

Research Performance Progress Report (RPPR) for

Maximizing Access to Research Careers Undergraduate-Science Training in Academic Research (MARC U-STAR) Program awards

Sailaja Koduri and Luis Cubano

National Institute of General Medical Sciences, NIH



MARC U-STAR Program

The MARC U-STAR program is an **institutional** undergraduate research training program that is designed to provide structured training to high-achieving, **underrepresented (UR)** students to prepare them for doctoral programs in biomedical research fields.

Utilizes the T34 Ruth L. Kirschstein National Research Service Award (NRSA) funding mechanism.

NIGMS Funding opportunity announcement (FOA):

<https://grants.nih.gov/grants/guide/pa-files/PAR-17-068.html>

Research Performance Progress Report (RPPR)

(https://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf)

RPPR

The RPPR is used by grantees to submit progress reports to NIH on their grant awards.

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](#).

- **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.
- **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.
- **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.

RPPR-Status of Renewal Application

Scenario	Status of Competing Renewal Application	Workflow Process
1	Competing Renewal not submitted	Submit a Final-RPPR no later than 120 calendar days from the period of performance end date.
2	Competing Renewal submitted	Submit an Interim-RPPR no later than 120 calendar days from the period of performance end date. If the competing renewal is funded, NIH will treat the Interim-RPPR as the annual performance report for the final year of the previous competitive segment.
3	Competing Renewal submitted but not funded	Submit an Interim-RPPR no later than 120 calendar days from the period of performance end date. If the competing renewal is not funded, NIH will treat the Interim-RPPR as the institution's Final-RPPR. To reduce burden NIH will not require recipients to submit an additional Final-RPPR if the renewal application is not funded.

Links to F-RPPR announcements

- <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-022.html>
- <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-037.html>
- https://www.youtube.com/watch?v=BrA_I_XBNv8
- https://archives.nih.gov/asites/grants/07-19-2016/grants/rppr/rppr_screen_shots.pdf

MARC RPPR

RPPR Structure

- A. Cover Page
- B. Accomplishments
- C. Products
- D. Participants
- E. Impact
- F. Changes
- G. Special (NIH) Reporting Requirements
- H. Budget
- I. Outcomes (this section is only applicable to the Interim and Final RPPR. See NOT-OD-17-022 and NOT-OD-17-037)

Section A - Cover page - mostly prepopulated

U.S. Department of Health & Human Services www.hhs.gov

eRA Commons
Sponsored by National Institutes of Health

NATIONAL INSTITUTES OF HEALTH OER

Welcome: SUE PI
ID: SUEPI
Institution: SCIENCE UNIVERSITY
Roles: PI
[Logout](#) | [Contact Us](#) | [Help](#)

Home Admin Institution Profile Personal Profile Status eSNAP Internet Assisted Review xTrain Admin Supp eRA Partners
Grant List Manage eSNAP
A Cover Page B Accomplishments C Products D Participants E Impact F Changes G Special Reporting Req H Budget

A. Cover Page ?

Grant Information	A.4 Recipient Organization Information
Grant Number: 5R01DE000000-03	Organization Name: SCIENCE UNIVERSITY
Project Title: Pain Pathways	Address: SCIENCE UNIVERSITY 31 Jackson PK Rd PORTLAND OR 090909098

A.1 Program Director/Principal Investigator (PD/PI) Information ?	DUNS:
Name: SUE, SUE A	090990909
E-mail: eRATest@mail.nih.gov	EIN: 1909090909A1
Phone: (555) 555-2550	Recipient ID: <input type="text"/>

Is there a change of contact PD/PI on a multiple-PI award? N/A Yes No
If yes, provide the eRA Commons ID of the new contact PD/PI ?

