

A Grant Administrator'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 be 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:** Review NOA for NOA Key, any restrictions, review committed effort of NOA Key.
 - 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 Grant 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.2.** Include the approaches taken to ensure robust and unbiased results.
 - **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 (IDP) is mandatory.
 - 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 "NOA 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 NOA 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.**
 - **Other support** – list only active/pending support, provide effort level for every project including project reported on. Effort for included project is for the next budget period. Must include an **In-Kind** and **Overlap section** even if N/A. **Do not show 0% or "no salary support"**.
- 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.1.** Address any special reporting requirements from NOA or FOA; For T32's address Trainees who utilize childcare
 - **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 only update after SO submits.
 - **G.8** Enter all project performance sites (Institutional and consortium sites)
 - **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)
 - 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 the Institution's 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 Institutional Signing Official** "validate" and correct for any error messages.
- For Annual RPPR's** – Depending on how configured at Institution, PI may submit directly or route RPPR to AO/SO (Only SO can submit) Annual RPPR's appear in the SO's queue on the Commons RPPR tab.
- Final or Interim RPPR's** do not appear on the Commons RPPR tab. Accessible through search in Status tab and Closeout link. PI routes to SO for submission. No Cost Extension (NCE) projects: No CM effort from NCE period is included in Participants tab.