



National Institute of
General Medical Sciences



BUILD Year-02 RPPR

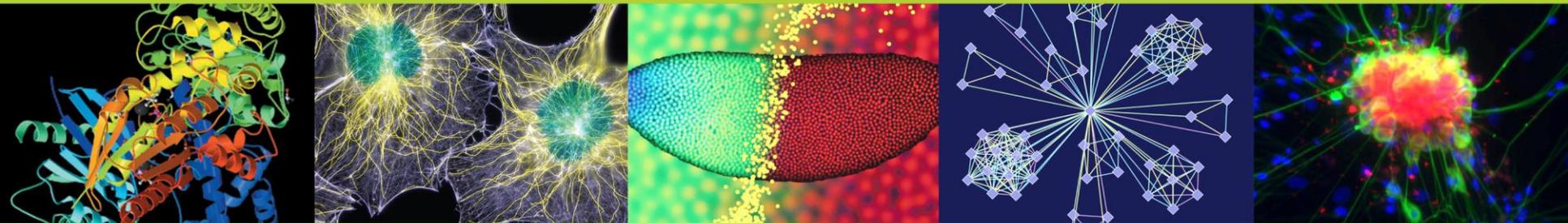
Research Performance Progress Report

Pamela L. Thornton & Janna Wehrle - NIGMS Program

Kaneisha Akinpelumi & Justin Rosenzweig – NIGMS Grants

April 15, 2016

11:45 am – 1:30 pm EDT



Hello! We're your training team today.



Kaneisha Akinpelumi, Grants Management



Justin Rosenzweig, Grants Management



Pamela L. Thornton, Program Official



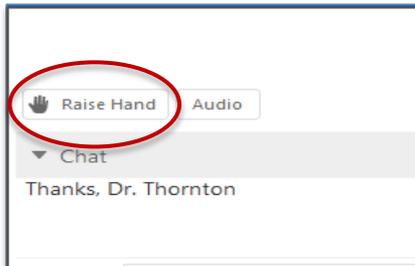
Janna Wehrle, NIGMS Public Access Liaison

Special Acknowledgements:

Anissa Brown, James Hyde, Jennifer Lynch, Zachary Malone, & Kristina Dowell

Agenda

- General RPPR Guidance
- Components of the RPPR
- Special Topics: *Inclusion, Publications, Budget*
- Resources and Tips

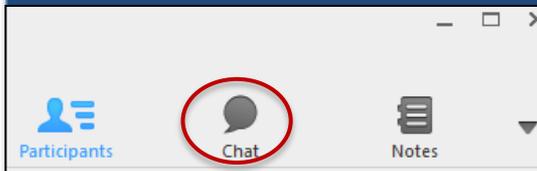


For Questions:

Use the 'Raise Hand' function to be unmuted

OR

Send a 'Chat' message



RPPR Background

National Science and Technology Council (NSTC) – Committee on Science (CoS) Research Business Models (RBM)

Subcommittee initiative to:

- Create greater administrative consistency across federal agencies
- Provide a consistent reporting format for interim progress reports
- Decrease burden on recipients by standardizing reporting elements across federal agencies
- Make it easier to compare the outputs, outcomes of research programs across the government

Current NIH Annual RPPR Status

- Used for annual interim progress reporting
- NIH implementation began in October 2012 for SNAP awards
- Use of RPPR became mandatory for all type 5 progress reports on October 17, 2014

Supplemental Instructions

- Refer to the NIH RPPR Instruction Guide:
http://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf, Version 9.7.0
- **Refer to RPPR Supplemental Instructions** for the appropriate award, in addition to the guidance/template documents provided by NIGMS
 - UL1: Multi-Project RPPRs and Single-Project RPPRs with Complicated Structure: Section 7.6, pp 106-113
 - RL5: Educational Awards: Section 7.5, pp 104-106
 - TL4: Training Awards: Section 7.4, pp 101-102
 - Pilots: Suggested BUILD Pilot Outcome Table

NIH BUILD Guidance Documents

Multi-components – UL1

NIH ENHANCING THE DIVERSITY OF THE NIH-FUNDED WORKFORCE

BUILD UL1 LINKED AWARDS

(TYPE 5 PROGRESS REPORT)
RPPR FORMAT GUIDELINES

Budget Period for Year 1: 2015-2016

The NIH Research Performance Progress Report (RPPR) Instruction Guide is located at: http://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf

BUILD UL1 Linked Awards will use the Multi-Component RPPR. Each BUILD UL1 grant includes an Overall Component PLUS two Individual Component grants: the Administrative Core and Institutional Core.

