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Nih rppr instructions

Official websites use .gov A .gov website belongs to an official government organization in the United States. Secure .gov websites use HTTPS A lock () or https:// means you've safely connected to the .gov website.Share sensitive information only on official, secure websites. New to NIH Funding Funding As the largest public funder of biomedical research in the world, NIH supports a variety of programs from grants and contracts to loan repayment. Learn about assistance programs, how to identify a potential funding organization, and past NIH funding. Explore Funding Grants Process Grants Process Take time to learn about each step in the grants process from planning to apply through developing and submitting your application to award and post-award reporting. Explore Grants Process Policy & Compliance Policy & Compliance By accepting a grant award, recipients agree to comply with the requirements in the NIH Grants Policy Statement unless the notice of award states otherwise. Explore Policy & Compliance News & Events News & Events Get the "scoop" on the latest news related to the NIH grant application and award processes, grants policy, research funding and biomedical workforce analyses, and more. Explore News & Events About Us About Us Office of Extramural Research (OER) provides the corporate framework for NIH research administration, ensuring scientific integrity, public accountability, and effective stewardship of the NIH extramural research portfolio. Explore About Us The RPPR is used by recipients to submit progress reports to NIH on their grant awards. This page provides an overview of the annual RPPR, the final RPPR and the interim RPPR and provides resources to help you understand how to submit a progress report. Progress reports document recipient accomplishments and compliance with terms of award. There are three types of RPPRs, all of which use the NIH RPPR Instruction Guide (PDF).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.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.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 RPPRWhereThere 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.WhoOnly the project director/principal investigator (PD/PI) or their PD/PI delegate can initiate RPPRs. For multi-PD/PI grants only the Contact PI or the Contact PD/PI's delegate can initiate the RPPR.Signing Officials typically submit the annual RPPR, but may delegate preparation (Delegate Progress Report) to any PD/PI within the organization on behalf of the Contact PD/PI. Additionally, a Principal Investigator (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. However, only a Signing Official (SO) or PI (if delegated Submit by the SO) are allowed to submit the Annual, Interim, and Final RPPRs.HowFollow 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 resources may help with RPPR initiation and submission:WhenAnnual RPPR Due DatesStreamlined 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 Dates120 days from period of performance end date for the competitive segmentWhatThe RPPR requests various types of information, including:AccomplishmentsWhat 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?Productspublications, conference papers, and presentationswebsite(s) or other Internet site(s)technologies or techniquesinventions, patent applications, and/or licensesother products, such as data or databases, physical collections, audio or video products, software, models, educational aids or curricula, instruments or equipment, research material, interventions (e.g., clinical or educational), or new business creation.Participants and Other Collaborating OrganizationsImpactChanges/Problems (not required for Final or Interim RPPR)Changes in approach and reasons for changeActual or anticipated problems or delays and actions or plans to resolve themChanges that have a significant impact on expendituresSignificant changes in use or care of human subjects, vertebrate animals, biohazards, and/or select agentsBudgetary Information (not required for Final or Interim RPPR)Project Outcomes (only required on Final and Interim RPPR)Concise summary of the outcomes or findings of the award, written for the general public in clear and comprehensible language, without including any proprietary, confidential information or trade secrets. Note Project outcome information will be made public in NIH RePORTER This page last updated on: September 4, 2024 For technical issues E-mail OER Webmaster Official websites use .gov A .gov website belongs to an official government organization in the United States. Secure .gov websites use HTTPS A lock () or https:// means you've safely connected to the .gov website.Share sensitive information only on official, secure websites. New to NIH Funding Funding As the largest public funder of biomedical research in the world, NIH supports a variety of programs from grants and contracts to loan repayment. Learn about assistance programs, how to identify a potential funding organization, and past NIH funding. Explore Funding Grants Process Grants Process Take time to learn about each step in the grants process from planning to apply through developing and submitting your application to award and post-award reporting. Explore Grants Process Policy & Compliance Policy & Compliance By