - Save the PDF using the naming conventions specified by your Program Office.
 - Remember only flattened PDFs can be uploaded to eRA.

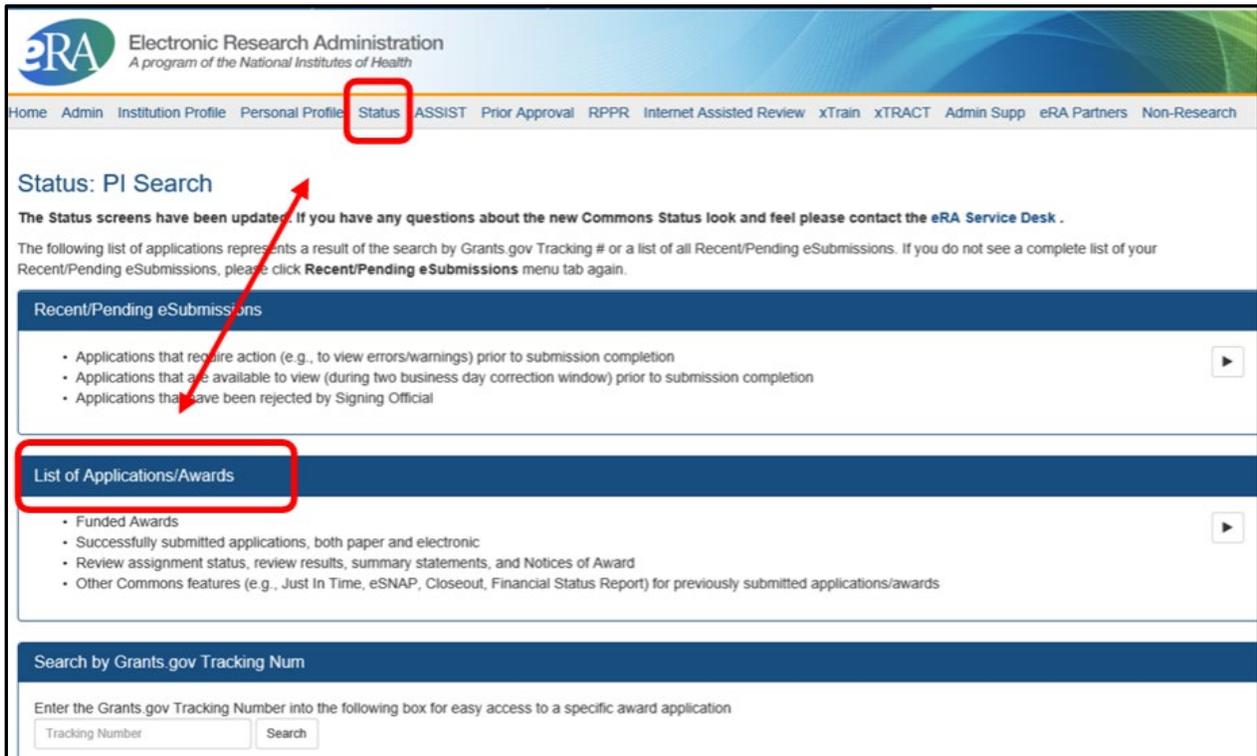
Initiate the RPPR

There are two ways to access the RPPR functionality. For brevity, this document only includes the steps for the “happy path”.

Within each module, you can only access the functionality (features) that your user role(s) gives you access to. User roles are assigned by the Signing Official for your Institution, the Organizational Administrative Official or the Accounts Administrator.

Semi-Annual RPPR – From the Status Module

1. Select the **Status** tab from the Commons menu options.
2. Click the  on the right-hand side of the **List of Applications/Awards** section.



The screenshot shows the eRA (Electronic Research Administration) interface. The navigation bar includes links for Home, Admin, Institution Profile, Personal Profile, Status, ASSIST, Prior Approval, RPPR, Internet Assisted Review, xTrain, xTRACT, Admin Supp, eRA Partners, and Non-Research. The 'Status' tab is highlighted with a red box. Below the navigation bar, the page title is 'Status: PI Search'. A message states: 'The Status screens have been updated. If you have any questions about the new Commons Status look and feel please contact the eRA Service Desk.' Below this, a paragraph explains that the list of applications is a result of a search by Grants.gov Tracking # or a list of all Recent/Pending eSubmissions. There are two main sections: 'Recent/Pending eSubmissions' and 'List of Applications/Awards'. The 'List of Applications/Awards' section is highlighted with a red box and contains a right arrow icon. A red arrow points from this icon to the 'List of Applications/Awards' section. At the bottom, there is a search box for Grants.gov Tracking Num.

3. Under the Available Actions column click the **RPPR** link for the relevant award.



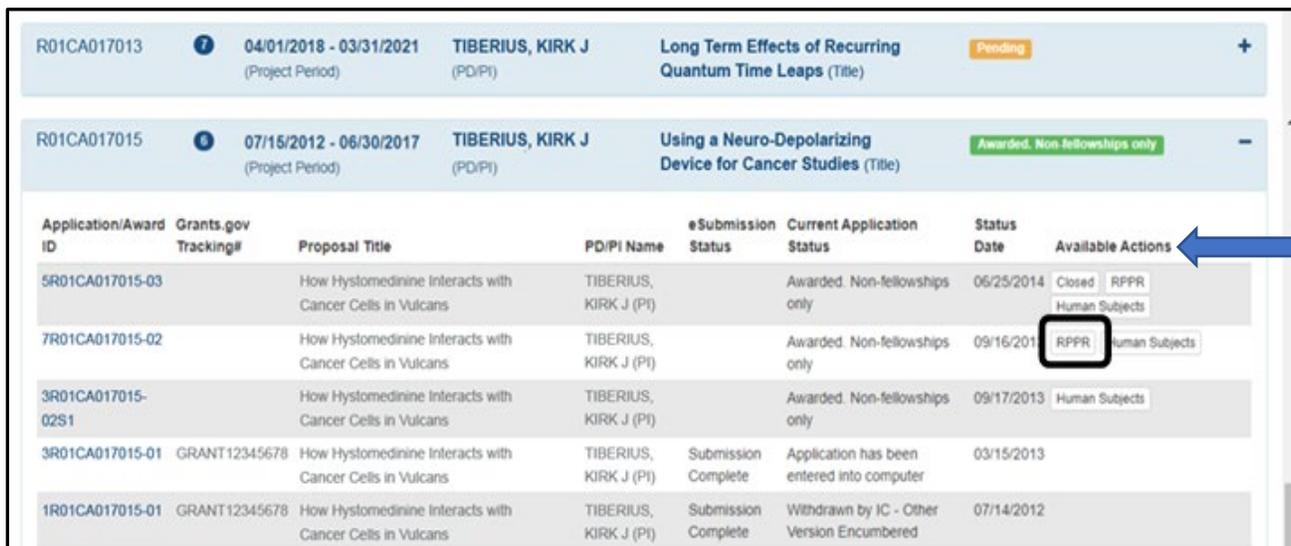
Electronic Research Administration
 A program of the National Institutes of Health

Home Admin Institution Profile Personal Profile Status ASSIST Prior Approval RPPR Internet Assisted Review xTrain xTRACT Admin Supp eRA Partners Non-Research

Notes & Tips:
 • **Important:** The NIH provides the JIT (Just in Time) link in the Commons for scored applications. Please await instructions from the NIH on whether to complete this information
 The following list of applications/grants represents a result of the search by Grants.gov Tracking # or a complete list of all your applications/grants. If you do not see a complete list of your applications/grants, please click **List of Applications/Grants** menu tab again.