Be sure to read the additional instructions for Multi-Component RPPRs in the RPPR Instructions Guide which contains supplemental RPPRs on pages 106-113) along with this guidance document when completing the progress report.

7.6.1 Overall Component (complete sections A-H)

Section A: Cover Page

Section B: Accomplishments

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

Emphasize the **synergy, collaboration and integration** of the project. Report the major goals specific to an individual component of the project.

List the specific aims for the Overall Component as stated in the approved application, that should be overarching and at the same time as the specific aims of the individual components to avoid duplication. Describe the measurable objectives associated with the project. If the application lists milestones or target dates for important activities, identify progress toward completion with actual completion dates.

B.1.a. Have the major goals changed since the initial application?

Training (Institutional) – TL4

NIH ENHANCING THE DIVERSITY OF THE NIH-FUNDED WORKFORCE

BUILD TL4 LINKED AWARD

(TYPE 5 PROGRESS REPORT)
RPPR FORMAT GUIDELINES

Budget Period for Year 1: 2015-2016

The NIH Research Performance Progress Report (RPPR) Instruction Guide is located at: http://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf, Document Version 9.7.0.

Be sure to read the additional instructions for Training Awards (Section 7.4 in the RPPR Instructions Guide, pages 101-102) along with this guidance document when completing the progress report. This BUILD RPPR is for the Student Training Core (TL4). Other BUILD components and cores are reported under separate progress reports using different guidelines (i.e., UL1 and RL5).

Student Training Core (complete sections A-H)

Section A: Cover Page

Section B: Accomplishments:

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

List the specific aims for the Student Training Core (TL4) project as stated in the approved application or as approved by the agency. Describe the measurable objectives associated with the project aims. If the application lists milestones or target dates for important activities, identify progress toward completion with actual completion dates.

Educational – RL5

NIH ENHANCING THE DIVERSITY OF THE NIH-FUNDED WORKFORCE

BUILD RL5 LINKED AWARD

(TYPE 5 PROGRESS REPORT)
RPPR FORMAT GUIDELINES

Budget Period for Year 1: 2015-2016

The NIH Research Performance Progress Report (RPPR) Instruction Guide is located at: http://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf, Document Version 9.7.0.

Be sure to read the additional instructions for Education Awards (Section 7.5 in the RPPR Instructions Guide, pages 104-106) along with this guidance document when completing the progress report. This BUILD RPPR is for the Research Enrichment Core (RL5). Other BUILD components and cores are reported under separate progress reports using different guidelines (i.e., UL1 and TL4).

Research Enrichment Core (complete sections A-H)

Section A: Cover Page

Section B: Accomplishments

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

List the specific aims of the Research Enrichment Core (RL5) project(s) as stated in the approved application or as approved by the agency. Describe the measurable objectives associated with the project aims. If the application lists milestones or target dates for important activities, identify progress toward completion with actual completion dates.

Important features of RPPR

- **Not cumulative:** only the past project year
(Reporting period - 7/1/2015 – 6/30/2016)
- Text boxes
 - Have character limits and a countdown feature **PLAN AHEAD...**
 - Allow you to paste into text boxes BUT character count still applies
- File uploads are limited to 6 MB each
- NIH-specific notes and “coaching” are indicated with the PHS logo  throughout

RPPR Structure

- A. Cover Page
- B. Accomplishments
- C. Products
- D. Participants
- E. Impact
- F. Changes
- G. Special (NIH) Reporting Requirements
- H. Budget

A. Cover page is mostly prepopulated

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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

Important Note:
Verify that the appropriate institutional officials and all information are correct. If not, the authorized organizational representative (AOR) must correct/update the eRA Commons profile