A.2 Signing Official Information	Project/Grant Period
Name: NULL, JESSE	Start Date: 02/01/1999 End Date: 03/31/2014
E-mail: eRATest@mail.nih.gov	Reporting Period
Phone: (555) 555-2550	Start Date: 04/01/2012 End Date: 03/31/2013

A.3 Administrative Official Information	Requested Budget Period
Name: VALERIE, VALERIE	Start Date: 04/01/2012 End Date: 03/31/2013
E-mail: eRATest@mail.nih.gov	Report Frequency: Annual Other Frequency: <input type="text"/>
Phone: (555) 555-2550	

[A Cover Page](#) | [B Accomplishments](#) | [C Products](#) | [D Participants](#) | [E Impact](#) | [F Changes](#) | [G Special Reporting Req](#) | [H Budget](#)

Section B – Accomplishments

- **B.1 What are major goals of the project?**
 - B.1.a Have the major goals changed since the initial competing award or previous report?
- **B.2 What was accomplished under these goals?**
- B.3 Competitive revisions/administrative supplements
- **B.4 What opportunities for training and professional development has the project provided?**
- B.5 How have the results been disseminated to communities of interest?
- **B.6 What do you plan to do during the next reporting period to accomplish the goals?**

Section B – Accomplishments (cont.)

Home Admin Institution Profile Personal Profile Status **eSNAP** Internet Assisted Review xTrain Admin Supp eRA Partners
Grant List **Manage eSNAP**
A Cover Page **B Accomplishments** C Products D Participants E Impact F Changes G Special Reporting Req H Budget

B. Accomplishments

B.1 What are the major goals of the project?

List the major goals of the project as stated in the approved application or as approved by the agency. If the application lists milestones/target dates for important activities or phases of the project, identify these dates and show actual completion dates or the percentage of completion.

Generally, the goals will not change from one reporting period to the next. However, if the awarding agency approved changes to the goals during the reporting period, list the revised goals and objectives. Also explain any significant changes in approach or methods from the agency approved application or plan.

"Goals" are equivalent to "specific aims." Significant changes in objectives and scope require prior approval of the agency (e.g., NIH Grants Policy Statement, B.1.2).

List the major goals below (NIH recommended length is up to 1 page. Limit is 8000 characters or approximately 3 pages.)

Total remaining allowed limit is 8000 characters.

B.1.a Have the major goals changed since the initial competing award or previous report? Yes No

B.2 What was accomplished under these goals?

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. As the project progresses, the emphasis in reporting in this section should shift from reporting activities to reporting accomplishments.

"Goals" are equivalent to "specific aims." In the response, emphasize the significance of the findings to the scientific field.

Response should not exceed 2 pages.

Upload accomplishments

Section B – Accomplishments (cont.)

B.1 What are the major goals of the project?

- B.1 “Major goals” is RPPR-speak for NIH Specific Aims.
 - Add in the first RPPR; in future years, prepopulates
 - B.1.a Have the major goals changed since the initial competing award or previous report?
 - Changes in goals or aims require prior approval - **do not submit the changes as part of RPPR without prior approval**

Section B – Accomplishments (cont.)

- B.2 What was accomplished under these goals?
 - Describe implementation of training and other specific programmatic objectives
 - Measurable objectives under each goal
 - Accomplishments should focus on reporting period of the RPPR
 - Include information on number of trainees graduated/appointed (“we trained 5 students, 3 graduated, 4 participated in summer research training...”)

Section B – Accomplishments (Cont.)

- B.4 What opportunities for training and professional development has the project provided? **Only one document can be uploaded**

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 this reporting period, state "Nothing to Report."

Describe opportunities for training and professional development provided to anyone who worked on the project or anyone who was involved in the activities supported by the project. "Training" activities are those in which individuals with advanced professional skills and experience assist others in attaining greater proficiency. Training activities may include, for example, courses or one-on-one work with a mentor. "Professional development" activities result in increased knowledge or skill in one's area of expertise and may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.

 For all projects reporting graduate student and/or postdoctoral participants in Section D. Participant, grantees are encouraged to describe the use of Individual Development Plans (IDPs) for those participants. Do not include the actual IDP; instead include information to document that IDPs are used to help manage the training for those individuals.

 For T, F, K, R25, R13, D43 and other awards or award components designed to provide training and professional development opportunities, a response is required. Do not reiterate what is reported under Accomplishments. Limit the response to this reporting period.

Nothing to Report

or upload description **B.4.pdf**

Add Attachment

Delete Attachment

View Attachment

Answer question B.4 as per RPPR instructions (section 7.4).