Status Result - List of Applications/Awards **53** Grouped View Flat View

R01AA017010	2	09/01/2019 - 08/31/2024 (Project Period)	TIBERIUS, KIRK J (PD/PI)	The Effect of OHMY Alcohol Syndrome on the Success of Social Media Interaction (Title)	Not Discussed	+
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R01CA017013	1	04/01/2018 - 03/31/2021 (Project Period)	TIBERIUS, KIRK J (PD/PI)	Long Term Effects of Recurring Quantum Time Leaps (Title)	Pending	+
R01CA017015	1	07/15/2012 - 06/30/2017 (Project Period)	TIBERIUS, KIRK J (PD/PI)	Using a Neuro-Depolarizing Device for Cancer Studies (Title)	Awarded. Non-fellowships only	-

Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
5R01CA017015-03		How Hystomedinine Interacts with Cancer Cells in Vulcans	TIBERIUS, KIRK J (PI)	Awarded. Non-fellowships only	Awarded. Non-fellowships only	06/25/2014	Closed RPPR Human Subjects
7R01CA017015-02		How Hystomedinine Interacts with Cancer Cells in Vulcans	TIBERIUS, KIRK J (PI)	Awarded. Non-fellowships only	Awarded. Non-fellowships only	09/16/201	RPPR Human Subjects
3R01CA017015-02S1		How Hystomedinine Interacts with Cancer Cells in Vulcans	TIBERIUS, KIRK J (PI)	Awarded. Non-fellowships only	Awarded. Non-fellowships only	09/17/2013	Human Subjects
3R01CA017015-01	GRANT12345678	How Hystomedinine Interacts with Cancer Cells in Vulcans	TIBERIUS, KIRK J (PI)	Submission Complete	Application has been entered into computer	03/15/2013	
1R01CA017015-01	GRANT12345678	How Hystomedinine Interacts with Cancer Cells in Vulcans	TIBERIUS, KIRK J (PI)	Submission Complete	Withdrawn by IC - Other Version Encumbered	07/14/2012	

4. Upon selecting RPPR, there are two possible paths:

- a. If the RPPR **exists** (Status = **Work In Progress**) the report is available for editing.
- b. If the RPPR Status = **Not Started**, from the RPPR Menu screen there are two options:
 - **Cancel** – returns to the previous screen.
 - **Initiate** – creates the current report with a **Work In Progress** status and sets the PD/PI who initiated the process as the current reviewer. Subsequently the message **“The RPPR has been successfully initiated”** is visible.

RPPR Menu ?

RPPR

Award Number 10-05	Program Director(PD)/Principal Investigator(PI) BROWN	Due Date 12/15/2021	Current Reviewer	Status Not Started
Institution UNIVERSITY O	Project Title Glioblastoma			

Cancel Initiate

If, after submission, the RPPR is returned from the DOC agency to the grantee, the RPPR link is available again. This time the Status = **Work in Progress**.

RPPR Menu Options

Edit RPPR

When initiated, click the **three-dot ellipsis** icon next to Award Number and select **Edit RPPR** from the dropdown menu. The current reviewer is the person who initiated the RPPR.

RPPR Menu ?

RPPR

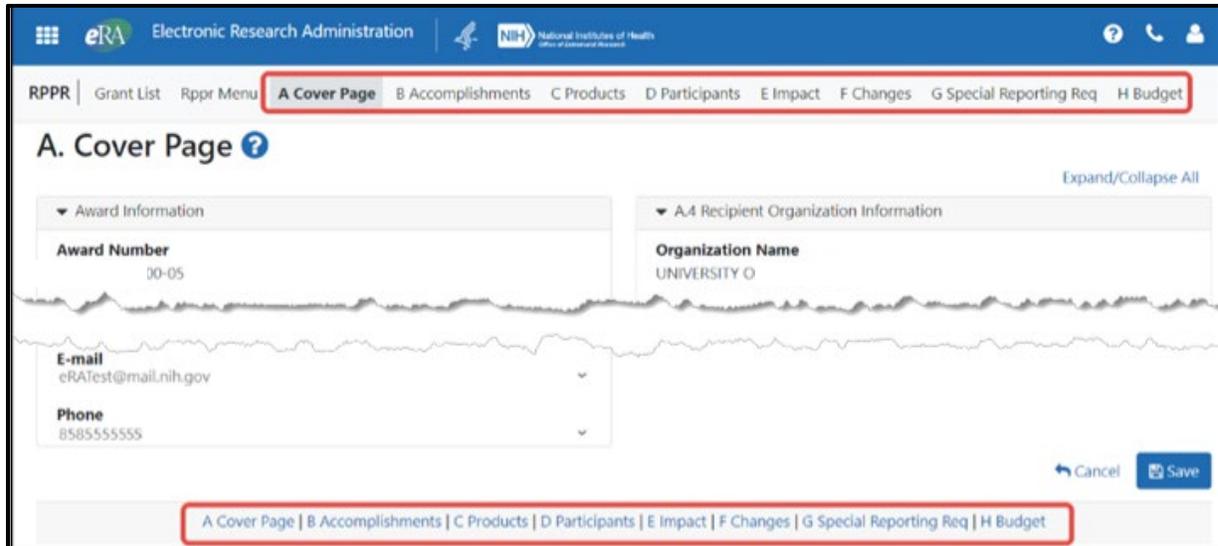
Award Number 10-05	Program Director(PD)/Principal Investigator(PI) BROW	Due Date 12/15/2021	Current Reviewer BROWI	Status PD/PI Work in Progress
Institution UNIVERSITY OF CA	Project Title Glioblastoma			

- Edit RPPR
- ⚠ Check for Errors
- 📄 View RPPR as PDF
- 🕒 View Routing History
- ➡ Route to Next Reviewer
- Submit

Cancel

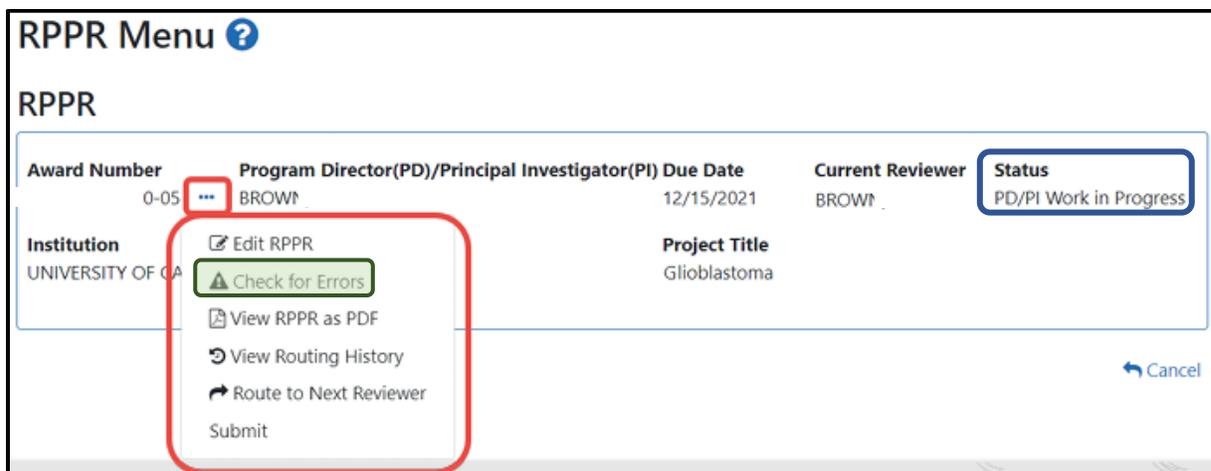
1. After selecting **Edit RPPR** from the dropdown menu, **Section A – Cover Page** is visible. The Cover Page includes information about the award, PD/PI, Signing and Administrative Official, the organization, and project/reporting/budget periods. Some of this information is auto-populated.

- As necessary, update information for Section A. To retain data, click the **Save** button. Failure to click save after data entry may result in the loss of information entered after the last save. In addition, before navigating to or from any section, remember to click the **Save** button.
- At the top and bottom of the Cover Page are tabs that facilitate navigation to other sections of the RPPR.



