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| DUE DATE AND AWARD INFORMATION |
| Submission deadline | **RPPR reports are due 60 days prior to the end of the period of performance. Once entry is complete, route to your SPA.**  |
| FORMATTING INSTRUCTIONS |
| Document format | PDF only, some information can be cut and pasted from a Word document directly into the eRA Commons RPPR form.  |
| Font type/size | * Arial, Helvetica, Palatino Linotype or Georgia typeface
* Black font color
* 11-points or larger
 |
| Line spacing | * No more than 6 lines of type within a vertical space of 1 inch
* Only single column formatting
 |
| Page size | 8.5 x 11 |
| Margins | 0.5” all sides |
| Instructions | [RPPR Instruction Guide](https://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf) |
| Policy Guide | NIH Grants Policy Statement – Part II, Subpart A, Section 8.4.1 Reporting<http://grants.nih.gov/grants/policy/nihgps/index.htm>  |

|  | DESCRIPTION |  | REVIEW REQUIREMENTS |
| --- | --- | --- | --- |
| A | **Cover Page** |  | The majority of the information in the Cover Page is pre-populated from data in eRA Commons |
|  |  |  | Changes to the contact information (address, email) for the PI must be made in their eRA Commons Personal Profile |
|  |  |  | **Recipient ID:** can be left blank |
|  |  | [ ]  | **Change of Contact PD/PI:**  Choose Yes or No. If yes, enter in eRA Commons ID for new Contact PI |
|  |  | [ ]  | **Signing Official** – select Tammy Jobes from the drop down menu |
|  |  | [ ]  | **Administrative Official** – select Tammy Jobes from the drop down menu |
|  |  | [ ]  | **Human Subjects** – Choose Yes or No  |
|  |  |  | * HS Exempt – Choose Yes or No
* Exemption number – enter #, if applicable
* Phase III Clinical trial – Choose Yes or No
 |
|  |  | [ ]  | **Vertebrate Animals** – Choose Yes or No |
|  |  | [ ]  | **Human Embryonic Stem Cells (hESC**) – Choose Yes or No |
|  |  | [ ]  | **Inventions/Patents** – choose Yes or No |
| B | **Accomplishments** | [ ]  | **B.1 What are the major goals of the project? -** 8,000 character limit |
|  |  | [ ]  | **B.1.a. Have the major goals changed since the initial competing award or previous report?** 8,000 character limit |
|  |  | [ ]  | **B.2 What was accomplished under these goals?** |
|  |  |  | * Upload pdf file (2 page maximum)
* For this reporting period describe: 1) major activities; 2) specific objectives; 3) significant results, including major findings, developments, or conclusions (both positive and negative); and 4) key outcomes or other achievements. Include a discussion of stated goals not met.
 |
|  |  | [ ]  | **B.3 Competitive Revisions/Administrative Supplements** (if applicable) |
|  |  |  | * Add revision/supplement #
* Add revision/supplement title
* Describe specific aims for this revision/supplement (700 character limit)
* Describe accomplishments for this revision/supplement (700 character limit)
 |
|  |  | [ ]  | **B.4 What opportunities for training and professional development has the project provided?** |
|  |  |  | * If the research is not intended to provide training and professional development opportunities or there is nothing significant to report during the reporting period, select **Nothing to Report**.
 |
|  |  |  | * For all projects reporting graduate students and/or postdoctoral participants in Section D., describe whether your institution has established Individual Development Plans (IDPs) for those participants. Do not include the actual IDP; instead include information to describe how IDPs are used, if they are used, to help manage the training for those individuals.
 |
|  |  | [ ]  | **B.5 Describe how the results have been disseminated to communities of interest.** |
|  |  |  | * If nothing to report, check “Nothing to Report” box
* Or, complete text field with 8,000 character limit
 |
|  |  | [ ]  | **B.6 What do you plan to do for the next reporting period to accomplish the goals?** * 8,000 character limit
 |
| C | **Publications** | [ ]  | **C.1 Publications**  |
|  |  |  | * Are there publications or manuscripts accepted for publication in a journal or other publication (e.g., book, one-time publication, and monograph) during the reporting period resulting directly from this award?
* If yes, select publications from list associated with the project.
* If publications selected are not in compliance, go to the NIH RPPR Frequently Asked Questions webpage at <http://grants.nih.gov/grants/rppr/faqs.htm#3568> for more information and instructions about how to become compliant.