accepting a grant award, recipients agree to comply with the requirements in the NIH Grants Policy Statement unless the notice of award states otherwise. Explore Policy & Compliance News & Events News & Events Get the "scoop" on the latest news related to the NIH grant application and award processes, grants policy, research funding and biomedical workforce analyses, and more. Explore News & Events About Us About Us Office of Extramural Research (OER) provides the corporate framework for NIH research administration, ensuring scientific integrity, public accountability, and effective stewardship of the NIH extramural research portfolio. Explore About Us The RPPR is used by recipients to submit progress reports to NIH on their grant awards. There are three types of RPPRsAnnual 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.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.Final RPPR - Use as part of the grant closeout process to submit project outcomes in addition to the information submitted on the annual RPPR. A final progress report is required for any grant that has passed its project end date and will not be extended through award of a new competitive segment. How to Access 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. Instructions Additional Information Updated Date October 2024 This page last updated on: October 1, 2024 For technical issues E-mail OER Webmaster Information and resources on how to submit the three variations of the Research Performance Progress Report can found on this page.All progress reports for NIH grants must be submitted electronically using the Research Performance Progress Report (RPPR) module in eRA Commons (See OER's RPPR webpage for details). Progress reports document the recipient's accomplishments and compliance with terms of award.There are three types of RPPRs:Annual RPPR – Used to describe a grant's scientific progress, identify significant changes, report on personnel, and describe plans for the subsequent budget period or year.Interim RPPR – Used 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. 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Figure 4: The Annual RPPR form and navigation tabsInterim RPPR Scenarios Competing Renewal Application StatusActionNot submitting a Competing Renewal applicationSubmit Final RPPR no later than 120 days from the project period end dateSubmitting a Competing Renewal application*Submit Interim RPPR no later than 120 days from the project period end date* If the competing renewal application is funded, the Interim RPPR is accepted as the Annual RPPR. If, however, the renewal is NOT funded, the Interim RPPR is accepted as the Final RPPR. Additional ResourcesPolicy Links Many National Institute of Mental Health (NIMH) grants are funded for more than one year. If your grant is funded for more than one year, you must complete an annual progress report—also known as a Research Performance Progress Report (RPPR) . All progress reports for NIH grants must be submitted electronically using the RPPR module in eRA Commons (see the NIH Office of Extramural Research RPPR webpage for details). Progress reports document recipient accomplishments and compliance with the terms of the award. There are three types of RPPRs, all of which use the NIH RPPR Instruction Guide . Annual RPPR – Used to describe a grant's scientific progress, identify significant changes, report on personnel, and describe plans for the subsequent budget period or year. Final RPPR – Used as part of the grant closeout process to submit project outcomes in addition to the information submitted on the annual RPPR, except for budget and plans for the upcoming year. Interim RPPR – Used 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. NIMH must approve the progress report before funds can be released for the next budget period. The focus of this page is R01 annual progress reports, but in most cases, the information on this page also applies to any NIMH grant mechanism requiring a progress report. Some mechanisms allow the use of the Streamlined Non-Competing Award Process (SNAP). On this page: What should be included in a progress report? Applicants should refer to the RPPR instructions for detailed instructions for all sections required for the progress report. The following is helpful information about select required items. Section B: Accomplishments The RPPR Accomplishments section allows NIH to assess whether satisfactory progress has been made during the reporting period. Including: 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? Program officers look to this section for critical information concerning the project's continued viability. Please note that you should report ONLY research progress directly related to the grant in question. The Progress Report should NOT summarize all of your lab's research activities from the past year. Section C: Products section allows NIH to assess and report publications and other products to Congress, communities of interest, and the public. In this section, the recipient will report on the following: Publications, conference papers, and presentations Website(s) or other Internet site(s) Technologies or techniques Inventions, patent applications, and/or licenses Other products, such as data or databases, physical collections, audio or video products, software, models, educational aids