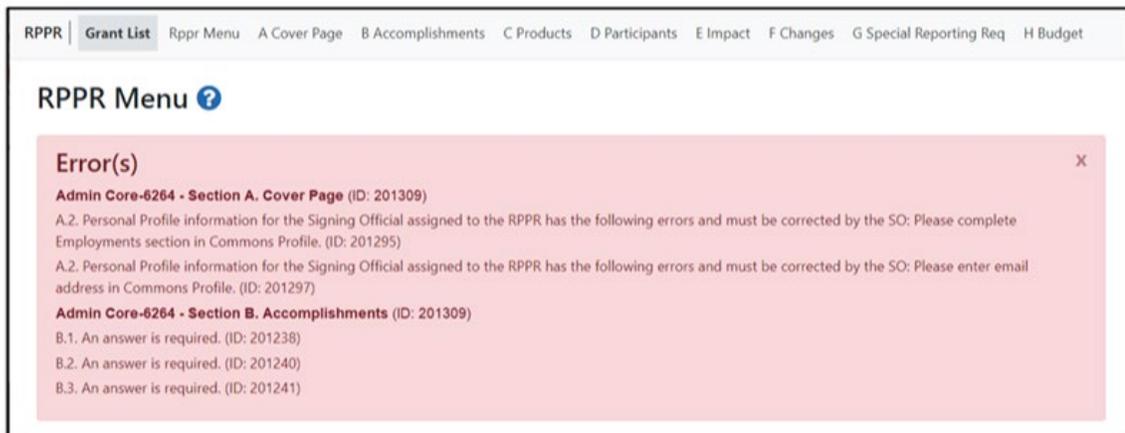
Check for Errors

At any time before a RPPR is submitted to the agency, the grantee can select **Check for Errors** from the dropdown menu.



This action verifies the RPPR passes the system and business rules. Data validation identifies both errors and warnings.

- a. Errors **must be** corrected prior to being able to submit either the Semi-Annual or Final RPPR.



NOTE: Do **NOT** enter bank routing / account numbers or other Personal Identifying Information in the Personal Profile section of eRA Commons.

- b. Although the RPPR can be submitted with warnings present, the warning message(s) should be reviewed to determine if an issue should be addressed.
 - i. To correct warnings, click the **Cancel** button. You can correct the issue and re-submit the RPPR.
 - or-**
 - ii. Click the **OK** button to continue with submission despite the warnings.

View Routing History -or- Route to Next Reviewer

From initiation to submission to Agency, the routing of the RPPR is captured for auditing purposes. After clicking the three-dot ellipsis on the RPPR Menu screen, select **View Routing History**.

To send the RPPR from the PD/PI to the SO, the PD/PI should select **Route to Next Reviewer** from the dropdown menu.

RPPR Menu ?

RPPR

Award Number H05	Program Director(PD)/Principal Investigator(PI) BROWN,	Due Date 12/15/2021	Current Reviewer BROWN,	Status PD/PI Work in Progress
Institution UNIVERSITY OF CA	Project Title Glioblastoma		Cancel	

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

In this Routing History screen, the PD/PI’s action to send the RPPR to the SO is visible.

NOTE: Remember only the SO can submit the RPPR.

RPPR Routing History ?

Filter Table 6 Results

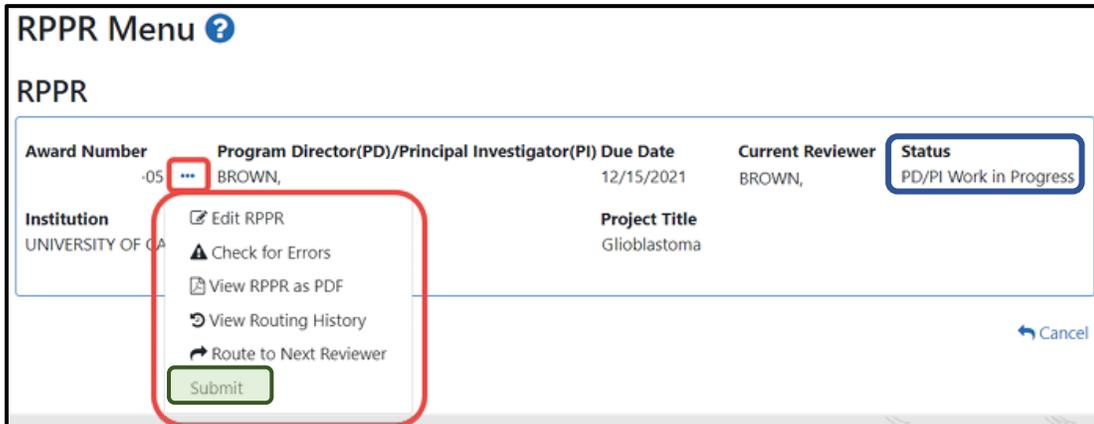
Event Number	Reviewer Name	Action Taken	Date of Action	Notification Sent	Next Reviewer Name	Comments
4	Ann	Recall	01-29-2022 03:44:42	01-29-2022 03:44:42	Ann	
3	Ann	Route	01-29-2022 03:33:26	01-29-2022 03:33:26	BROWN	Reviewed
2	BROWN	Route	01-29-2022 03:29:48	01-29-2022 03:29:48	Ann	Ready for Review
1	BROWN	Initiate	01-26-2022 14:58:14	01-26-2022 14:58:14	BROWN	

[Close](#)

Prepare to Submit the RPPR

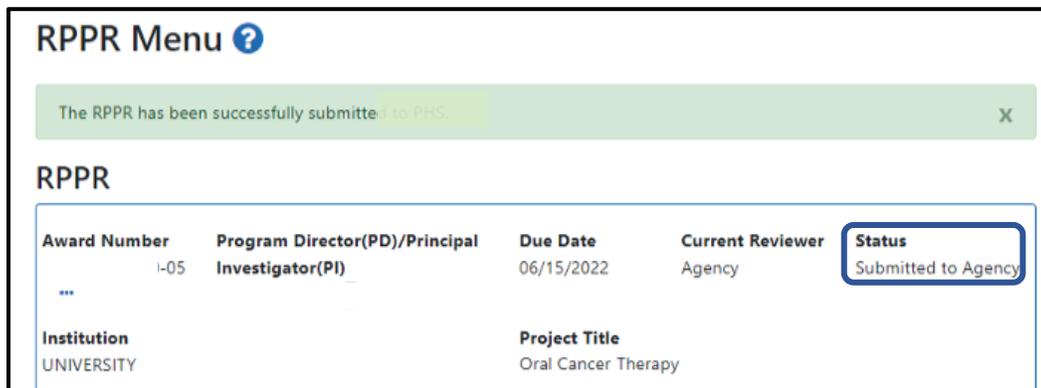
Prior to submitting the RPPR to the sponsoring Federal agency, verify the accuracy of all responses and make certain you have included all required attachments. You can also use the [Check for Errors](#) option to accomplish this.

When ready, from the RPPR Menu, select **Submit** from the dropdown menu.



NOTE: When submitting the RPPR to the next reviewer or to the Agency, the user must acknowledge the information is complete and accurate to the best of their knowledge. Confirm the report does not contain any misrepresentation of content by checking the checkbox.

When the data passes review, the RPPR Menu screen displays the message ***“The RPPR has been successfully submitted.”*** An email notification is sent to the PD/PI and the SO assigned to the RPPR. Reference a sample of the email notification in [Appendix C](#).



Final RPPR – From the Status Module

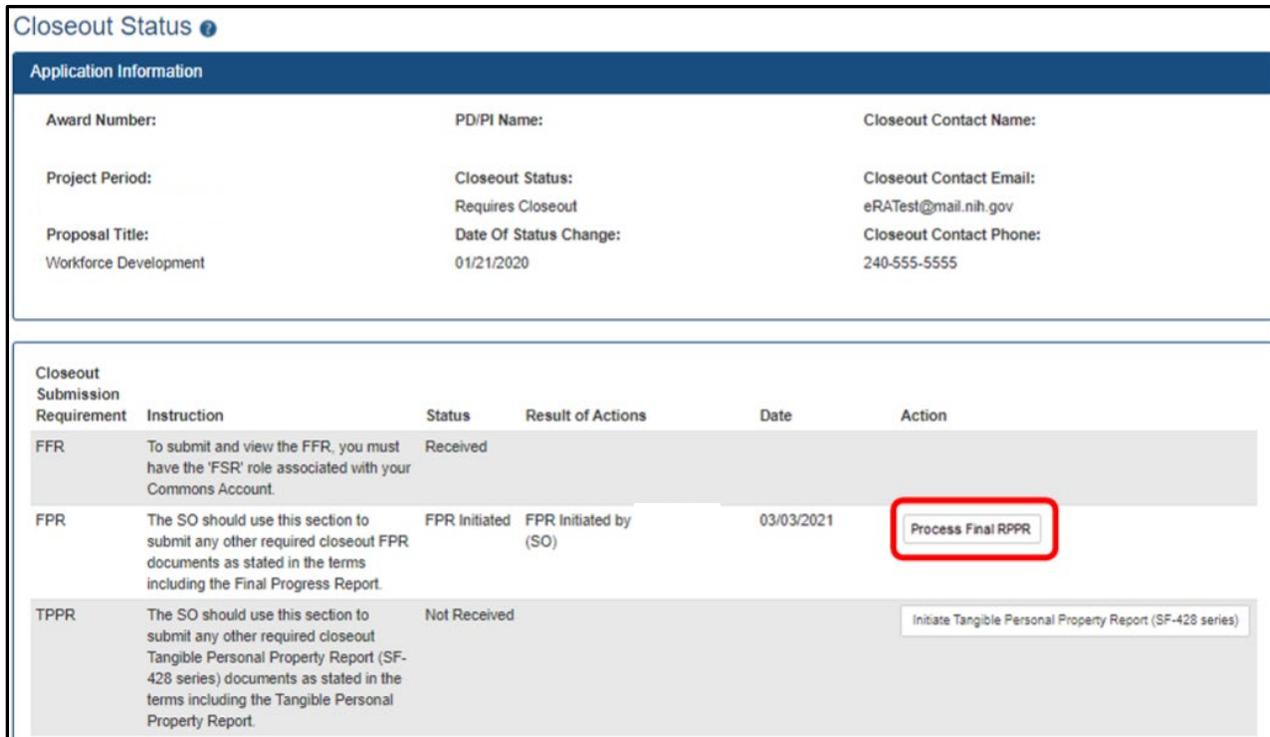
The **Process Final RPPR** link only appears on the Closeout Status screen.