* The RPPR can be submitted with non-compliant publications; however, NIH will not release the new Notice of Award until all publications are in compliance.
 |
|  |  | [ ]  | **C.2 Website(s) or other Internet site(s)** |
|  |  |  | * For awards not designed to create or maintain one or more websites, select **Nothing to Report**. A description is only required for awards designed to create or maintain one or more websites. Limit the response to this reporting period.
 |
|  |  | [ ]  | **C.3 Technologies or techniques** |
|  |  |  | * Identify technologies or techniques that have resulted from the research activities. Describe the technologies or techniques and how they are being shared. Limit the response to this reporting period.
 |
|  |  | [ ]  | **C.4 Inventions, patent applications, and or licenses*** Have inventions, patent applications and/or licenses resulted from the award during this reporting period?
* If yes, has this information been previously provided to the PHS or to the official responsible for patent matters at the grantee organization?
* Reporting of inventions through iEdison is strongly encouraged.
 |
|  |  | [ ]  | **C.5 Other products and resource sharing** |
|  |  | [ ]  | **C.5.a. Other Products** |
|  |  |  | * Identify any other significant products that were developed under this project. Describe the product and how it is available to be shared with the research community. Do not repeat information provided above. Limit response to this reporting period.
* Examples of products are: audio or video products; data and research material (e.g., cell lines, DNA probes, animal models); databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware.
* If nothing to report, check “Nothing to Report” box or upload Response
 |
|  |  | [ ]  | **C.5.b Resource Sharing** |
|  |  |  | * If the initial research plan addressed, or the terms of the award require, 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. For sharing model organisms, include information on the number of requests received and number of requests fulfilled during this reporting period. If the sharing plan is fully implemented, provide a final statement on data sharing.
* If nothing to report, check “Nothing to Report” box or upload Response
 |
| D | **Participants**  |  | **\*Only Section D.1 is required for Final/Interim RPPR** |
|  |  | [ ]  | **D.1 What individuals have worked on the project?** |
|  |  |  | * Provide or update the information for (1) PD/PI(s) and (2) each person who has worked at least one calendar month per year on the project during the reporting period (160 hours or 8.3% effort).
* Do not include Other Significant Contributors or Consultants that did not certify effort to the grant.
* Use calendar months only. Do not enter summer or academic months.
* Postdoctoral and graduate student personnel must have an active eRA Commons profile. Contact your SPA if an account needs to be set up.
* Do not report personnel for whom a PHS 2271 Appointment form has been submitted through xTrain.
* SPA can provide an effort certification report that includes a projection for all personnel certifying effort to the grant through the end of the current budget period. Enter the average amount for each person certifying 1 calendar month or more.
 |
|  |  |  | * TO ENTER PERSONNEL INTO GRID:
	+ If personnel being entered is considered key personnel, a post-doc or graduate student, enter eRA Commons User ID and click on Populate from Profile button (eRA Commons ID is not required for allied health staff)
	+ Answer Yes or No to Senior/Key Personnel question
	+ SSN # and DoB information does not need to be entered
	+ Enter Degree Information
	+ Use drop down menu to select Role
	+ Enter calendar month(s) including a single decimal point.
	+ Answer Yes or No to the question “Is the individual’s primary affiliation with a foreign organization?”
* **Click Add/New** button to save information entered into personnel grid
 |
| E | **Impact** | [ ]  | **E.1 What is the impact on the development of human resources** |
|  |  |  | * Applicable for Education awards, D43, DP7, K30, R13, R25, T14, T36, U13, and U2R
 |
|  |  |  | * Describe how the project made an impact or is likely to make an impact on human resource development in science, engineering, and technology. For example, how has the project: 1) provided opportunities for research and teaching in the relevant fields; 2) improved the performance, skills, or attitudes of members of underrepresented groups that will improve their access to or retention in research, teaching, or other related professions; 3) developed and disseminated new educational materials or provided scholarships; or 4) provided exposure to science and technology for practitioners, teachers, young people, or other members of the public?
 |
|  |  | [ ]  | **E.2 What is the impact on physical, institutional, or information resources that form infrastructure?** |
|  |  |  | * Describe ways, if any, in which the project made an impact, or is likely to make an impact, on physical, institutional, and information resources that form infrastructure, including physical resources, institutional resources, or information resources.