A.1 Investigator (PD/PI) Information	
Name:	SUE, SUE A
E-mail:	eRATest@mail.nih.gov
Phone:	(555) 555-2550
Is there a change of contact PD/PI on a multiple-PI award? <input checked="" type="radio"/> N/A <input type="radio"/> Yes <input type="radio"/> No	
If yes, provide the eRA Commons ID of the new contact PD/PI <input type="text"/>	
A.2 Signing Official Information	
Name:	NULL, JESSE
E-mail:	eRATest@mail.nih.gov
Phone:	(555) 555-2550
A.3 Administrative Official Information	
Name:	VALERIE, VALERIE
E-mail:	eRATest@mail.nih.gov
Phone:	(555) 555-2550
A.4 Recipient Organization Information	
Organization Name:	SCIENCE UNIVERSITY
Address:	SCIENCE UNIVERSITY 31 Jackson Pk Rd PORTLAND OR 090909098
DUNS:	090990909
EIN:	1909090909A1
Recipient ID:	<input type="text"/>
Project/Grant Period	
Start Date:	02/01/1999
End Date:	03/31/2014
Reporting Period	
Start Date:	04/01/2012
End Date:	03/31/2013
Requested Budget Period	
Start Date:	04/01/2012
End Date:	03/31/2013
Report Frequency:	Annual
Other Frequency:	<input type="text"/>

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

B. Accomplishments

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 (a.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 8 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 Add Attachment Delete Attachment View Attachment

Example of PHS logo for NIH-specific tips

B. Accomplishments

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. Identify these dates and show actual completion dates. The response lists milestones/target dates for important activities or phases of the project, identify these dates and show actual completion dates. Generally, the goals will be stated in the approved application. If there are changes to the goals during the reporting period, list the revised goals and objectives.

Agency (e.g., NIH Grants Policy Statement, 8.1.2).

(approximately 3 pages.)

Total remaining allowed limit is 8000 characters

B.2

1) major activities; 2) specific objectives; 3) significant results, including major findings, developments, or conclusions (both positive and negative); and 4) key accomplishments. 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.

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

4 Response should not exceed 2 pages.

Upload accomplishments [] [Add Attachment] [Delete Attachment] [View Attachment]

B.1 - Refer to the NIGMS template document. Goals are equivalent to and must reflect 'specific aims' in the proposal or approved revisions. Remember to revise the text to reflect your aims verbatim, if needed. Character limit = 8000/3 pages

B.2 - Refer to NIGMS template document for BUILD-related items. Character limit = 6 MB

Using Section B. Accomplishments

- B.1 “Major goals” is RPPR-speak for NIH Specific Aims.
 - Add in the first RPPR; in future years, prepopulates

Refer to the NIGMS template guide for BUILD-specific information requested.
- B.2 “What was accomplished under these goals?”

Refer to the NIGMS template guide for BUILD-specific information requested.

 - 1) Major activities. Focus on distinct measurable outcomes (“we trained 5 students, 3 graduated, 4 participated in summer research training...”)
 - 2) Specific objectives. **Please be concise.**
 - 3) Significant results. **Focus on the particular year’s activities.**
 - 4) Key outcomes. **Identify major or significant highlights!**

B. Accomplishments (cont.)

- B.4 What opportunities for training and professional development...

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 individuals 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 are provided with greater proficiency. Training activities may include, for example, courses or one-on-one work with a mentor. "Professional development" activities are those that enhance an individual's area of expertise and may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars.

Applicable for: UL1 (IDC only), RL5, and TL4

For awards or award components designed to provide training and professional development opportunities, a response is required. Do not reiterate what is reported under other sections in the response to this reporting period.

Nothing to Report
or upload description

- **Focus on activities done within the program over the past reporting period.**

E. Impact, F. Changes, G. Special Reporting

Section E – Include statement of Institutional impact here. Report E.1-E.4 (as applicable) under the UL1.