or curricula, instruments or equipment, research material, interventions (for example, clinical or educational), or new business creation Citations may be sent by providing links to a journal. You can also link to your manuscripts from the National Library of Medicine's PubMed Central website. As a principal investigator, you can upload your manuscripts at NIH Manuscript Submission or have others submit them on your behalf. Program Directors or Principal Investigators (PD/PIs) and recipient organizations are expected to make the results and accomplishments of their activities available to the research community and the public at large. For additional information, please see NIH Sharing Policies . If the initial research plan addressed or the terms of award requires a formal plan for sharing final research data, model organisms, Genome-Wide Association Studies data, or other such project-specific data, describe the progress in implementing that plan. Non-Compliant Publications Publications that fall under the NIH Public Access Policy and are non-compliant must be reported. NIH awardees are responsible for public access compliance with all publications in section C1. Generally, it takes weeks to bring non-compliant publications into compliance; PD/PIs are advised to do so as soon as possible to ensure their award is renewed promptly. For more information, see Managing Compliance with the NIH Public Access Policy in My NCBI and the NIH Public Access website. Section D: Participants Provide or update the information for PIs and each person who has worked at least one person month per year on the project during the reporting period. Provide the name and identify the role the person played in the project. Indicate the person's months, rounded to the nearest one-tenth that the individual worked on the project. Section D also includes Personnel Updates regarding effort changes, new key personnel, and any changes in other support. Section F: Changes Significant changes in objectives and scope require prior approval of the agency. This section describes significant deviations, unexpected outcomes, or changes in approved protocols for human subjects, vertebrate animals, biohazards, and/or select agents during the reporting period. Changes in Human and Animal Subject Usage You are required to seek approval for any significant change in the use of human or animal subjects. This includes a change or addition of an animal species to your protocol. You may not engage in research involving human subjects without express approval from NIMH. If your original grant application did not propose the use of human subjects, you must contact your program officer and request permission before using grant funds to support such research. Do not report your research activities involving human subjects if the grant did not directly support that research. Section G: Special Reporting Requirements Human Subject Inclusion Enrollment Reporting If your grant has proposed using human subjects, you must update the inclusion enrollment with the total cumulative enrollment data collected to date on the inclusion enrollment report(s) for each study record. Recipients may have more than one inclusion enrollment report. Each inclusion enrollment report must have a unique title. If new clinical studies have started and planned enrollment was not previously provided, create a new Planned Enrollment record in the Human Subjects System (HSS). Recipients are required to access HSS to update inclusion enrollment reports. Recipients can access HSS through the Human Subjects link in the RPPR or the eRA Commons Status page. Inclusion enrollment data updates must be submitted in the Human Subjects System before submitting the RPPR. Can I use a SNAP (Streamlined Non-Competing Award Process)? SECTION III – STANDARD TERMS AND CONDITIONS of the Notice of Award indicates if the grant is subject to SNAP. When are progress reports due? 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 or project period start date of the award. The exact start date for a specific award may be found in the grants status in eRA Commons. Interim and Final RPPR Dues Dates: 120 days from the period of performance end date for the competitive segment NIH will send an email notification two months before the due date, and you will receive another notification two weeks after the deadline if you still haven't submitted the report. It is your responsibility to submit these reports on time. A late progress report can delay and possibly reduce your award. How are progress reports reviewed? Unlike the initial funding request, non-competing continuation applications (i.e., progress reports) are NOT peer reviewed. Instead, an administrative review is done by NIMH staff. This review is done in parallel by the program officer and the grants management specialist assigned to your grant. The program officer is responsible for assessing the scientific progress of your grant. The Grants Management Specialist conducts a fiscal and regulatory review. Both must agree before the progress report is approved and ready for the next funding period. Forms and instructions 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. Learn more in the NIH RPPR Instruction Guide . As principal investigator (PI), you play a large role in preparing reports during your grant, though you don't submit