Post-Award Requirement Guidance for CTR Awards (IDeA-CTR, CTR-N, and CTR-D)

NIH requires grantees to submit an annual Research Performance Progress Report (RPPR). The RPPR is the application for the yearly non-competing continuation of an award, also known as a "Type 5" year. The report is due **60 days before the end of your current active budget period.** The information reported in the RPPR should be for the most recent budget period only and must not duplicate progress narratives or publications from prior reporting periods. Refer to the RPPR Instructional Guide here. Grantees should start working on the RPPR early following these instructions to allow enough time to request guidance from NIH staff and handle technical issues during the submission process promptly. If the report is submitted late, if required information is missing, or if there are inconsistencies in the RPPR, the Type 5 award could be issued late as NIH Staff will need to follow up to obtain the missing or clarifying information. Repetitive failure to submit complete or accurate reports on time can lead to administrative actions. Effective 10/01/23, SIRS reporting is no longer required for IDeA grantees (see NOT-GM-23-046). **NIGMS has provided some suggested tables to use as a template for reporting progress. If using suggested tables for reporting, upload each as a separate attachment in Question G.1. Special Reporting Requirements of the Overall Component.**

Suggested Table 1: CTR Funding Accomplishments. Grantees should report details on grant applications that were submitted by and awarded to CTR participants during the current budget period. If an application is submitted and funded in the same budget period, report it only once under # New/Renewal Awards Funded.

Table 1A: Enter the number of grant applications that were submitted in the current budget period, the number that were funded, and the dollar amount (total costs) of the applications.

Table 1B: Enter the number of grant applications that were submitted and/or awarded by the following program participants: Pilot Project Leaders (PPLs), Supplement Project Leaders (SPLs), Developmental Project Leaders (DPLs, CTR-N/CTR-D only), Multisite Collaborative Project Leads (MCPLs, CTR-N only), Core staff (include the PD/PI in this tally), and other staff associated with the CTR. Only include Project Leaders who have been supported during the grant's current 5-year period of performance.

Table 1A: CTR FUNDING ACCOMPLISHMENTS IN CURRENT BUDGET PERIOD				
Report only for the current project period	NIH	Federal, non-NIH	Non-Federal Sources	Total for Budget Period
# Applications Submitted/Pending				
# New/Renewal Awards Funded				
Total Award Costs (entire period of performance)				

Table 1B: CTR FUNDING ACCOMPLISHMENTS IN CURRENT BUDGET PERIOD BY ROLE						
Breakdown of Table 1A by Role	PPLs	SPLs	DPLs	MCPLs	Core Staff including PD/PI	Others
# Applications Submitted/ Pending						
# New/Renewal Awards Funded						
Total Award Costs (entire period of performance)						

Suggested Table 2: Education and Outreach Activities: Include any education or outreach activities conducted during the current reporting period. Indicate the type of activity such as course-based research experiences, symposia, seminars, workshops, webinars, conferences, and retreats. List the core and/or institution that led/offered the activity, the delivery method (I=In-person, V=Virtual, or H=Hybrid), and the # of participants by role (Trainees includes clinician fellows, postdocs and students).

Table 2. Educational and Outreach Activities				
Activity Type	Activity provider (Core or Institution)	Delivery Method (I, V, H)	# of Faculty/Staff Participants	# of Trainee Participants
Add rows as needed				

Suggested Table 3: Core Use. Complete this table for each Core except the Admin Core. The first Core listed will be Table 3, the next will be Table 4, etc. Enter the data indicated for each Project that made use of Core services. Provide the type of user, the name of the project, the technology/instrumentation/services/consultations provided, the number of individual users per project, and indicate whether core use contributed to a grant application or publication listed in Overall Question C.1; an example for the last column is 2G, 4P. Note that all HHS grantees must cite any grants funded with HHS money that supported their work upon publication or presentation.

Core Name _____

Table 3. Core User and Type: PP, SP, DP, or MCP lab, Other Network User, External User. A User may be listed more than once if different projects were supported.	Project Name	Technology, instrumentation, services, or consultations provided	Number of individual users per project	Number that contributed to grant applications (G) or publications (P) listed in Overall C.1.
Add rows as needed				
Total User Labs		*Total Users*		