1. Go to the Status module. Click the **Requires Closeout** button in the Available Actions column.



Application/Award ID	Grants.gov Tracking#	Proposal Title	PD/PI Name	eSubmission Status	Current Application Status	Status Date	Available Actions
			r Workforce Developer		Awarded. Non-fellowships only	1/15	Requires Closeout Correspondence View Terms Tracking
			r Workforce Developme		Awarded. Nc fellowships only	1/18	Correspondence View Terms Tracking

2. While on the Closeout Status screen, click the **Process Final RPPR** button.



Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR	To submit and view the FFR, you must have the 'FSR' role associated with your Commons Account.	Received			
FPR	The SO should use this section to submit any other required closeout FPR documents as stated in the terms including the Final Progress Report.	FPR Initiated	FPR Initiated by (SO)	03/03/2021	Process Final RPPR
TPPR	The SO should use this section to submit any other required closeout Tangible Personal Property Report (SF-428 series) documents as stated in the terms including the Tangible Personal Property Report.	Not Received			Initiate Tangible Personal Property Report (SF-428 series)

- With the Final RPPR menu screen visible and the Status = **Not Started**, there are two options available:
 - Cancel** – returns to the previous screen.
 - Initiate** – creates the current report with a **Work In Progress** status and sets the PD/PI who initiated the process as the current reviewer. Subsequently the message **“The RPPR has been successfully initiated”** is visible.

Final RPPR Menu

RPPR

Award Number	Program Director(PD)/Principal Investigator(PI)	Due Date	Current Reviewer	Status
	BROWN,	12/15/2021		Not Started
Institution UNIVERSITY OF	Project Title Glioblastoma			

← Cancel
Initiate

- When initiated, click the **three-dot ellipsis** icon next to the Award Number. The current reviewer is the person who initiated the RPPR. Because only the SO can submit the RPPR to the sponsoring Federal agency, for the final step the PD/PI must send the report to the SO using the **Route to Next Reviewer** link.

Final RPPR Menu

RPPR

Award Number	Program Director(PD)/Principal Investigator(PI)	Due Date	Current Reviewer	Status
10-05 ⋮	BROWN,	12/15/2021	BROWN	PD/PI Work in Progress
Institution UNIVERSITY OF CA	Project Title Glioblastoma			

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

← Cancel

Additional RPPR Resources

The following links provide additional resources to assist with the RPPR process.

NOTE: If there are problems opening the “.ppsx”, convert the downloaded file to the “.PDF” format and then attempt to open the file.

Semi-annual RPPR

- [Award Acceptance & Post-Award Pt.1](#) (approximate timestamp 36:00)
- [Presentation](#) (.ppsx format – near the end of the PowerPoint slide show)

Final RPPR

- [Post-Award & Grant Closeout](#) (approximate timestamp 22:35)
- [Presentation](#) (.ppsx format – near the end of the PowerPoint slide show)

RPPR Data Responses (by Section)

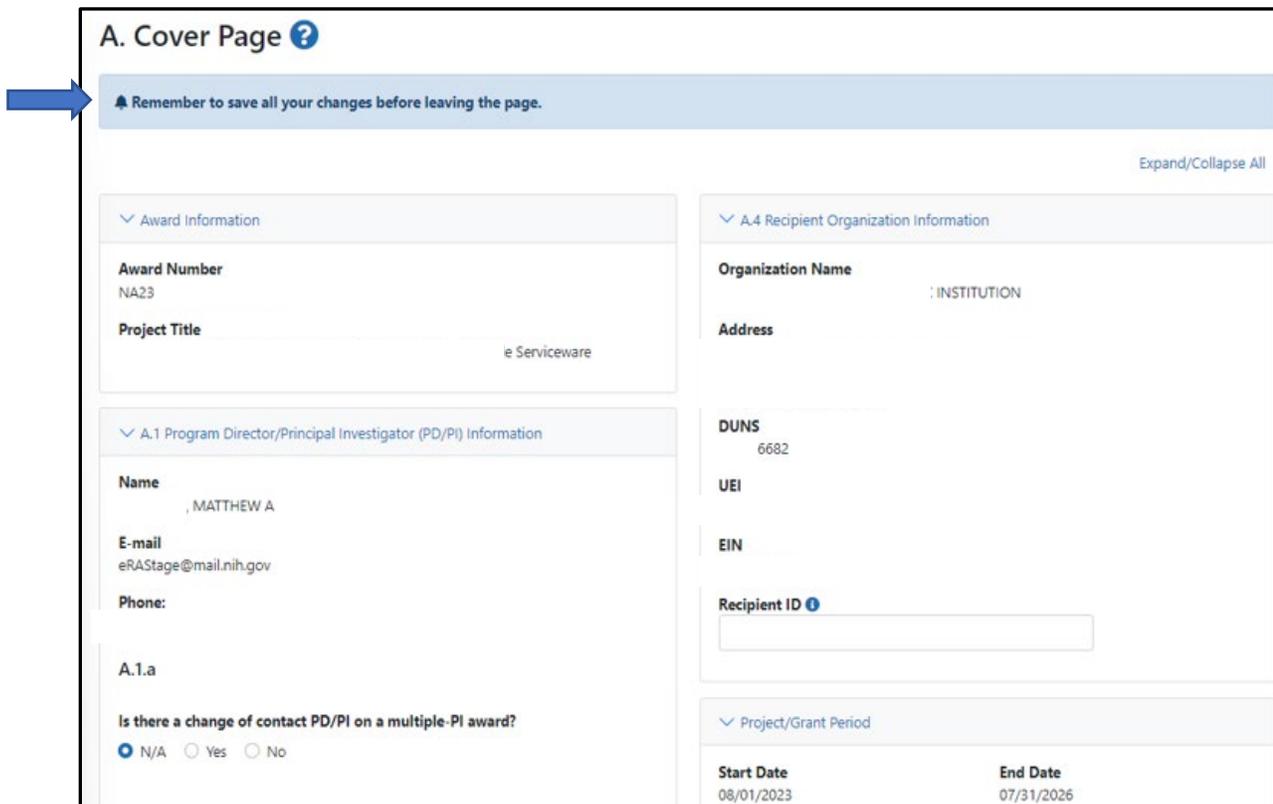
The RPPR cannot be submitted without providing data for all **required** fields on each section of the form. When there is no relevant data to submit, please select the “Nothing to report” checkbox or other appropriate response. Some questions require the grantee attach a document as a part of the response. The maximum number of attachments per section is identified in the on-screen instructions.

Section A – Cover Page

Some information in this section is pre-populated; however, only some fields are editable.

Question ID	Method of Response
A.2.	Select an active Signing Official from the dropdown.
A.3	Select an active Administrative Official from the dropdown.

Active – The dropdown only includes users whose profile is complete.



