RPPR Training for Research Administrators

Kate Ross, Manager, Outreach & Training

Sponsored Research and Program Development
www.rockefeller.edu/sr-pd
July 9, 2014

RPPR Implementation

- RPPR currently required for:
  - SNAP Progress Reports
  - Fellowship Progress Reports
- NIH will require RPPR for non-SNAP progress reports October 17, 2014
  - see NOT-OD-14-092
  - RPPR available for non-SNAP grants since 4/24/14

RPPR Content

A. Cover Page

B. Accomplishments

C. Products

D. Participants

E. Impact

F. Changes

G. Special Reporting Requirements

H. Budget

Section A – Cover Page

- PI info populates from Commons Profile
  - To update contact info, edit Commons Profile
- Select Signing Official and Admin Official from drop-down box
  - For SO, select Marta Torruella
  - For AO, select Gila Budescu

Section B – Accomplishments

- B.1 What are the major goals of the project? List specific aims.
  - Must be entered in the initial RPPR
  - Subsequent RPPRs will pre-populate with previously entered aims

Section B – Continued

- B.1.a Have the major goals changed since the initial competing award or previous report?
  - Yes or No
  - If yes, enter revised description of specific aims
  - Reminder: Written prior approval is required for significant changes in project or direction
  - RPPR not appropriate vehicle for requesting prior approval

Section B – Continued

- B.2 What was accomplished under these goals?
  - For the reporting period, describe:
    - Major Activities
    - Specific Objectives
    - Significant results
    - Key outcomes or other achievements.
  - Should include discussion of negative results or stated goals not met
  - Emphasize the significance of the findings to the scientific field
  - Upload pdf - should not exceed 2 pages

Section B – Continued

- B.3 Competitive Revisions / Administrative Supplements
  - For any revision/supplement associated with the award, provide
    - Grant number or title
    - Description of specific aims
    - Description of accomplishments during reporting period

Section B – Continued

- B.4 Opportunities for training & professional development
    - Required for T, F, K, R25, R13, D43 and other training opportunities
    - If research is not intended to provide training & professional development opportunities, or there is nothing significant to report, select Nothing to Report
    - Do not reiterate what is reported under Accomplishments
    - Limit response to reporting period
    - If predocs or postdocs participated in project, NIH encourages a description of the use of Individual Development Plans (IDPs)

Section B – Continued

- B.5 How have results been disseminated to communities of interest
  - If award not designed to disseminate info to public or conduct outreach activities, select Nothing to Report
  - Reporting routine dissemination of info (websites, press releases) is not required
  - Publications are not reported here

Section B – Continued

- B.6 What do you plan to do for the next reporting period to accomplish the goals?
    - Brief description of plans for next reporting period
    - Text box, not pdf upload
    - Include any modifications to original plans
    - Provide scientific justification for any changes in human subject or vertebrate animal involvement
        - Detailed description of such changes must also be provided in Section F
    - Remember: any significant changes in objectives or scope require prior approval!

Section C - Products

- C.1 Publications
    - Report all publications that arise from the NIH award (regardless if PI was author or co-author)
    - Publications must be in PI's MyNCBI account in order to be associated
    - All publications must have PMCID or valid NIHMSID to be compliant with NIH Public Access Policy

Section C - Continued

- C.2 Website or other internet sites
  - Select Nothing to Report for awards not designed to create or maintain one or more websites
  - If award is designed to create or maintain one or more website, list URL and brief description
- C.3 Technologies or techniques
  - Identify technologies or techniques that have resulted from the research activities during the reporting period
  - Describe the technologies or techniques and how they are being shared

Section C - Continued

- C.4 Inventions, patent applications and/or licenses
  - Yes/No questions
  - Have inventions, patent applications and/or licenses resulted from the award during the reporting period?
  - If yes, has the info been previously reported?

Section C.5 - Continued

- ## C.5.a Other products
  - If any significant products were developed, upload description of the product and how it is available to be shared.
  - Examples of other products: audio or video products, data and research materials (cell lines, DNA probes, animal models), databases, educational aids or curricula, instruments or equipment, models, protocols, software, etc.

- ## C.5.b Resource Sharing
  - If original application or award documents include plans for sharing resources (data, model organisms, GWAS data, etc.), then upload description of the progress in implanting the plan.