- Submit a completed Trainee Diversity Report covering individuals supported by the award during the **reporting period**. Data must match Sample Format Table 1 and xTrain appointments.

<https://grants.nih.gov/grants/funding/2590/traineediversity.pdf>

Section B – Accomplishments (Cont.)

Answer question B.4 as per RPPR instructions (section 7.4).

- **A paragraph for each trainee/scholar supported by the award describing activities and progress during the reporting period. Include the following information for each trainee/scholar, as applicable.**
 - Degrees working toward or held
 - Mentor(s)
 - Coursework
 - Description of the trainee/scholar's research project and progress
 - Conference presentations
 - A description of the trainee/scholar's role in any planned or published papers resulting from research conducted while supported by this award (e.g., designed or conducted experiment, analyzed data, drafted paper).
 - Fellowships or other support
 - Workshops attended
 - Career development activities
- **Sample sections for 2017 RPPR:**
 - MARC trainees that completed their appointments on May 31, 2017
 - MARC trainees that were appointed in the Summer 2016 and will continue through May 2018
 - MARC trainees appointed in the Summer 2017 and will continue through May 2019

Trainee description (example)

MARC trainees that completed their appointments on May 31, 2017

Example:

Jane Smith completed the requirements for the BS in chemistry in June 2017. Her research on the design and synthesis of medicinal compounds, was directed by her mentor Dr. xxx xxxxx, Professor of Chemistry. Her research was presented in three on-campus venues, Society for Advancement of Chicanos and Native Americans in Science, and/or at the Annual Biomedical Research Conference for Minority Students in Seattle in November of 2016. She was listed as a coauthor in one of the publications. Ms. Smith attended various workshops and seminars such as xxx. She graduated magna cum laude and was inducted into the xxx Honor Society. She is currently in the PhD program in pharmacological sciences at the University of Chicago.

Section B – Accomplishments (Cont.)

- B.6 What do you plan to do for the next reporting period to accomplish the goals?
 - Add details beyond continuing proposed activities.
 - Include challenges and strategies to address challenges.
 - Include plans for any modification based on the findings of your internal evaluations.

Section C – Products

The RPPR section C. Products allows agencies to assess and report both publications and other products to Congress, communities of interest, and the public. *Limit the response to this reporting period.*

- **C.1 Publications**
- C.2 Website(s) or Internet Site(s) - ***Not Applicable.***
- C.3 Technologies of Techniques - ***Not Applicable.***
- C.4 Inventions, patent applications and/or licenses - ***Not Applicable.***
- C.5 Other products and resources - ***Not Applicable.***
 - C.5.a Other products
 - C.5.b Resource Sharing

Section C – Products (Cont.)

C.1 Publications

- The My NCBI compliance report generated by RPPR must be used to report publications and demonstrate compliance with the NIH Public Access policy.
- All publications must be entered into the PD/PI's [My NCBI](#) account using the bibliography management tool [My Bibliography](#). The publications will then automatically appear in the RPPR under C.1. It is not possible to manually add publications in C.1.
- **Awards will be placed on hold until grantees have demonstrated compliance for all publications**
- Include only publications that acknowledge MARC support in C.1.
- Ensure that the publications are compliant with the NIH Access Policy.
<https://publicaccess.nih.gov/policy.htm>;
<https://publicaccess.nih.gov/communications.htm>

Section C – Products (Cont.)

C.1 Publications (Reporting student publications in RPPR)

- Trainers submit student publications to NIH PubMed Central manuscript archive and provide the full citations and PMCID to the PD (or designee).
- PD or designee creates a MyBibliography account for the MARC program using My NCBI and affiliates publications with the award.
- PI or designee runs the MyBibliography compliance check “off line” **before** starting RPPR. (just to check...)
- RPPR will prepopulate with the Public Access Compliance Report.

Section C – Products (Cont.)