A. Cover Page ?

Remember to save all your changes before leaving the page.

Expand/Collapse All

Award Information

Award Number
NA23

Project Title
ie Serviceware

A.1 Program Director/Principal Investigator (PD/PI) Information

Name
, MATTHEW A

E-mail
eRAStage@mail.nih.gov

Phone:
A.1.a

Is there a change of contact PD/PI on a multiple-PI award?
 N/A Yes No

A.4 Recipient Organization Information

Organization Name
: INSTITUTION

Address

DUNS
6682

UEI

EIN

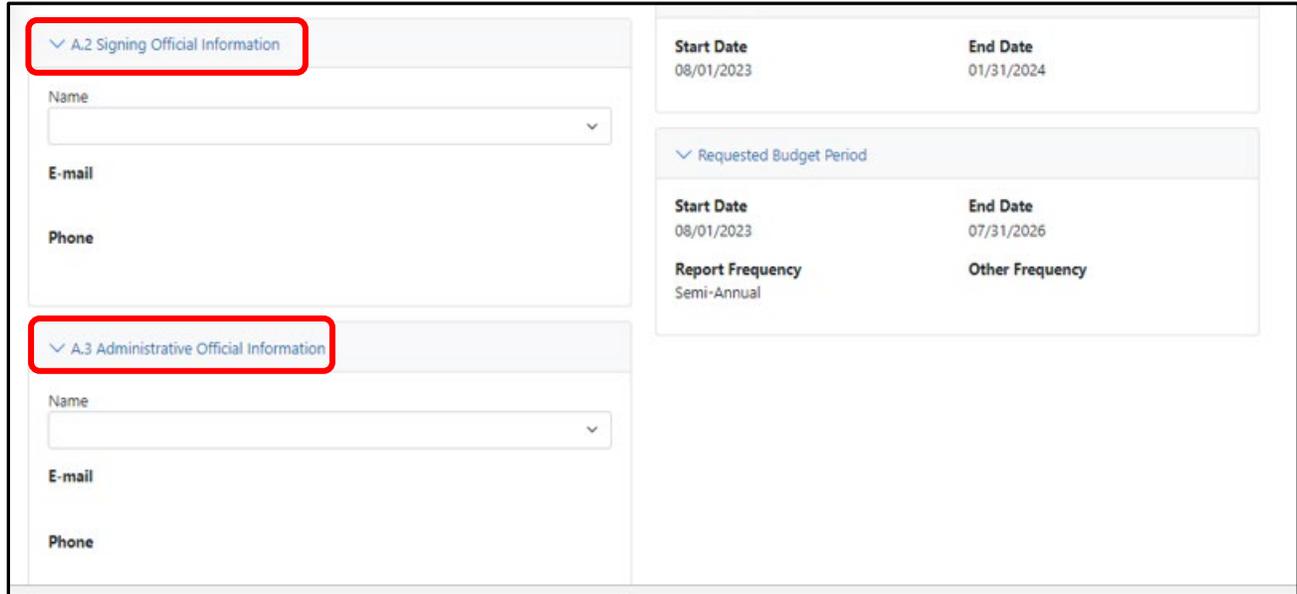
Recipient ID ⓘ

Project/Grant Period

Start Date
08/01/2023

End Date
07/31/2026

Continuation of the previous screen image



The screenshot displays a web form with two main sections on the left, each highlighted with a red box: 'A.2 Signing Official Information' and 'A.3 Administrative Official Information'. Each section contains a 'Name' dropdown menu, an 'E-mail' field, and a 'Phone' field. To the right, there are two panels. The top panel shows 'Start Date' (08/01/2023) and 'End Date' (01/31/2024). The bottom panel, titled 'Requested Budget Period', shows 'Start Date' (08/01/2023), 'End Date' (07/31/2026), 'Report Frequency' (Semi-Annual), and 'Other Frequency'.

Section B – Accomplishments

Question ID	Method of Response
B.1	Text Box [Limit: 8000 characters] NOTE: Only editable for the 1st RPPR
B.1.a	Radio Button: “Yes” -or- “No” NOTE: Use for the 2nd Semi-Annual RPPR to the Final RPPR
B.2	Upload a Response Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB
B.3	Radio Button: “Yes” -or- “No” If “Yes” click the + Add New button and enter information. Click the sub-screen button to return to the previous screen.
B.4	Select the “Nothing to Report” checkbox -or- Upload a Response Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB
B.5	Select the “Nothing to Report” checkbox -or- Enter a Response [Limit: 8000 characters]
B.6	Enter a Response [Limit: 8000 characters]

B. Accomplishments ?

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

B.1.a Have the major goals changed since the initial competing award or previous report? Yes No

▼ B.2 What was accomplished under these goals?

For this reporting period describe:

1. major activities
2. specific objectives
3. significant results (including) major findings, developments, or conclusions (both positive and negative)
4. key outcomes or other achievements

Include a discussion of stated goals not met. As the project progresses, the emphasis in reporting in this section should shift from reporting activities to reporting accomplishments.

Goals are equivalent to specific aims. In the response, emphasize the significance of the findings to the scientific field. Include the approaches taken to ensure robust and unbiased results. For most NIH awards the response should not exceed 2 pages.

Upload accomplishments

Drop files here to upload, or [browse](#).

Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB

▼ *B.3* Competitive Revisions/Administrative Supplements

For this reporting period, is there one or more Revision/Supplement associated with this award for which reporting is required? Yes No

If yes, identify the Revision(s)/Supplement(s) by grant number (e.g., 3R01CA098765-01S1) or title and describe the specific aims and accomplishments for each Revision/Supplement funded during this reporting period. Include any supplements to promote diversity or re-entry, or other similar supplements to support addition of an individual or a discrete project.

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

If the research is not intended to provide training and professional development opportunities or there is nothing significant to report during this reporting period, select "Nothing to Report."

Describe opportunities for training and professional development provided to anyone who worked on the project or anyone who was involved in the activities supported by the project. "Training" activities are those in which individuals with advanced professional skills and experience assist others in attaining greater proficiency. Training activities may include, for example, courses or one-on-one work with a mentor. "Professional development" activities result in increased knowledge or skill in one's area of expertise and may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.

For all projects reporting graduate student and/or postdoctoral participants in Section D, Participant, grantees are encouraged to describe the use of Individual Development Plans (IDPs) for those participants. Do not include the actual IDP; instead include information to document that IDPs are used to help manage the training for those individuals.

For T, F, K, R25, R13, D43 and other awards or award components designed to provide training and professional development opportunities, a response is required. Do not reiterate what is reported under Accomplishments. Limit the response to this reporting period.

Nothing to Report

Upload Description and Diversity Report, as applicable

Drop files here to upload, or [browse](#).
Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB

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

Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities, for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities.

Reporting the routine dissemination of information (e.g., websites, press releases) is not required. For awards not designed to disseminate information to the public or conduct similar outreach activities, a response is not required and the grantee should select "Nothing to Report". A detailed response is only required for awards or award components that are designed to disseminate information to the public or conduct similar outreach activities. Note that scientific publications and the sharing of research sources will be reported under Products.

Nothing to Report

or enter response below

8000 characters remaining

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

Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives.

Discuss efforts to ensure that the approach is scientifically rigorous and results are robust and unbiased. Remember that significant changes in objectives and scope require prior approval of the agency (e.g., NIH Grants Policy Statement, 8.1.2.).

Include any important modifications to the original plans. Provide a scientific justification for any changes involving research with human subjects or vertebrate animals. A detailed description of such changes must be provided under Changes.

Enter response below

Section C – Products

Question ID	Method of Response
C.1	Radio Button: “Yes” -or- “No” If “Yes” click the + Add Citation button and enter information. Click the sub-screen button to return to the previous screen.
C.2	Select the “Nothing to Report” checkbox -or- Click the + New Web/Internet site button and enter information. Click the sub-screen button to return to the previous screen.
C.3	Select the “Nothing to Report” checkbox -or- Click the + New Technology/Technique button and enter information. Click the sub-screen button to return to the previous screen.
C.4	Radio Button: “Yes” or “No” If “Yes” Select “Yes” or “No”
C.5	Select the “Nothing to Report” checkbox -or- Click the + New Product/Resource button and enter information. Click the sub-screen button to return to the previous screen.

