Research Performance Progress Report (RPPR)

The RPPR is used by grantees 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.

Types of RPPRs

Progress reports document grantee recipient accomplishments and compliance with terms of award. There are three types of RPPRs, all of which use the [NIH RPPR Instruction Guide](https://grants.nih.gov/sites/default/files/rppr_instruction_guide.pdf).

https://grants.nih.gov/sites/default/files/rppr_instruction_guide.pdf

1. **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.

2. **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.

3. **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 RPPR

Who:

Only 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.

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.

What:

The RPPR requests various types of information, including:

Accomplishments

- 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?

Products

- 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 (e.g., clinical or educational), or new business creation.

Participants and Other Collaborating Organizations

Impact

Changes/Problems (not required for Final or Interim RPPR)

- Changes in approach and reasons for change
- Actual or anticipated problems or delays and actions or plans to resolve them
- Changes that have a significant impact on expenditures
- Significant changes in use or care of human subjects, vertebrate animals, biohazards, and/or select agents

Budgetary 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

Where:

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.

When:

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.
- ***Mutli-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 Dates:

- 120 days from period of performance end date for the competitive segment

How:

Follow 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.

USC routing and KC routing:

Actual (NIH) RPPR should be routed to DCG and not to the school level when it is ready to be submit

Please check your dept. DCG Signing officials: https://research.usc.edu/department/

KC - On proposal Tab:

Please indicate if it is SNAP or non-SNAP on "Explanation"

KC Internal attachments:

1. Scope of Work (SOW)
2. Budget (if SNAP you can include the same as original proposal if there is not more than 25% change)
3. Budget Justification (if SNAP you can include the same as original proposal if there is not more than 25% change)
4. Personnel backup
5. RPPR Report

Personnel data backup:

- For USC personnel, please run payroll data

http://www.usc.edu/payrollreports

Labor Distribution Summary

Your Selections: Account: 535XXXXXXX

Fiscal Year	Fisc	Account Nu	Account Name	Object Co	Object Name	Employee	Employee Name	Pay Gro	Pay Cyc	Pay Period	Paid Amount	Fiscal Year-to-Date Paid F
			TEST	11905	KSOM NTT CLINICAL FAC ACADEMIC CORE PAY			MONT	MO01	01/01/2018 - 01/31/20	308.51	
			TEST	11905	KSOM NTT CLINICAL FAC ACADEMIC CORE PAY			MONT	MO02	02/01/2018 - 02/28/20	308.51	
			TEST	11905	KSOM NTT CLINICAL FAC ACADEMIC CORE PAY			MONT	MO03	03/01/2018 - 03/31/20	308.51	
			TEST	11905	KSOM NTT CLINICAL FAC ACADEMIC CORE PAY			MONT	MO04	04/01/2018 - 04/30/20	308.51	
			TEST	11905	KSOM NTT CLINICAL FAC ACADEMIC CORE PAY			MONT	MO05	05/01/2018 - 05/31/20	308.51	
			TEST	11905	KSOM NTT CLINICAL FAC ACADEMIC CORE PAY			MONT	MO06	06/01/2018 - 06/30/20	308.51	
			TEST	11905	KSOM NTT CLINICAL FAC ACADEMIC CORE PAY			MONT	MO07	07/01/2018 - 07/31/20	308.51	
			TEST	11905	KSOM NTT CLINICAL FAC ACADEMIC CORE PAY			MONT	MO08	08/01/2018 - 09/30/20	308.51	
										total paid for 8 months	2,159.57	
										projected for the grant year	3,239.36	
										Annual pay	45,000.00	
										effort	7.20%	
										CM	0.9	=1CM

- For subcontract, please have the subaward sites fill out their RPPR personal section.