Important websites

- <http://www.ncbi.nlm.nih.gov/books/NBK53595/#mybibliography> How-to's for MyBibliography, affiliating papers to awards and running to Public Access Policy compliance check outside of RPPR. Don't miss the videos!!
- <http://www.ncbi.nlm.nih.gov/pmc/> NIH PubMed Central manuscript archive
- <https://grants.nih.gov/grants/rppr/faqs.htm> Frequently asked questions

If corrections are needed, use PRAM

The Public Access Progress Report Additional Materials (PRAM) feature provides a means for the grantee to enter, review, and submit information in response to the automated notification sent when an NIH grantee organization submits an RPPR with non-compliant publications. **Using the PRAM feature, grantees can upload and submit a My NCBI PDF report demonstrating that previously non-compliant papers reported on the RPPR are now compliant.**

Progress Report Additional Materials (PRAM)

Grant Information

Grant Number: 5K23HD123456-03
PD/PI Name: JEFFERSON, THOMAS
Project Title: A New Model for the Delivery of Well-Child Care
Institution: PRESIDENTIAL UNIVERSITY
Status: PD/PI Work-in Progress
Current Reviewer: JEFFERSON, THOMAS

Public Access Compliance

Provide verification that all publications are in compliance with the [NIH Public Access Policy](#).

- Verify that the PD/PI has used My NCBI to enter publications and/or update compliance status.
- For papers published more than three months ago, provide the full citation and PMCID.
- For papers in press or published less than three months ago, for which a PMCID is not available, report the full citation and the NIHMSID or report PMC Journal-In Process. Please note the submission process must be completed within three months of publication to be compliant.
- If the publication does not fall under the Policy, provide a brief explanation and confirm that the My NCBI N/A status has been corrected.
- If unable to provide verification, provide a justification for why the publication(s) cannot be brought into compliance.

(Limit is 2000 characters or approximately 1 page).

This is a sample of text entered in response to noncompliant publications submitted as part of the RPPR...

Total remaining allowed limit is 1894 characters.

Save View **Route** Route History Submit Cancel

Section D – Participants

- D.1 What individuals (Keypersons) worked on this project?
 - Do **NOT** include trainees appointed by 2271 (xTrain)!

Section D – Participants (cont.)

- **D.2 Personnel updates**

- D.2.a Level of Effort

- Reduction effort of key personnel (listed on the NoA) by >25 % is a **prior approval** request.

- D.2.b New Senior/Key Personnel (**need prior approval**)

- D.2.c Changes in other support (upload information)

- D.2.d New other significant contributors (upload biosketches)

- D.2.e Multi-PI (MPI) Leadership Plan

Section E – Impact

- E.1 What is the impact on the development of human resources? ***Not Applicable.***
- E.2 What is the impact on infrastructure? ***Not Applicable.***
- E.3 What is the impact on technology transfer? ***Not Applicable.***
- E.4 What dollar amount of the award's budget is being spent in foreign countries? ***Not Applicable.***

Section F – Changes

The RPPR Section F addresses Changes. Grantees are reminded that significant changes in objectives and scope require prior approval of the agency.

- **F.1 Changes in approach and reasons for change:** Describe changes in the program for the next budget period, including changes in training faculty. The role of external advisory committees, significant new training content, procedures or experiences, and indicate how these aid in strengthening and realizing the objectives and goals of the program.
- F.2 Actual or anticipated challenges or delays and actions or plans to resolve them.
- F.3 Significant changes to human subjects, vertebrate animals, biohazards, and/or select agents.
 - F.3.a Human Subjects
 - F.3.b Vertebrate Animals
 - F.3.c Biohazards
 - F.3 d Select Agents

Section G – Special Reporting Requirements

- **G.1 – Special Notice of Award Terms and Funding Opportunity Announcement Reporting Requirements**
 - **Attach Tables 1 and 8D (15 year data)**
(<https://www.nigms.nih.gov/training/MARC/pages/marcustar-rppr.aspx>) to this section (multiple PDFs can be uploaded)
- **G.2 – Responsible Conduct of Research**
 - Components should include – format, subject matter, faculty participation, duration of instruction, frequency of instruction; highlight changes
- G.3 Mentors report or sponsor comments - ***Not Applicable.***

Section G – Special Reporting Requirements (cont.)