C. Products ?

⚠ Remember to save all your changes before leaving the page.

Expand/Collapse All

∨ C.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

∨ Publications associated with this project - Manual Entry

To report publications, add citation text manually.

[+ Add Citation](#)

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

List the URL for any internet site(s) that disseminates the results of the research activities. A short description of each site should be provided. It is not necessary to include the publications already specified above.

A description is only required for awards designed to create or maintain one or more websites. If the website disseminates a product that falls into other product categories, please select the appropriate category(ies) from the pull-down menu (select multiple categories by holding down the Ctrl button while selecting the categories). Limit the response to this reporting period. For awards not designed to create or maintain one or more websites, select "Nothing to Report".

Nothing to Report
or list URL(s) for Internet site(s) and provide description(s) below

C.3 Technologies or techniques

Identify technologies or techniques that have resulted from the research activities. Describe the technologies or techniques and how they are being shared.

If the technology or technique falls into other product categories, please select the appropriate category(ies) from the pull-down menu (select multiple categories by holding down the Ctrl button while selecting the categories). If the product(s) has been reported or shared through a publication, please include the full reference and/or PubMed ID in the product description. Limit the response to this reporting period. If there are no technologies or techniques to report select "Nothing to Report"

Nothing to Report
or list URL(s) for Internet site(s) and provide description(s) below

C.4 Inventions, patent applications, and/or licenses

Have inventions, patent applications and/or licenses resulted from the award during this reporting period? Yes No

If yes, has this information been previously provided to the PHS or to the official responsible for patent matters at the grantee organization? Yes No

Reporting of inventions through [iEdison](#) is strongly encouraged.

C.5 Other products and resource sharing

Identify any other significant products that were developed under this project.

PD/PIs are required to report all products that arise from their NIH award in section C. If there are other products to report not covered in Sections C1 - C4, enter a description for the product and choose the appropriate product category(ies) from the pull down menu (select multiple categories by holding down the Ctrl button while selecting the categories). If there is more than one product to report, select "add product" to create a workspace to report an additional product. Limit the response to this reporting period.

Nothing to Report
or list URL(s) for Internet site(s) and provide description(s) below

Section D – Participants

NOTE: For the Department of Commerce, only the Signing Official (SO) and the Project Director/Principal Investigator (PD/PI) must have an eRA Commons account. Not having an eRA Commons account for other users’ roles on the award may result in a warning message. However, that **should not** prevent submission of the RPPR.

Question ID	Method of Response
D.1	<p>The PD/PI information is pre-populated. This information can only be edited. All fields marked with an “*” are required; especially the education level for the PD/PI. For DOC awards “0” may be entered for the calendar, academic, or summer component of the question.</p> <p>Click the + Add Participant button to add participants. Information must be entered for all mandatory components of the participant data element.</p>
D.2.a	<p>Radio Button: “Yes” -or- “No” If “Yes” Specify the source of the Level of Effort in a Text Box [Limit: 700 characters]</p>
D.2.b	<p>Radio Button: “Yes” -or- “No” If “Yes” Upload a Response</p> <div style="border: 1px solid red; padding: 2px; width: fit-content;"> <p>Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB</p> </div>
D.2.c	<p>Radio Button: “Yes” -or- “No” If “Yes” Upload a Response</p> <div style="border: 1px solid red; padding: 2px; width: fit-content;"> <p>Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB</p> </div>
D.2.d	<p>Radio Button: “Yes” -or- “No” If “Yes” Upload a Response</p> <div style="border: 1px solid red; padding: 2px; width: fit-content;"> <p>Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB</p> </div>
D.2.e	<p>Radio Button: “Yes” -or- “No” -or- “N/A” If “Yes” Upload a Response</p> <div style="border: 1px solid red; padding: 2px; width: fit-content;"> <p>Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB</p> </div>

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.

[Instructions for flattening PDFs](#)

The following applies to all NIH Awards EXCEPT FELLOWSHIPS:

- For NIH 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

▼ D.1 What individuals have worked on the project?

Provide or update the following information for:

- 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. Indicate the nearest whole person month (Calendar, Academic, Summer) 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.

[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.
- Required fields are marked with an *.

[+ Add Participant](#)

Filter Table

1 Results

< 1 of 1 >

Name	Commons ID	S/K	Degree(s)	Role	Person Months			Foreign Affiliation		SS
					Calendar	Academic	Summer	Org	Foreign Country	
Matthew A. ...		Y	BS, PHD	PD/PI	0	0	0			Not Applicable

↳ D.2 Personnel Update

∨ D.2.a Level of Effort

Will there be, in the next budget period, either

1. a reduction of 25% or more in the level of effort from what was approved by the agency for the PD/PI(s) or other senior/key personnel designated in the Notice of Award, or
2. a reduction in the level of effort below the minimum amount of effort required by the Notice of Award?

Yes No

Reductions are cumulative, i.e., the 25% threshold may be reached by two or more successive reductions that total 25% or more. Once agency approval has been given for a significant change in the level of effort, then all subsequent reductions are measured against the approved adjusted level. Selecting "yes" constitutes a prior approval request to the agency and the issuance of a subsequent year of funding constitutes agency approval of the request.

If yes, provide an explanation below

700 characters remaining

∨ D.2.b New Senior/Key Personnel

Are there, or will there be, new senior/key personnel? Yes No

Senior/key personnel are those identified by the grantee institution as individuals who contribute in a substantive measurable way to the scientific development or execution of the project, whether or not salaries are requested. Typically these individuals have doctoral or other professional degrees, although individuals at the masters or baccalaureate level may be considered senior/key personnel if their involvement meets this definition. Consultants may be considered senior/key personnel if they meet this definition. "Zero percent" effort or "as needed" is not an acceptable level of involvement for senior/key personnel.

If yes, upload biosketches and other support for all new senior/key personnel

Please upload supporting document:

Drop files here to upload, or [browse](#).

Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB

∨ D.2.c Changes in Other Support

Has there been a change in the active other support of senior/key personnel since the last reporting period? Yes No

If yes, upload active other support for senior/key personnel whose support has changed and indicate what the change has been

Please upload supporting document:

Drop files here to upload, or [browse](#).

Max File Count: 1 Accepted File Types: PDF Max File Size: 10MB

D.2.d New Other Significant Contributors

Are there, or will there be, new other significant contributors? Yes No

Other significant contributors are individuals who have committed to contribute to the scientific development or execution of the project, but are not committing any specified measurable effort (i.e., person months) to the project.

If yes, upload biosketches for all new other significant contributors.

Please upload supporting document:

Drop files here to upload, or [browse](#).
 Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB

D.2.e Multi-PI (MPI) Leadership Plan

Will there be a change in the MPI Leadership Plan for the next budget period? N/A Yes No

Change in status of PD/PI requires prior approval of the agency (e.g., NIH Grants Policy Statement, 8.1.2.6).

If yes, upload a revised MPI Leadership Plan that includes a description of the change(s)

Please upload supporting document:

Drop files here to upload, or [browse](#).
 Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB

Section E – Impact

Question ID	Method of Response
E.1	N/A
E.2	Select the “Nothing to Report” checkbox -or- Enter a response in the Text Box [Limit: 8000 characters]
E.3	N/A
E.4	Select the “Nothing to Report” checkbox -or- Click the + Add Amount button, select a Country from the dropdown and specify the dollar amount. Click the sub-screen button to return to the previous screen.

E. Impact ?

Remember to save all your changes before leaving the page.

Expand/Collapse All

E.1 Not Applicable

▼ E.2 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 that form infrastructure, including:

- physical resources (such as facilities, laboratories, or instruments);
- institutional resources (such as establishment or sustenance of societies or organizations); or
- information resources, electronic means for accessing such resources or for scientific communication, or the like.

If the award or award component(s) is not intended to support physical, institutional, or information resources that form infrastructure, select "Nothing to Report".

Nothing to Report

or describe impact on physical, institutional, or information resources below

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 awardees provide the dollar amount of the award, excluding all first-tier subawards to U.S. entities, for this reporting period. Dollars provided should reflect total costs.

If more than one foreign country, identify the distribution between the foreign countries.