Section D - Participants

- D.1 What individuals have worked on the project?
  - List effort for PI and for all other personnel who worked 1 calendar month or more on the project
  - Effort rounded to nearest whole number
  - Era Commons IDs required for postdocs and will be required for grad students and undergrads as of Oct 1, 2014 (NOT-OD-13-097)
  - Indicate senior/key personnel
  - Indicate any personnel supported by diversity or reentry supplement

Section D - Continued

- ## D.2a Level of Effort
    - Disclose any plans for PI or other key personnel named in the Notice of Award to reduce effort by 25% or more from level approved by agency and/or minimum effort required

- ## D.2b New senior/key personnel
    - Yes or no question
    - If yes, upload biosketch and other support for all new senior/key personnel as a single pdf document

Section D - Continued

- ## D.2c Changes in other support
    - If there has been change in active support for any senior/key personnel, upload as pdf
    - Other Support should indicate what the change is – follow NIH sample format

- ## D.2d New other significant contributors
    - If any, upload biosketch(es) as one pdf

- ## D.2e Change in MPI Leadership Plan
    - If not a Multi PI grant, select N/A
    - If there will be a change in MPI Leadership Plan in the next budget period, upload description of changes

Section E - Impact

- E.1 – not applicable for most awards
  - What is the impact on the development of human resources?
  - Relevant for Education Awards (i.e., D43, DP7, K30, R13, R25, RL5, T14, T36, U13, and U2R)

- E.2 – not applicable for most awards
  - If award not intended to support physical, institutional, or information resources that form infrastructure, select Nothing to Report

- E.3 – not applicable for most awards
  - What is the impact on technology transfer?
  - Relevant for SBIR/STTR awards and some components within Multi-Project RPPRs

Section E - Continued

- E.4 What dollar amount of the award's budget is being spent in foreign country(ies)?
    - Provide dollar amount (total cost) to first-tier foreign subs, by country
    - Do not report foreign travel, purchases, etc., unless part of a first-tier sub

Section F - Changes

- ## F.1 – not applicable for most awards
  - Changes in approach and reasons for change
  - Relevant for Education Awards (i.e., D43, DP7, K30, R13, R25, RL5, T14, T36, U13, and U2R) and Training Awards (i.e., K12, KL2, R90, RL9, T15, T32, T34, T35, T37, and TL1)

- ## F.2 Actual or anticipated challenges or delays and actions or plans to resolve them
  - Describe, or indicate Nothing To Report
  - Describe only significant challenges that may impede research (e.g., accrual of patients, hiring of personnel, need for resources)
  - Emphasize the resolution

Section F - Continued

- F.3.a Significant changes to human subjects
  - No change, or upload description
  - Provide new or revised Human Subjects section, as appropriate

- F.3.b Significant changes to vertebrate animals
  - No change, or upload description
  - Provide new or revised Vertebrate Animal section, as appropriate

- F.3.c Biohazards
  - No change, or upload description

- F.3.d Select Agents
  - No change, or upload description

Section G – Special Reporting Requirements

- G.1 Special NoA and FOA Requirements
  - Address any special reporting requirements specified in the Notice of Award or Funding Opportunity Announcement

- G.2 – Not applicable to most awards
  - Responsible Conduct of Research
  - Relevant for Career Development Awards (Ks), Fellowship Awards (Fs), Training Awards, and Education Award

- G. 3 – Not applicable to most awards
  - Mentor's Report / Sponsor's Comments
  - Relevant for Career Development Awards (Ks) and Fellowship Awards (Fs)

Section G – Continued

- G.4.a Human Subjects
  - Does the project involve human subjects?
  - Is the research exempt?
  - Does the project involve a clinical trial?
- G.4.b Inclusion enrollment data
  - RPPR will indicate if this is required
  - Address any details or concerns related to enrollment progress in section F.3.a
- G.4.c ClinicalTrials.gov
  - If applicable, provide ClinicalTrials.gov identifier

Section G – Continued

- G.5 Human Subjects Education Requirement
  - For any personnel newly involved in human subjects research, provide human subjects education info
- G.6 Human Embryonic Stem Cell(s)
  - If project involves hESC, identify NIH-approved lines used
  - If any change in use of hESCs, provide explanation
- G.7 Vertebrate Animals
  - Does project involve vertebrate animals? Yes/No
- G.8 Project/Performance Sites
  - Pre-populated
  - If any changes to the site(s) displayed, edit as appropriate
  - If a new site involves humans or animals, address in section F

Section G – Continued

- G.9 Foreign component
  - Provide organization name, country, and description of each foreign component
  - Foreign component: significant scientific activity performed outside the US, whether or not grant funds were expended.

- G.10 Estimated unobligated balance
  - Is an unobligated balance granter than 25% of the current year's total approved budget expected? Yes /No
  - If yes, provide explanation
  - If authorized to carryover the balance, provide general description of how funds will be spent
  - Non-SNAP awards must submit prior approval request for carryover

Section G – Continued

- G.11 Program Income
  - Is program income anticipated during the next budget period?
  - If yes, provide amount and source
- G.12 F&A Costs
  - Only applicable to SNAP awards
  - If there is a change in performance sites that will affect F&A cost, provide an explanation

Section H - Budget

- Applicable to non-SNAP awards only

Supplemental Instructions

- Supplemental Instructions are provided for:
  - Individual Career Development (K) Awards
  - Fellowship (F) Awards
  - SBIR/STTR Awards
  - Training Awards
  - Educational Awards
  - Multi-Project Awards & Single-Project Awards with Complicated Structure

Resources

- NIH RPPR Instruction Guide

- Non SNAP RPPR Training (YouTube)

- Non SNAP RPPR – Questions (YouTube)

- Public Access Policy

- FAQs

- Your GMS