

Research Performance Progress Report (RPPR) Checklist

The RPPR is used by recipients to submit progress reports to NIH on their grant awards. This checklist will assist with completing the RPPR for submission.

For an annual RPPR Submission, a follow-on, non-competing continuation Click record should be created from the parent Click record. For a refresher on how to create a follow-on record, check out page 79 of the training deck on the [SPO website](#) (under Training > Click Department Training Guide).

The Click record and the beginnings of the RPPR are due to the SPO department 5 business days before the due date. Check out the [Proposal Submission Timelines](#) on the SPO website, under Policies and Guidance, for more information.

The [NIH's website](#) has more information on the RPPR process, including a link to a full Instruction Guide.

A. Cover Page

	Administrative Official (Stacy Catanach)
	Signing Official (Jessica Stanton or Susan De Los Santos)
	Human Subjects (this requires a second form to be completed in ASSIST).
	Vertebrate animals (should match previous RPPR or original application)

B. Accomplishments

	Make sure each section is filled out. If there is nothing to report, you will be provided the option to indicate it.
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C. Products

	Make sure each section is filled out. If there is nothing to report, you will be provided that option to indicate so.
	All products are required to be in "Compliance" with the NIH Public Access Policy which can be accessed here: https://publicaccess.nih.gov/

D. Participants

	In D.1. All PIs, Co-Investigators, Post-Docs, Grads, and Undergrads need to have their era Commons ID listed. If you do not know your Commons ID, please contact your assigned Grant Specialist for your department and they can assist.
	Everyone listed in D.1. must have their effort listed under Cal(Calendar months). Verify this hasn't changed more than 25% from the previous RPPR or original application If it has changed more than 25%, D.2. should be answered as "yes"



E. Impact

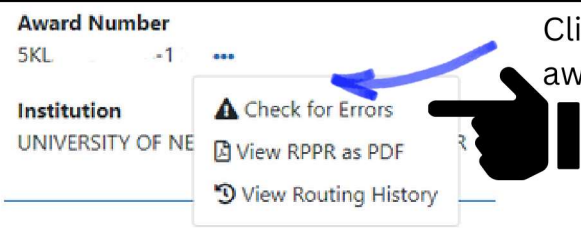
	All questions should be answered. If there is nothing to report or it is not applicable, you will be provided that option to indicate so.
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F. Changes

	All questions have to be answered.
	If human subjects or vertebrate animals from the cover page doesn't match the previous RPPR or application, this is where the change is noted.

G. Special Reporting Requirements

	Each section has to be completed.
	If there are human subjects, G.4. will be populated and contain the link to the <u>Human Subjects System (HSS) report</u> in ASSIST.
	If there are any people listed in D.1. who weren't on the previous RPPR or original application AND there are human subjects, this should be marked 'yes'
	G.8. should have UNMHSC as the primary location and then any subawards should also be listed. (UNMHSC & any subawards should only be listed once. If it is listed more than once, it will cause errors when we try to submit.)
	UEI and Congressional Districts are required for all locations, if any are blank, it will cause an error. You can find this information on the SPO website under <u>Frequently Requested Numbers</u> .
	In G.12., list the applicable F&A rate.

	 <p>Click on the 3 dots next to the grant award number and check for errors.</p>
	Route to your SPO specialist. (Only the PI has access to do this.)



Non-Snap Progress Report Checklist

Progress reports for Non-Snap awards include a few additional sections.

For an annual progress report submission, a follow-on, non-competing continuation Click record should be created from the parent Click record. For a refresher on how to create a follow-on record, check out page 79 of the training deck on the [SPO website](#) (under Training > Click Department Training Guide).

The Click record and the beginnings of the RPPR are due to the SPO department 5 business days before the due date. Check out the [Proposal Submission Timelines](#) on the SPO website, under Policies and Guidance, for more information.

If an award is **not** issued under the SNAP provisions, the progress report is due the first of the month preceding the month in which the budget period ends (e.g., if the budget period ends 11/30, the due date is 10/1).

The [NIH's website](#) has more information on the RPPR process, including a link to a full Instruction Guide.

H. Budget

	A drop down menu provides access to the budget forms. Fill out all relevant information, including the budget justification in section L. The justification should include detail on any significant changes.
	Add subawards, if applicable. If subaward budgets are completed, the system will not calculate the budget line item F.5 for the main budget. Total consortium costs for the main budget MUST be computed and entered manually into budget line item F.5