 |
|  |  | [ ]  | **E.3 What is the impact on technology transfer?** |
|  |  |  | * Applicable for R41, R42, R43, R44, U43, U44, UT1, and UT2 awards
 |
|  |  |  | * Describe ways in which the project made an impact, or is likely to make an impact, on commercial technology or public use, including: 1) transfer of results to entities in government or industry; 2) instances where the research has led to the initiation of a start-up company; or 3) adoption of new practices.
 |
|  |  |  | **E.3.a Commercialization Activities**  |
|  |  |  | * Report on the status of commercialization activities resulting from the award
 |
|  |  |  | **E.3.b FDA Interactions** |
|  |  |  | * Report on interactions with the Food and Drug Administration during the reporting period related to technology that is the subject of the award.
 |
|  |  | [ ]  | **E.4 What dollar amount of the award’s budget is being spent in foreign country(ies)?** |
|  |  |  | * If nothing to report, check “Nothing to Report (zero dollars)” box
* If there is something to report, add dollar amount
* Do not report foreign travel, purchases, etc., unless part of a first-tier subaward to a foreign country.
 |
| F | **Changes** | [ ]  | **Section not required for Final/Interim RPPR** |
| G | **Special Reporting Requirements** | [ ]  | **G.1 Special NoA Terms and Funding Opportunity Announcement Reporting Requirements** |
|  |  |  | * Address any special reporting requirements specified in the award terms and conditions Notice of Award or Funding Opportunity Announcement.
 |
|  |  | [ ]  | **G.2 Responsible Conduct of Research** |
|  |  |  | * Not applicable
 |
|  |  | [ ]  | **G.3 Mentor’s Report** |
|  |  |  | * Not applicable
 |
|  |  | [ ]  | **G.4 Human Subjects** (if applicable) |
|  |  |  | * Add the inclusion enrollment data and/or clinical trial information, as applicable
* If yes, provide current IRB approval number to SPA
 |
|  |  | [ ]  | **G.5 Human Subjects Education Requirement** (if applicable) |
|  |  |  | * Are there personnel on this project (prime + collaborators) who are or will be newly involved in the design or conduct of human subjects research?
* If yes, provide name(s) of individual(s); title of the human subjects education program completed by each individual; and a one-sentence description of the program.
* At Gillette the training program is conducted through UMN and it is a web-based educational course designed to provide all personnel involved in human subject research with training about human subject protection.
* Text box has 1,300 char. limit
 |
|  |  | [ ]  | **G.6 Human Embryonic Stem Cells (hESCs)** (if applicable) |
|  |  |  | * If yes, enter hESC registration number
 |
|  |  | [ ]  | **G.7 Vertebrate Animals** (if applicable) |
|  |  |  | * If yes, provide current IACUC approval number to SPA
 |
|  |  | [ ]  | **G.8 Project performance site** |
|  |  |  | * Site information will auto-load into RPPR
* If all fields are not complete, you may receive an error message. Your SPA can assist with completing the required information (DUNS, Congressional District, Address, etc.)
 |
|  |  | [ ]  | **G.9 Foreign Component –** if applicable |
|  |  |  | * If not applicable, check “No foreign” component box
* Or, add organization name, country of foreign component, & description
 |
|  |  | [ ]  | **G.10 Estimated Unobligated Balance** |
|  |  |  | **G.10.a Is it anticipated that an estimated unobligated balance (including prior year carryover) will be greater than 25% of the current year’s total approved budget? If yes, provide the estimated unobligated balance.** |
|  |  |  | * Check with Finance Analyst to confirm whether or not there will be greater than 25% of the current year’s total approved budget
 |
|  |  |  | **G.10.b Provide an explanation for the unobligated balance.** |
|  |  |  | **G.10.c. If authorized to carryover the balance, provide a general description of how it is anticipated that the funds will be spent.**  |
|  |  | [ ]  | **G.11 Program Income** |
|  |  |  | * If yes, add anticipated amount and sources
 |
|  |  | [ ]  | **G.12 F&A Cost** |
|  |  |  | * If yes, provide an explanation (1,300 character limit)
 |
| H | **Budget** | [ ]  | **Section not required for Final/Interim RPPR** |
| I | **Outcomes** | [ ]  | **I.1. What were the outcomes of the award?****Provide information regarding cumulative outcomes or findings of the project. This should be a concise summary of the outcomes or findings that:** * Is written for the general public in clear, concise, comprehensible language
* Is suitable for dissemination to the general public
* Does not include proprietary, confidential information or trade secrets, and includes up to 6 (six) optional images

**\*Limited to 8000 characters (approx. 3 pages)** |