

# Navigating the Research Performance Progress Report (RPPR) for P42 Superfund Grants

Updated: 12/4/14

# Disclaimer

- The instructions in these slides are not meant to supersede instructions found in the NIH Research Performance Progress Report (RPPR) Instruction Guide
- [http://grants.nih.gov/grants/rppr/rppr\\_instruction\\_guide.pdf](http://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf)

# Outline

- Instructions for entering data
- Tips
- Specific instructions to share with your Center Director and Project/Core Leaders

# Getting started....

- RPPRs are due **February 1st** of each year
- **Read the [NIH RPPR guidelines](#) in their entirety (version last updated on Oct. 17, 2014)**
- Use [eRA Commons](#) for submission of RPPR
- For a multi-project/core RPPR, only the Contact PI/PD or delegate of the Contact PD/PI may initiate the report
- A “component” is a distinct, reviewable part of the multi-project/core RPPR which contains detailed information such as scientific findings/highlights, performance sites, personnel, and budget (i.e., Overall Center Component and Project/Core Components)
- The “components” were identified when your Center applied to the specific Request for Applications (RFA)

# A. Cover Page

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

Electronic Research Administration  
eRA Commons  
Sponsored by National Institutes of Health

Welcome, Thomas Jefferson  
ID: JEFFERSON  
Institution: PRESIDENTIAL UNIVERSITY  
Roles: PI  
[Logout](#) | [Contact Us](#) | [Help](#)

Home | Admin | Institution Profile | Personal Profile | Status | RPPR | Internet Assisted Review | xTrain | Admin Supp | eRA Partners

Grant List | Manage RPPR

**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:	5K23HD123456-03	Organization Name:	PRESIDENTIAL UNIVERSITY
Project Title:	A New Model for the Delivery of Well-Child Care	Address:	PRESIDENTIAL UNIVERSITY Office of Research Administration 7777 University Drive Our Town, MD 98765

#### A.1 Program Director/Principal Investigator (PD/PI) Information ?

Name: JEFFERSON, THOMAS  
E-mail: Jefferson@ornl.gov  
Phone: (703) 555-1776

A.1.a

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.1.b Not Applicable

#### A.2 Signing Official Information

Name: WASHINGTON, GEORGE  
E-mail: Vashington@email.com  
Phone: (202) 555-1111

#### A.3 Administrative Official Information

Name: WASHINGTON, GEORGE  
E-mail: Vashington@email.com  
Phone: (202) 555-1111

Project/Grant Period	
Start Date:	07/01/2010
End Date:	06/30/2015

Reporting Period	
Start Date:	07/01/2012
End Date:	06/30/2013

Requested Budget Period	
Start Date:	07/01/2013
End Date:	06/30/2014

Report Frequency: Annual  
Other Frequency:

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Cover Page includes information about the award, PD/PI, organization, and project/reporting/budget periods. Much of this information is pre-populated from data in eRA systems, but certain fields are editable.

# Overall Component

- Click on “Yes” for “Does the project have components?”
- To edit the RPPR for the Overall, select the Edit link from the Actions column
- The Overall Center Component has specific instructions in the RPPR guidelines; see Section 7.6.1 of RPPR guidelines

**RPPR Menu** ?

Application Information

**Grant Number:** 5P20MD123456-01  
**Institution:** UNIVERSITY OF THE US  
**PD/PI Name:** WASHINGTON, GEORGE, Jefferson, Thomas (Contact)  
**Project Title:** Sample Research Project  
**Due Date:** 01/01/2014  
**Current Reviewer:** Franklin, Benjamin  
**Status:** PD/PI Work in Progress

Does the project have components?  Yes  No ?

ID	Project Title	Program Director(PD)/ Principal Investigator(PI) Name	Actions
Overall	Sample Research Project	Washington, George	<a href="#">Edit</a> <a href="#">Check for Errors</a>

**Component Type**    **Component Project Title**

Select One

One item found.

Component ID	Component Type	Component Project Title	Actions
Core-6773	Core	Core for Sample Research Project	<a href="#">Edit Component</a>   <a href="#">Check for Errors</a>   <a href="#">Delete</a>

# B. Accomplishments - Overall

- The Overall Center component provides overview of the Center's accomplishments in the most recent budget period.
- Cool feature: In subsequent RPPRs, section B.1 will pre-populated with the aims/goals previously entered, and may be amended by answering Yes\* to question B.1.a.



\*Note: Grantees must obtain prior written approval from the awarding agency grants official whenever there are significant changes in the project or its direction (i.e. aims/goals).