Nothing to Report (zero dollars)

+ Add Amount

Cancel

Save

Add Foreign Spent Amount ×

Required Fields*

Country *

Please select a Country ▼

Dollar Amount *

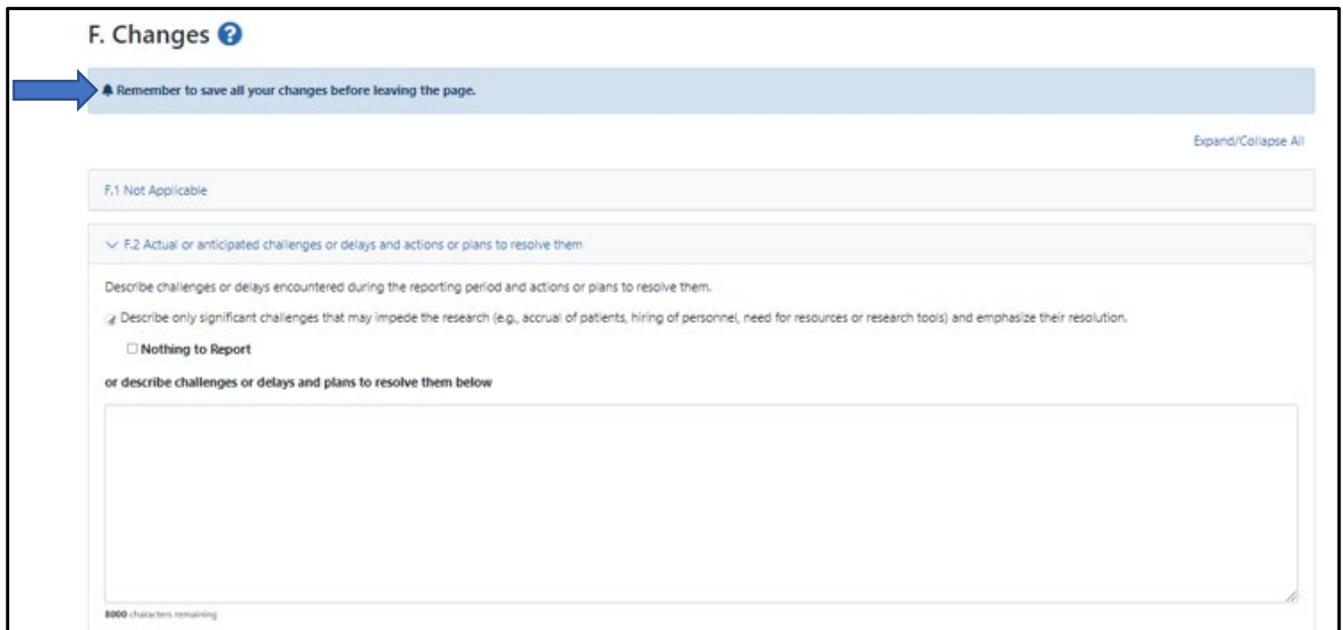
Cancel

+ Add Amount

Section F – Changes

Semi-Annual RPPR: **Required**; Final RPPR: **Not Applicable**

Question ID	Method of Response
F.1	N/A
F.2	Select the “Nothing to Report” checkbox -or- Enter a response in the Text Box [Limit: 8000 characters]
F.3.a, F.3.b, F.3.c, F.3.d	NOTE: By default these questions are included on the eRA RPPR form. However, because these items are not applicable to Department of Commerce awards they are excluded from this document’s screen images.



F. Changes ?

Remember to save all your changes before leaving the page.

Expand/Collapse All

F.1 Not Applicable

▼ 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.

Nothing to Report

or describe challenges or delays and plans to resolve them below

8000 characters remaining

Section G – Special Reporting Requirements

Question ID	Method of Response
G.1	Select the “Nothing to Report” checkbox -or- Upload a Response <div style="border: 1px solid red; padding: 2px; margin: 5px 0;"> Max File Count: 100 Accepted File Types: PDF Max File Size: 6MB </div> <p>NOTE: For Department of Commerce awards, at minimum, the eRA Terms and Conditions module should be used to show satisfaction of award conditions. Documents may also be uploaded here for reference; uploading documents with the RPPR does not constitute satisfaction of Terms and Conditions.</p>
G.2, G.3	Not Applicable
G.4, G.4.a, G.4.b, G.4.c, G.5, G.6, G.7 <hr/> G.4, G.4.a, G.4.b, G.4.c, G.5, G.6, G.7	<p>NOTES:</p> <p>Semi-Annual RPPR – By default these questions are included on the eRA RPPR form. However, because these items are not applicable to Department of Commerce awards they are excluded from this document’s screen images.</p> <hr/> <p>Final RPPR – By default these questions are included on the eRA RPPR form. However, because these items are not applicable to Department of Commerce awards they are excluded from this document’s screen images.</p>
G.8.	If appropriate, click the + Add Project/Performance Sites button & enter information. Click the sub-screen button to return to the previous screen. <p>NOTE: This question is pre-populated with data.</p>
G.9.	Select “No Foreign Component” -or- Click the + Add Foreign Component button and enter information. Click the sub-screen button to return to the previous screen.
G.10.a	Radio Button: “Yes” -or- “No” If “Yes” Enter the Estimated Unobligated Balance [Limit: Numeric data only] If “Yes” must also provide a response for G.10.b and G.10.c Semi-Annual: G.10 and G.10.a / Final: G.10
G.10.b	Enter Text Box Information [Limit: 700 characters] Excluded from the Final RPPR.
G.10.c	Enter Text Box Information [Limit: 1300 characters] Excluded from the Final RPPR.
G.11	Radio Button: “Yes” -or- “No” If “Yes” Click the + Add Program Income button and enter information. Click the sub-screen button to return to the previous screen.
G.12	Radio Button: “Yes” -or- “No” If “Yes” Enter Text Box Information [Limit: 1300 characters]
G.13	N/A

G. Special Reporting Requirements ?

Remember to save all your changes before leaving the page.

Expand/Collapse All

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

Address any special reporting requirements specified in the award terms and conditions in the [Notice of Award \(NoA\)](#) or Funding Opportunity Announcement (FOA).

Nothing to Report

Please upload supporting document:

Drop files here to upload, or [browse](#).
 Max File Count: 100 Accepted File Types: PDF Max File Size: 6MB

▼ G.8 Project/Performance Sites

[+ Add Project/Performance Sites](#)

If there are changes to the project/performance site(s) displayed below, edit as appropriate.

Filter Table 2 Results

Download Table 1 of 1

Organization Names	UEI	Congressional District	Address
<input type="checkbox"/> Primary <input type="text"/> INSTITUTION	***		<input type="text"/> UNITED STATES
<input type="text"/>	***		<input type="text"/> CONTRACT SERVICES, V

Project/Performance Sites ✕

Required Fields *

Organization Name * <input type="text"/>	Unique Entity Identifier (UEI) * <input type="text"/> ex: A80CDEF1GHL2
Address Line 1 * <input type="text"/>	Address Line 2 <input type="text"/>
City * <input type="text"/>	County <input type="text"/>
Country * <input type="text"/> Begin Typing and Select One	
Zip Code * <input type="text"/> ex: 12345 or 123451234	
<input type="checkbox"/> Primary Site	

Cancel [+ Add Project/Performance Site](#)

G.9 Foreign Component

"Foreign component" is defined as significant scientific activity that was performed outside of the United States, either by the grantee 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

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](#)

The "total approved budget" equals the current fiscal year award authorization plus any approved carryover of funds from a prior year(s). The numerator equals the total amount available for carryover and the denominator equals the current year's total approved budget. If yes, provide the estimated unobligated balance.

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

700 characters remaining

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](#)

1300 characters remaining

▼ G.11 Program Income

Is program income anticipated during the next budget period? Yes No
If yes, use the format below to reflect the amount and source(s)

[+ Add Program Income](#)

▼ G.12 F&A Costs **Facilities & Administrative 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

Section H – Budget

Not Applicable to the Final RPPR

NOTE: The Semi-Annual eRA Budget section is more detailed than the information previously required in Grants Online. Grantees should use **Re-Budget – Prior Approval Waived (Research Terms & Conditions)** to submit budget changes.

Entering \$ 0.00 for the data elements listed below may trigger a warning message. However, the warning message should not prevent the SO from submitting the RPPR to the Federal agency.