Section F – Report applicable sections under each award

Section G –

G.1 – Special Notice of Award Terms and Funding Opportunity
Announcement Reporting Requirements

- **Attach tables to this section as appropriate (multiple PDFs – Table 2, 5C, 8D, etc.).**
- **Note: TL4 template requests tables under section B.4, but you may report it under G.1 instead for consistency.**
- **Statements of attestation (UL1-no student financial support, TL4-student eligibility)**

E. Impact, F. Changes, G. Special Reporting (cont).

G.2 – Responsible Conduct of Research

- Components should include – format, subject matter, faculty participation, duration of instruction, frequency of instruction; highlight changes

G.10a – Estimated unobligated balance (refer to NIH Guidance and template)

G.10c – Description of how anticipated unobligated balance will be expended – **Not Applicable. Note: automatic carryover is unallowable for BUILD.**

Section G – Inclusion Enrollment

(applicable for clinical research only)

- Inclusion Enrollment data gets reported in the Inclusion Management System (IMS)
- PIs (or Delegate) must enter data for each study via an Inclusion Data Record (IDR)
- Delayed onset human subjects is permissible

When inclusion monitoring is required, the grantee must access IMS and either enter corresponding IDR(s) OR provide an explanation (e.g., delayed onset). This must be done prior to submission of the RPPR, otherwise the RPPR will trigger an error and can not be submitted.

Clinical Research Definition

Research with human subjects that is:

- 1) Patient-oriented research. Research conducted with human subjects (or on material of human origin such as tissues, specimens, and cognitive phenomena) for which an investigator (or colleague) directly interacts with human subjects. Excluded from this definition are in vitro studies that utilize human tissues that cannot be linked to a living individual.
- 2) Epidemiological and behavioral studies.
- 3) Outcomes research and health services research

Inclusion applies to people who participate in clinical research as a patient/subject (blood draw, psychological test, brain scan, etc.) NOT to investigators/students who conduct the clinical research and/or analyze clinical research data.

NIH Inclusion Policy

- The NIH is mandated by law ([Public Health Service Act sec. 492B, 42 U.S.C. sec. 289a-2](#)) to ensure the inclusion of women and minority groups in **clinical research**. The goal is to ensure that individuals are included in clinical research in a manner that is appropriate to the scientific question under study.
- https://grants.nih.gov/grants/funding/women_min/current_policy.htm

Inclusion Management System

Inclusion- Manage Inclusion Data Records (IDRs) ?

Grant #: 5R01NR123456-04
PI Name: Shakespeare, William

[Return to Progress Report](#) [Submit New Planned Inclusion Record ?](#)

NIH policy requires inclusion to be monitored, but no inclusion data record(s) (IDRs) have been provided. Please submit inclusion records by clicking the link above or provide an explanation in the box below (1000 characters max).

[Add to Progress Report](#) [Cancel and go back](#)

This is an example of what the grantee will see when accessing IMS, the grantee can:

- Create new IDR(s) - including planned enrollment
- Modify existing IDR(s) – including cumulative enrollment
- Provide an explanation for missing IDR(s) (e.g., delayed onset)

If there are any issues with the IDR(s), NIGMS will hold the award until the concern(s) are resolved.

IMS Training Materials for PIs

- eRA IMS User Guide

era.nih.gov/files/IMS_userguide.pdf

- Training Tools page on OER website

grants.nih.gov/grants/funding/women_min/inclusion_training.htm



YouTube Tutorial video

youtube.com/watch?v=ftjINPYTaAQ&feature=youtu.be

- Type 5 (continuation application) guidance in RPPR Instruction Guide

grants.nih.gov/grants/RPPR/rppr_instruction_guide.pdf

C.1 Publications -- Policy

All publications written by or reporting work by any individual supported by any BUILD linked award **must**:

- **Acknowledge** the linked award by grant number in the publication (Term and Condition of the Award)
- **Be submitted to the NIHMS system** upon acceptance for publication, either by an author or by the responsible BUILD award PI (unless the journal has agreed to submit for its authors)
- Receive a **PubMed Central ID (PMCID)**

Note: it can take as long as 4-6 weeks to complete the process, from date of submission. Don't wait 'til the last minute.

C.1 Publications -- RPPR reporting

PI (or “delegate”) **must**:

- Create and maintain an NCBI My Bibliography for the Linked Award (Use “Other Citations”).
- Affiliate papers for FY’s RPPR (report each paper in only one year).
- Check compliance by creating a local compliance report at any time. ***“The best surprise...”***

RPPR module will automatically create the RPPR C.1 Publication List with compliance indicators displayed in the RPPR

C.1 Publications -- RPPR reporting (cont.)

