A BA's guide/checklist to assisting their PI's in the preparation of RPPR's

https://grants.nih.gov/grants/rppr/index.htm https://grants.nih.gov/grants/rppr/faqs.htm

Note: PI's can delegate access to (ASST) or route to (AO) for assistance in preparing Annual RPPR's. Final or Interim RPPR's can only routed from PI to SO. To assist with Final or Interim RPPR's you need to either be a PI delegate with ASST role or logon as PI.

☐ **Initial Prep Concerns:** Ensure all PostDocs/Grad Students working > 1 CM have Commons ID's and have completed their Profile. Gather all Subrecipient documentation from Consortium Performance Sites

☐ **Section A. Cover Page:** Enter Fund # as Recipient ID. ; Select Administering Official ; Select Signing Official.

☐ **Section B. Accomplishments:** Mostly up to PI to provide responses and attachments. BA should review for:

- **B.3.** Any supplements that need to be addressed
- **B.4.** If Post Docs or Grad Students reported in Section D or you are preparing an F or T RPPR an attachment for B.4 addressing Individual Development Plans is mandatory. **("The University of Pennsylvania Perelman School of Medicine uses Individual Development Plans (IDP's) for all Graduate Students and Postdocs in order to manage their career development including those listed in the Participants section for this award.")**
- For T32's Section B.4. must include automated Trainee Diversity Report and Research Training Dataset Tables from xTRACT.
- **B.6.** Discuss efforts to ensure that the approach is scientifically rigorous and results are robust and unbiased.

☐ **Section C. Products:** Ensure PI has linked Commons and MyNCBI accounts. How to link. Notify PI of any Noncompliant pubs.

☐ **Section D. Participants:** Besides PD/PI, report only those who have worked 1CM or more. Do not round anyone else up to 1 CM. Do not include any months where PostDocs/Grad Students were funded by NRSA F's and T's

- **D.2.a** Review if there are any "NGA Key" personnel and also review their committed levels of effort to ensure effort isn't significantly reduced (25% or greater) 25% rule doesn't apply to senior/key that aren't NGA Key.
- **D.2.b.** upload biosketch/other support for any new senior/key personnel
- **D.2.c.** upload other support pages for any senior/key personnel who have new/completed support in past year. **Verify OS**
  - **Other support** – list only active support, provide effort level for every project including project reported on. Effort for included project is for the next budget period. **Do not show 0% or "no salary support". Include Overlap Stmt**.

☐ **Section E. Impact: E4.** Report $ spent/country for any first tier subawards to foreign entities.

☐ **Section F. Changes:** upload attachments for any changes to Humans/Vertebrate Animals/Biohazards/Select Agents
- **F.2 Actual or Anticipated Challenges/delays** – mention any expired protocol being renewed if expired at submission

☐ **Section G. Special Reporting Requirements:**
- **G.2./G.3.** applicable to K and F awards - upload Resp Conduct of Research; Any Mentor/Sponsor statement should be signed.
- **G.4.b.** Click on HSS link if applicable to review if PI updated Inclusion Enrollment tables. Edits here only update after SO submits
- **G.8** Enter all project performance sites (Penn and consortium sites)   separately
- **G.9** Provide the organization name, country, and description of each foreign component.
- **G.10** Address Unobligated Balance questions

☐ **Section H. Budget:** Applicable only to Non-SNAP grants
- SF424 budget used (except T32's select the PHS 398 Training Budget)
- T32's should list full tuition needs in budget (budget justification can show post formula amounts (16K per trainee max))
- When entering individual consortium budgets you must enter the total consortium cost on budget line F.5.
- Utilizing PHS 2590 form page 3 is recommended as budget justification upload when conveying no significant changes.
- When entering component budgets for P's and U's a subcontract can't be its own component. It must be listed as a consortium from a Penn budget.

☐ **Section I Outcomes:** Applicable to Interim and Final RPPR's only. Advise PI to be written in lay terms and will be available to public.

☐ **Prior to submission to ORSS Signing Official** "validate" and correct for any error messages.

☐ **For Annual RPPR's** - submit signed SOMERA transmittal along with any subrecipient PHS 2590 documentation to ORSS Post Award Signing Official (SO). Route RPPR to SO. Annual RPPR's appear in the SO's queue on the Commons RPPR tab.

☐ **Final or Interim RPPR's** do not appear in a queue. Email SO individually if you route Final or Interim RPPR to them so they are aware. NCE projects: No CM effort from NCE period is included in Participants tab.