- Number of Personnel
- Project Role
- Requested Salary
- Fringe Benefits

Question ID	Method of Response
H.1	Select a budget type and click the + Add Budget button and enter information. Click the Save button to return to the previous screen.
H.2	Select a budget type and click the + Add Subaward Budget button and enter information. Click the Save button to return to the previous screen.

H. Budget ?

 Remember to save all your changes before leaving the page.

[Expand/Collapse All](#)

▼ 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).

Please select a budget type ▼

+ Add Budget

> H2. Subaward Budget Form

↶ Cancel
Save

A portion of the **Budget Form** is shown in the next image. Provide data for the following components:

- | | |
|--------------------------------------|------------------------------------|
| A. Senior/Key Person** | H. Indirect Costs** |
| B. Other Personnel | I. Total Direct and Indirect Costs |
| C. Equipment Description** | J. Fee |
| D. Travel | K. Total Costs and Fees |
| E. Participant/Trainee Support Costs | L. Budget Justification |
| F. Other Direct Costs | |
| G. Direct Costs | |

Max File Count: 1 Accepted File Types: PDF Max File Size: 6MB

**** A button allows for the inclusion of additional details.**

If appropriate, click either the **+ Add Senior/Key Person** or the **+ Add Other Personnel** button and enter information. Click the **Save** button to return to the previous screen.

SF424 Research & Related Budget ?

Remember to save all your changes before leaving the page.

Expand/Collapse All

OMB Number: 0925-0001 * Required field(s)

Unique Entity Identifier (UEI) *	Budget Period:
	1
Organization Name *	Start Date
INSTITUTION	08/01/2023
Budget Type	End Date
Project	07/31/2026

▼ A. Senior/Key Person

+ Add Senior/Key Person

▼ B. Other Personnel

Number of Personnel *	Project Role *	Person Months			Requested Salary *	Fringe Benefits *	Funds Requested
		Calendar	Academic	Summer			

Section I – Outcomes

Final RPPR Only

Question ID	Method of Response
I.1	Enter a response in the Text Box. [Limit: 8000 characters]

I. Outcomes ?

Remember to save all your changes before leaving the page.

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: https://grants.nih.gov/grants/rppr/sample_project_outcomes_RPPR.htm

Expand/Collapse All

▼ I.1 What were the outcomes of the award?

Outcomes of Award

8000 characters remaining

Cancel Save

Section J – Misc. Documents

Optional

(Additional Attachments for the award that do not have a specific upload field in another section of the RPPR.)

J. Misc. Documents

[Expand/Collapse All](#)

▼ J.1 Other Documents

Please upload any additional attachments needed for your award that do not have a specific upload field in another section of the RPPR.

Upload / Attachments

 Drop files here to upload, or [browse](#).
Max File Count: 25 Accepted File Types: PDF Max File Size: 6MB

Appendix A: Semi-Annual RPPR Due

From: era-notify@mail.nih.gov <era-notify@mail.nih.gov>

Email to PD/PI Only

To: PD/PI

Subject: Research Performance Progress Report (RPPR) Due for NA[FY]OAR[XXXXXXX]-T1-01

*** This is an automated notification - Please do not reply to this message. ***

The Research Performance Progress Report (RPPR) for NA[FY]OAR[XXXXXXX]-T1-01 is due by 1/30/2026.

Award Details:

Award Number: NA[FY]OAR[XXXXXXX]-T1-01

Program Officer: [last name], [first name]

Program Office: XXXXXXXXXXXXXXXXX

Award Period: 2/1/2024 – 1/31/2028

Project Title: [Project Title]

Recipient Name: [Organization Name]

PIs/PD Name: [first name] [last name]

Report Details:

Report Type: Research Performance Progress Report

Reporting Period: 2/1/2025 - 7/31/2025

Final Report: No

Report Due Date: 1/30/2026

The **first** day to submit the RPPR is 1/1/2026

The **last** day to submit the RPPR "**on time**" is 1/30/2026

To complete the Research Performance Progress Report follow these instructions:

Log into eRA Commons at <https://public.era.nih.gov/commonsplus> on or after the report availability date. There is no RPPR form available for download. Submit RPPR data through the eRA Commons link. The link for each type of RPPR is accessed through the Commons Status.

The following resources may help with RPPR initiation and submission:

[For Program Directors/Principal Investigators to initiate a RPPR](#)

[For Signing Officials to submit a RPPR in eRA Commons](#)

[For Signing Officials to delegate submission of a RPPR](#) → Delegations **are not** used for DOC awards.



For any further questions about this email, call the eRA Service Desk at 1-866-504-9552 or refer to <https://grants.nih.gov/support> for additional methods of contact.

Please access Commons at <https://public.era.nih.gov/commonsplus>.

For more information please visit <https://era.nih.gov/>

Please submit the progress report by the due date noted above. If you have already submitted the progress report, disregard this notice.

Appendix B: Delinquent RPPR

From: era-notify@mail.nih.gov <era-notify@mail.nih.gov>

To: PD/PI

Email to PD/PI Only

Subject: Delinquent RPPR for NA[FY]OAR[XXXXXXXX]-T1-01

*** This is an automated notification - Please do not reply to this message. ***

This is a notice that Research Performance Progress Reports is delinquent for NA[FY]OAR[XXXXXXXX]-T1-01 associated with Program Director/Principal Investigator [first name] [last name]. The report is available for completion and submission using eRA Commons system. To complete the Research Performance Progress Report log into eRA Commons at <https://public.era.nih.gov/commonsplus>

Award Details:

Award Number: NA[FY]OAR[XXXXXXXX]-T1-01

Program Officer: [last name], [first name]

Program Office: XXXXXXXXXXXXXXXXXXXXX

Award Period: 2/1/2024 – 1/31/2028

Project Title: [Project Title]

Recipient Name: [Organization Name]

PIs/PD Name: [first name] [last name]

Report Details:

Report Type: Research Performance Progress Report

Reporting Period: 2/1/2025 - 7/31/2025

Final Report: No

Report Due Date: 1/30/2026

The RPPR submission window:
1/1/26 – 1/30/26

DELINQUENT BY: 1 days Delinquent email notification was sent 1/31/26



The Federal Program Officer is the authority on the acceptable form and content of the RPPR.

This is a notice that Research Performance Progress Reports is delinquent for NA[FY]OAR[XXXXXXX]-T1-01.

To complete the Research Performance Progress Report follow these instructions: Log into eRA Commons at <https://public.era.nih.gov/commonsplus> on or after the report availability date. There is no RPPR form available for download. Submit RPPR data through the eRA Commons link. The links for each type of RPPR is accessed through the Status module.

The following resources may help with RPPR initiation and submission:

[For Program Directors/Principal Investigators to initiate a RPPR](#)

[For Signing Officials to submit a RPPR in eRA Commons](#)

[For Signing Officials to delegate submission of a RPPR](#) → Delegations **are not** used for DOC awards.

For any further questions about this email, call the eRA Service Desk at 1-866-504-9552 or refer to <https://grants.nih.gov/support> for additional methods of contact.

Please access Commons at <https://public.era.nih.gov/commonsplus>

For more information please visit <https://era.nih.gov/>

Appendix C: RPPR Submitted

Title: RPPR for Grant NA[FY]OAR[XXXXXXXX]-T1-01 Submitted to Agency

To: PD/PI and SO

Email to PD/PI and SO

*** This is an automated notification - Please do not reply to this message. ***

RPPR for Award NA[FY]OAR[XXXXXXXX]-T1-01 has been submitted electronically.

Award Details:

Award Number: NA[FY]OAR[XXXXXXXX]-T1-01

Program Officer: [last name], [first name]

Program Office: XXXXXXXXXXXXXXXXXXXXX

Award Period: 2/1/2024 – 1/31/2028

Project Title: [Project Title]

Recipient Name: [Organization Name]

PIs/PD Name: [first name] [last name]

Report Details:

Report Type: Research Performance Progress Report

Reporting Period: 2/1/2025 – 7/31/2025

Final Report: No

Report Due Date: 1/30/2026

For any further questions about this email, call the eRA Service Desk at 1-866-504-9552 or refer to <https://grants.nih.gov/support> for additional methods of contact.

Please access Commons at <https://public.era.nih.gov/commonsplus>.

For more information please visit <https://era.nih.gov/>