- If RPPR is submitted with noncompliant publications, warning emails will be sent to the PI, AO, and SO
- Corrections/additions are submitted via email or using the **PRAM link** on the eRA Commons STATUS page
- Noncompeting awards will be delayed until all publications are compliant [NOT-OD-12-160](#), and [NOT-OD-15-091](#) clarifies reporting requirements for training, career and related award types

Info on Publication Reporting to NIH

<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://publicaccess.nih.gov/> NIH Public Access Policy home page

<http://www.ncbi.nlm.nih.gov/pmc/> NIH PubMed Central manuscript archive

D. Participants

- D.1 What individuals worked on this project?
 - Do **NOT** include participants appointed in xTrain.
 - Student participant roles should reflect the student's academic status (e.g, select Undergraduate Student or Graduate Student role, as applicable).
- D.2. Personnel Updates
 - D.2.a Level of Effort
 - Cumulative reduction effort of key personnel by >25%
 - Selecting “Yes” constitutes a prior approval of request to the agency and the issuance of a subsequent year funding constitutes agency approval of the request.

Important Budget Reminders

- Rebudgeting across Awards
 - Rebudgeting requests will be accepted **only at the time of the RPPR.**
 - Include explanation of changes in the budget justification of affected awards.
- TL4 Budgets
 - **Stipend and TRE lines must be formula-based.**
 - FY16 stipend levels ([NOT-OD-16-062](#))
 - TRE maximum of \$25,200 per TL4 trainee in accordance with the BUILD RFA
 - Use PHS 398 Training Budget
- Institutional review
 - Business officials are expected to review budgets for accuracy and allowable costs prior to submission.

Administrative Reminders and Tips

- The **only** prior approval request that may be submitted as a part of the RPPR is level of effort change for key personnel.
- Late RPPR submission could result in late issuance of award.
- Complete and accurate RPPR submission will result in a more expeditious review and award process.

Tips and tricks – Errors vs Warnings

- RPPR flags errors prior to submission; you cannot submit an RPPR with any error!
- Warnings indicate entries that may be problematic but do not block submission, e.g., publications in C.1 non-compliant with Public Access Policy
- “Check for Errors” button (available whenever RPPR is in “WIP” status), displays a list of errors and warnings.
- DON'T WAIT for submission to deal with errors.

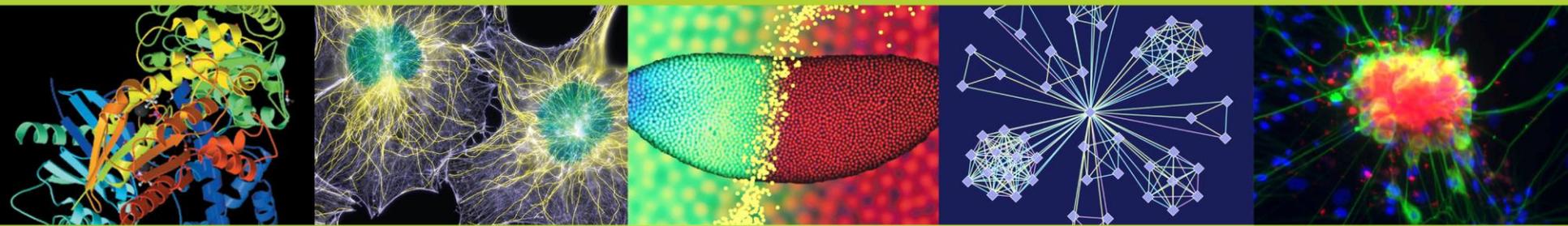
See [5.3.2 Checking for Errors on a Multi-Project RPPR](#)

Information and Resources

RPPR Page: <http://grants.nih.gov/grants/rppr/>

- Background Information
 - RPPR Instruction Guide
 - Screen shots
 - Archive of full length training webinar
 - Relevant Guide Notices
-
- System Issues
 - eRA Help Desk 1-866-504-9552 commons@od.nih.gov

Questions?



Contact Information:

Kaneisha Akinpelumi: kaneisha.akinpelumi@nih.gov (Grants)

Justin Rosenzweig: rosenzwj@nigms.nih.gov (Grants)

Pamela L. Thornton: pamela.thornton@nih.gov (Program Official)

Janna Wehrle: WEHRLEJ@nigms.nih.gov (Inclusion Enrollment)

Sarah Dunsmore: dunsmores@nigms.nih.gov (Human Subjects)

