**Documents from the PI/Investigators**

A. Cover Page

B. Accomplishments

* B.1: Major goals – NIH recommends 1 page. 8000 character limit (~3 pages). This does not usually change and is prepopulated from the previous year’s RPPR.
* B.2: Progress report (file upload) – Should not exceed 2 pages. (What was accomplished under these goals?)
* B.3: Competitive Revisions/Administrative Supplements – Complete only if applicable. (was there an admin supplement awarded this year?)
	+ - Revision/Supplement Title - 255 characters
		- Specific Aims for Revision/Supplement – 700 characters
		- Accomplishments for Revision/Supplement – 700 characters
* B.4: Training/Professional Development (1 file upload) (What opportunities for training and professional development has the project provided?)
* B.5: Dissemination of results - NIH recommends 1 page. 8000 character limit (~3 pages). (How have the results been disseminated to communities of interest?)
* B.6: Plan for next reporting period - NIH recommends 1 page. 8000 character limit (~3 pages). (What do you plan to do during the next reporting period to accomplish the goals?)

C. Products

* C.1: Publications – Have all Investigators update publications on “My NCBI”
* C.2: Website/Internet (Yes/No)
* C.3: Technologies/Techniques (Yes/No)
* C.4: Inventions/Patents/Licenses - Have inventions, patent applications and/or licenses resulted from the award during this reporting period? (Yes/No)
* C.5: Other Products/Resource Sharing (1 File – Attach) (Yes/No)

D. Participants

* D.1: Current project personnel
* D.2: Personnel updates (\*this is where reduction of effort of 25%+ or below min. amount required by eNOA is entered)
* D.2.a: Level of effort - **1.** a reduction of 25% or more in the level of effort from what was approved by the agency for the PD/PI(s) or other senior/key personnel designated in the Notice of Award, or **2.** a reduction in the level of effort below the minimum amount of effort required by the Notice of Award? (Yes/No) If yes, provide an explanation below (700 Characters)
* D.2.b: New Senior/Key Personnel (Are there new training faculty?) - Are there, or will there be, new senior/key personnel? (Yes/No) – If Yes, attach Biosketch for each
* D.2.c: Other Support (file upload of Other Support for all Key Personnel)
* D.2.d: New Other Significant Contributors - Are there, or will there be, new other significant contributors? (Yes/No)
* D.2.e: Multi-PI Leadership Plan change

E. Impact – confirm nothing to report

* E.2 What is the impact on physical, institutional, or information resources that form infrastructure? (8000 Characters) – if not applicable, you can indicate N/A

F. Changes – confirm nothing to report

* F.2 Actual or anticipated challenges or delays and actions or plans to resolve them (8000 Characters)

G. Special Reporting Requirements

* G.1 Special Notice of Award Terms and Funding Opportunity Announcement Reporting Requirements (1 File – Attach) - (only if applicable otherwise we can mark as N/A)
* G.2 Responsible Conduct of Research
* G.8: Project/Performance Sites
* G.9 Foreign Component – Please confirm there is no foreign component or $ being spent on any foreign country
* G.10: Estimated Unobligated Balance Greater than 25%
	+ 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? (Yes/No) - If Yes, The "total approved budget" equals the current fiscal year award authorization plus any approved carryover of funds from a prior year(s). The numerator equals the total amount available for carryover and the denominator equals the current year's total approved budget. If yes, provide the estimated unobligated balance. ($\_\_\_\_\_\_\_\_\_\_)
	+ G.10.b Provide an explanation for unobligated balance below (700 Characters)
	+ G.10.c If authorized to carryover the balance, provide a general description of how it is anticipated that the funds will be spent. To determine carryover authorization, see the Notice of Award. (1300 Characters)
* G.11 Program Income - Is program income anticipated during the next budget period? (Yes/No)
* G.12 F&A Costs - Is there a change in performance sites that will affect F&A costs? (Yes/No) - If yes, provide an explanation (1300 characters)
* Human Subjects Cumulative Enrollment Data (if applicable)

H. Budget

* H.1 Budget
* Budget Justification