- G.4 Human subjects
 - G.4.a Does the project involve human subjects?
 - G.4.b Inclusion enrollment data
 - G.4.c ClinicalTrials.gov
- G.5 Human subjects education requirement
- G.6 Human embryonic stem cells?
- G.7 Vertebrate animals involved?
- **G.8 Project/performance sites**
- G.9 Foreign component

Section G – Special Reporting Requirements (cont.)

- **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.
- G.10.b Provide an explanation for 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. To determine carryover authorization, see the Notice of Award.

- G.11 Program income - ***Not Applicable.***

- G.12 F&A costs - ***Not Applicable.***

Section H - Budget

- If completing the PHS 398 Training Budget, follow the instructions in the SF424 (R&R) Application Guide for NIH and Other PHS Agencies, Section I, 8.5 PHS 398 Training Budget Component, items A-F.
- The budget justification should be uploaded as item F, and must include detailed justification for those **line items and amounts that represent a significant change from previously recommended levels** (e.g., total re-budgeting greater than 25 percent of the total award amount for this budget period).

View Burden Statement PHS 398 TRAINING BUDGET, Period 1 OMB Number: 0925-0001
Expiration Date: 10/31/2018

Organizational DUNS: Budget Type: Project Subaward/Consortium

Organization Name:

Start Date: End Date:

A. Stipends, Tuition/Fees

Number of Trainees		Stipends Requested (\$)	Tuition/Fees Requested (\$)
Full Time	Short Term		
Undergraduate:			
Number Per Stipend Level:			
First-Year/Soph. <input type="checkbox"/> Junior/Senior <input type="checkbox"/>			
Predoctoral: Single Degree			
Dual Degree			
Total Predoctoral			
Postdoctoral: Number Per Stipend Level:			
Non-degree Seeking			
Degree Seeking			
Total Postdoctoral			
Other:			
Totals:			
Total Stipends + Tuition/Fees Requested			

B. Other Direct Costs

	Funds Requested (\$)
Trainee Travel	
Training Related Expenses	
Total Direct Costs from R&R Budget Form (if applicable)	
Consortium Training Costs (if applicable)	
Total Other Direct Costs Requested	

C. Total Direct Costs Requested (A + B)

D. Indirect (F&A) Costs

Indirect (F&A) Type	Indirect (F&A) Rate (%)	Indirect (F&A) Base	Funds Requested (\$)
1. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Indirect (F&A) Costs Requested			<input type="text"/>

E. Total Direct and Indirect (F&A) Costs Requested (C + D)

F. Budget Justification

Section I- Outcomes (for interim and final RPPR)

This component is used to provide information regarding the cumulative outcomes or findings of the project

- Outcomes will be made publicly available
- Provide a concise summary of the cumulative outcomes or findings of the project at the end of a competitive segment
- The length should not exceed half a page
- For the interim or final RPPR, the summary of outcomes or findings of the award must be written in the following format:
 - Is written for the general public in clear, concise, and comprehensible language;
 - Is suitable for dissemination to the general public, as the information may be available electronically;
 - Does not include proprietary, confidential information or trade secrets

Tips and tricks

- RPPR checks for errors prior to submission; user cannot submit with errors
- Warning indicates publications non-compliant with Public Access Policy

MARC RPPR-Reporting Period

- **MARC RPPRS are due** annually on October 15.
- MARC awards are typically for 5 years. The reporting period for all MARC U-STAR programs is **October 15** to **October 14** of the following year. Note, that since all MARC U-STAR grants are awarded in June, the first year's report will be abbreviated from **June** (when the award is given) to **October 14** of that year (reports are due each year on October 15). The remaining years of the 5-year award will each be reported from October 15 to October 14 of the following year.
- **MARC Reporting Period**
 - **Year 1** (June to October 14 of the same year)
 - **Year 2-5** (October 15 to October 14 of the following year)
- MARC RPPR FAQs: <https://www.nigms.nih.gov/training/MARC/Pages/marc-rppr-faqs.aspx>

Questions

Sailaja Koduri: sailaja.koduri@nih.gov

Luis Cubano: luis.cubano@nih.gov

