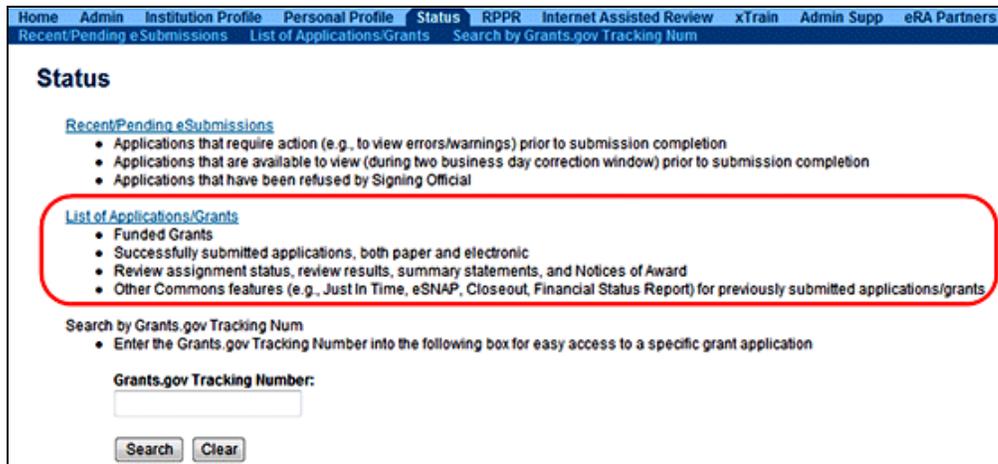# NIH FINAL RPPR'S
PI QUICK GUIDE
Updated October2020

Effective January 1, 2017 NIH no longer accepts traditional final progress reports. The final report was replaced by the Final Research Performance Progress Report (F-RPPR) which is due within **120 days** of the grant end date.
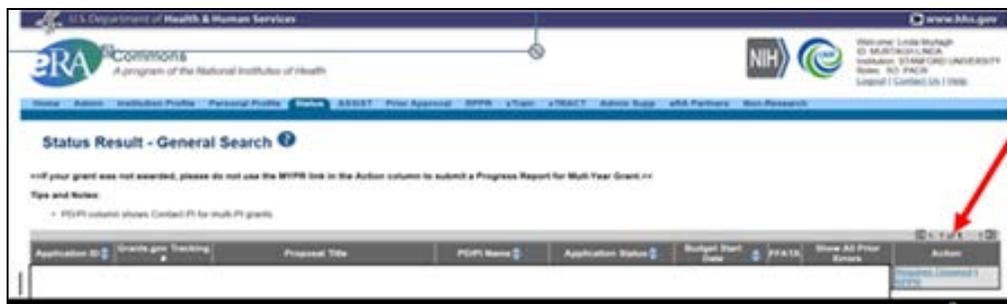
Where is the link for the F-RPPR?

STEP 1. Once logged in to the ERA Commons at https://public.era.nih.gov/commons select the *Status* tab at the top of the page to see a list of your active grants.

STEP 2. Select the "*Requires Closeout*" link on the right hand side of the search results page. *Do NOT select "RPPR; that will take you to last years progress report.*

STEP 3. Follow the "*Process Final Progress Report*" link on the right hand side of the search results page to the F-RPPR to initiate the report.

What information do I need?

The format is similar to the annual RPPR, with a few differences which are indicated in bold below:

Section A	Cover Page	*Same as RPPR* *Change the signing official to Colleen Ravenfeld*
Section B	Accomplishments	*Same as RPPR*
Section C	Products	*Same as RPPR*
Section D	Participants	**You only need to complete section D.1 to identify what individuals have worked on the project. (*See additional information below.)**
Section E	Impact	*Same as RPPR*
Section F	Changes	**Not required for the F-RPPR**
Section G	Special Reporting Requirements	*Same as RPPR*
Section H	Budget	**Not required for the F-RPPR**
Section I	Outcomes	**New Section** *This section will be made available to the public*

*Additional information for Section D (Participants)

o RACE will provide you with effort information to assist you in completing this section
o Include effort information for the last budgeted year—do not include any no cost extension periods
o When adding personnel to the report, select "add/ new". Be sure to answer the question about the participant's primary affiliation (foreign?) and then *Save*.
o The Participant section must include the PI and each person who has worked at least 1 person month. In June 2018, the NIH revised its RPPR format to allow decimals in reporting participant effort, so do not round to whole numbers in this section. For example, a full time employee devoting 10% effort would be 1.2 cal mos, not just 1 cal mo.

Who should the report be routed to when it is complete?

Once the F-RPPR is completed, route the report to Colleen Ravenfeld who is the Signing Official (SO) for F-RPPR's. ORA will review the report for overall completeness, plus confirm invention & effort information for accuracy and then submit on behalf of the institution. The PI will receive an automated notice from the Commons when the report has been submitted.

Is the F-RPPR required if a competing renewal application has been submitted?

An *Interim-RPPR* is required if the renewal NoA has not been received by the final report due date (120 days). The Interim-RPPR link will appear in the *Status* tab in eRA Commons after the period of performance end date has passed.

o If the renewal application is funded, NIH will treat the Interim-RPPR as the annual performance report for the final year of the previous competitive segment.
o If the renewal application is not funded, the Interim-RPPR NIH will treat the Interim-RPPR as the Final-RPPR.

Who to contact if you have questions?

Elysia Fitzgerald in the Office of Research Administration can be reached at 215-503-4499. If Elysia is unavailable, contact Colleen Ravenfeld at 215-503-9818.