them. Instead, you give information to your business office so it can send the reports to us.Still, it's good practice to keep abreast of your due dates. That way you'll know when your business office will need information from you and when to check that your business office has indeed sent it.Table of ContentsOngoing Required ReportsOnce your project is underway, you and your institution have these ongoing required reports:Financial reportsSubaward reportsInvention reportsProgress reportsAudit requirementsIn some cases, you may have additional requirements. For exampleIf you're working with human subjects, you need institutional review board approval every year and must send additional reports as described on Research Using Human Subjects.If you're working with animals, you need institutional animal care and use committee (IACUC) approval every 3 years and must send additional reports as described on Research Using Vertebrate Animals.For a list of the most common reporting requirements, go to our table at Standard Reports on NIH-Funded Grants. Review your Notice of Award (NoA) and contact your business office for a full listing of all reports required for your grant.Along with the items described above, your institutional business official needs to submit an Annual Report on Possible Research Misconduct to the Office of Research Integrity (ORI). ORI will impose a bar on your award if it does not receive this report.Depending on its size, structure, tax status, and amount of federal funding, your institution may also have to report the total compensation of its five most highly-compensated executives for itself and subrecipients receiving $30,000 or more during the grant period.You may also want to check the NIH Federal Funding Accountability and Transparency Act and Frequently Asked Questions on executive compensation, subaward reporting, and other requirements.Know When to Submit Financial ReportsAs a term of award, your business office has to report expenditures. Make sure you know reporting schedules.Federal Financial ReportYour business office submits financial data to NIH using the Federal Financial Report (FFR) through the Payment Management System. The "Manage FFR" button in the eRA Commons also navigates to there.After submitting the FFR, follow up on the status and correct and resubmit rejected FFRs.Timing of this report depends on your terms of award. Most grants require one FFR within 120 days after your grant's end date. Some grants require more frequent reporting.Check your Notice of Award for your reporting requirements, and contact your grants management specialist with any questions.Additionally, send FFR inquiries to the Office of Policy for Extramural Research Administration (OPERA) FFR Reconciliation and Financial Closeout Support Center at OPERAFFRInquiries@od.nih.gov.For more information, go to the eRA Commons Federal Financial Report (FFR) page.Report Subawards and Executive CompensationAs the primary recipient, check if you must report first-tier subawards and executive compensation based on the criteria in the NIH Grants Policy Statement (GPS) Section 8.4.1.5.5, Recipient Reporting of Subrecipient Data and Executive Compensation Information for Federal Funding Accountability and Transparency Act (FFATA).You must report if your grant or cooperative agreement fits (or previously fit) all of the following criteria:Was $30,000 or greaterWas issued on or after October 1, 2010Was one of the following Types:Type 1. New competing awardType 6. Change of organization status (successor-in-interest)Type 7. Change of recipient or training institutionType 8. Change of awarding NIH institute or center (IC)Once your award initially qualifies as described above, FFATA requirements continue throughout all subsequent Types of award actions. That includes any Type 5 or 9 noncompeting continuation years and Type 2 renewals.For qualifying awards, you and your organization must complete FFATA reporting as follows:First-tier subawards. Check the definition of subaward.Executive compensation. Use the criteria and formula provided in NIH GPS Section 8.4.1.5.5. Compensation data must be in your applicant organization's SAM.gov entity profile when you apply for an NIH award.Your applicant organization can Update Entity Registration to answer or revise answers to questions in the Executive Compensation section.Since FFATA is about accountability and transparency, note that the information you report will be public:For more information, go to the following pages:Invention ReportingYou must report any inventions made during your grant. Your business office must do the following through iEdison:Fully disclose an invention to us in writing within two months after you (the inventor) provide a written disclosure to your institutional official. Include the grant, inventor's name, and a complete technical description.When submitting a renewal or noncompeting application, include eitherA list of all inventions conceived or brought to practice during the preceding budget period.Certification that no inventions were made during the period.Submit an annual utilization report when you've elected title to an invention or begin to receive royalties or licensing fees from inventions that are not patented.At the end of your project, submit a final invention statement and certification, HHS 568. Find instructions at Final Reports for Grant Closeout.Learn more about invention reporting at the NIH Intellectual Property Policy site.On a related note, also ensure you are familiar with the latest final regulations of the Bayh-Dole Act of 1980 (officially Public Law 96-517; 35 U.S.C. 200-212). Under these regulations, federal funding recipients of grants, cooperative agreements, and contracts must, for example:Disclose provisional patent applications to NIH through iEdison.Electronically file in iEdison invention disclosures, election of title, and all Bayh-Dole compliance documents.File a non-provisional application within 10 months after filing a provisional application unless there is an NIH-approved waiver or extension.For more information, go to the Federal Register's Right to Federally Funded Inventions and Licensing of Government Owned Inventions.Understand the Annual Research Performance Progress Report (RPPR)Make sure your business office submits your progress reports on time or risk a late award.To maintain support of your research each year, your business office submits a Research Performance Progress Report (RPPR) to NIH before the beginning of each budget period.As you prepare this report, remember that NIH places emphasis on rigor and transparency, so you also need to describe how your research ensures reproducibility. Read more on Enhancing Reproducibility through Rigor and Transparency at NIH.In your report, summarize your accomplishments and products, citing relevant publications. You may also cite interim research products, such as article preprints, to demonstrate progress and transparency as explained in NIH's Frequently Asked Questions on Interim Research Products.Your program officer reviews this progress report to determine whether NIAID will continue funding your project, and your grants management specialist evaluates your grant's administrative and fiscal status.You have several ways to find out when your progress report is due:Make sure your business office turns in your progress reports on time—late or incomplete progress reports cause late awards.To find the "who, what, when, and how" of your reporting requirements, go to our table at Standard Reports on NIH-Funded Grants.Prepare the Research Performance Progress ReportAccess the RPPR through the eRA Commons. eRA automatically populates some information, but you should check for mistakes.Follow the eRA RPPR Instruction Guide. It covers each section and includes supplemental instructions for specific grant types such as career development, fellowship, and small business.Because the Project Outcomes section of your Interim and Final RPPR will be accessible to the public on NIH's RePORT site, we advise you to write the section with a lay audience in mind. Do not include proprietary or confidential information.For more information, go to the Research Performance Progress Report (RPPR) SOP and the NIH Research Performance Progress Report FAQ.Report How You Share Data and OrganismsIf you created a new model organism, your program officer will assess how you have shared it, so include the number of requests you've received and fulfilled.Describe data, research materials, and other information resulting from research and how they may be shared with other investigators. We summarized the requirements at Create Resource Sharing Plans.Progress Reporting for Renewal ApplicationsIf you're preparing a competing renewal application, you must describe your progress in the application. Do so in the Research Strategy as a section with the header "Progress Report" so your program officer can easily find it. Learn more in the G.400 Research Strategy section of the application instructions.In addition, you must submit a separate progress report for your existing grant. To determine whether to send an Interim or Final Research Performance Progress Report, refer to Research Performance Progress Report (RPPR).Though you may use text from your RPPR in the renewal application's progress report section, we advise you to edit your summary as needed. Pasting in the complete content from your RPPR could inflate your page count past NIH's limits.For more on renewals, read Apply for a Renewal. Learn more about Final Reports for Grant Closeout.Meet Your Audit RequirementsEven if your institution is exempt, you still need to maintain your grant records in case NIH wants to review or audit them.Your institution will be audited if it spends $750,000 or more a year of HHS award money.Educational and other nonprofit institutions are subject to Uniform Guidance (2 CFR part 200, subpart F).For-profit organizations can satisfy audit requirements with either of the following:A financial audit. Check the Government Auditing Standards (the "Yellow Book").An audit that meets the requirements of Uniform Guidance (2 CFR part 200, subpart F).Audits are required annually. Recipients usually have 30 days after the receipt of the auditor's report to respond to audit findings.Your institution should submit audit reports using the Federal Audit Clearinghouse's Internet Data Entry System.If your institution is exempt from an audit, you should still maintain your grant records in case NIH needs to review or audit them.Find more information online45 CFR 74.26(d)OMB's CircularsWhen your award ends, you'll need to file Final Reports for Grant Closeout. Changes to Project or Budget