# B.1. Accomplishments – Major Goals - Overall

## 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, 8.1.2).

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

If yes, list the revised 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.2. & B.3. Providing Goal & Administrative Supplement Information - Overall

## 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.

**These are the Overall Center Highlights that should be copy/pasted in the Annual Updates, due as a Word Doc to [srpinfo@niehs.nih.gov](mailto:srpinfo@niehs.nih.gov) on Feb. 1<sup>st</sup>**

Upload accomplishments

Add Attachment

Delete Attachment

View Attachment

## B.3 Competitive Revisions/Administrative Supplements

For this reporting period, is there one or more Revision/Supplement associated with this award for which reporting is required?  Yes  No

If yes, identify the Revision(s)/Supplement(s) by grant number (e.g., 3R01CA098765-01S1) or title and describe the specific aims and accomplishments for each Revision/Supplement funded during this reporting period. Include any supplements to promote diversity or re-entry, or other similar supplements to support addition of an individual or a discrete project.

Revision/Supplement #

or Revision/Supplement Title

Total remaining allowed limit is 255 characters.

Describe the specific aims for this Revision/Supplement below (Limit is 700 characters or approximately 1/4 of a page.)

Total remaining allowed limit is 700 characters.

Describe the accomplishments for this Revision/Supplement below (Limit is 700 characters or approximately 1/4 of a page.)

Total remaining allowed limit is 700 characters.

Add/New

Clear

No items found.

Revision/Supplement #	Revision/Supplement Title	Specific Aims	Accomplishments	Action
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Nothing found to display.

# B.2. Goals - Overall Component

- Attach “Overall Center Highlights” here
- Centers should briefly report major highlights from among the projects and cores (3 to 4 highlights)
  - discoveries or activities that have made a big impact (or are likely to make a big impact)
  - accomplishments with an impact on public health or has the potential to impact public health; major contributions to the body of scientific information (e.g., seminal publication); influence on decision-making progress at a Superfund Site or at a local, state, or federal level; reduction in uncertainty in the risk assessment process; or improvement/application of detection technologies and remediation strategies/processes, etc.
  - Ideally, Overall Center Highlights will include a mix of biomedical, environmental science & engineering (non-biomedical), and core discoveries/accomplishments

## B.2. Goals - Overall Component, cont.

- State WHY a highlight is significant
  - If possible, include quantifiable estimates of cost savings, reduced disease incidence, key scientific discovery (e.g. uncovering new mechanism), reduction of time for cleanups, etc. relevant to the discovery or activity. If highlighted work has been published, please include the citation (e.g. Author, Year) of the publication or patent in the text
- Limit each highlight to ~250 words (provide greater level of detail in the individual project or core progress narrative)
- Total highlights should be limited to 2 pages for this section
- Note: RPPR instructions say to include “Goals not met” but this is not appropriate for the Overall Center, but are appropriate for the project/core component sections and should be included there
- Minor change from last year: we ask that you put RTC/CEC highlights to Overall Outreach to Communities Section B.5. (See Slide 15)
- Note: this section (named “Overall Center Highlights”) should be included in the Annual Updates, due to [srpinfo@niehs.nih.gov](mailto:srpinfo@niehs.nih.gov) as a Word Doc on **Feb. 1st**)

# B.3. Supplements - Overall

- Report progress on all administrative supplement awards that have not been previously reported and are completed or active
  - This is a requirement
  - In order to fill this out, you will need the supplement number; Supplements generally have a 3 in front of the grant number (i.e., Type 3)
  - Please contact your Program Administrator if you have a question about which awards to report
- Provide highlight of progress of each supplement award
  - Mention again purpose of supplement in write-up
  - Specific Aims and Accomplishments are limited to 700 characters each
- If applicable to your grant, report activities for re-instatement of funds
- If supplement resulted in publication(s), please cite reference in text in the accomplishments box
- If you have more than one supplements, click on Add/New button at bottom right

## B.4. Opportunities for training (and professional development) that the project provided - Overall

**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

- Include Trainee Highlights here (this is the same Trainee Highlights included in the Annual Updates due to [srpinfo@niehs.nih.gov](mailto:srpinfo@niehs.nih.gov) by February 1st)
- This section should be included for those Centers with and without Training Cores
- Note: Individual Development Plans (IDPs) are not in the Request for Applications (RFA), so you do not need to describe whether your institution has these established

## B.4. Opportunities for training (and professional development) that the project provided - Overall

- Trainee Highlights: Briefly highlight significant accomplishments by your trainees over the past funding year
  - Include most significant awards, publication accomplishments, fellowship awards, notable career advances, etc.
  - SRP trainees are defined as graduate students and post-doctoral researchers either directly supported by the P42 grant or conducting research/activities supported by the grant
  - Centers with Training Cores should provide more details of Training Core-specific activities in the Training Core Component
  - In addition, please include in this section any “Trainee Success Stories”
    - e.g. brief highlights of particularly successful trainees (current or alumni)
- This attachment is limited to 3 pages
- Note: a list of all publications and presentations will be included in each project/core section B.5 “Results to communities of interest;” therefore, please only include highly significant trainee publications and presentations in this section, “Overall B4 Opportunities for Training.”

# B.5. Results to communities of interest - Overall

**B.5 How have the results been disseminated to communities of interest?**

Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities, for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities.

 Reporting the routine dissemination of information (e.g., websites, press releases) is not required. For awards not designed to disseminate information to the public or conduct similar outreach activities, a response is not required and the grantee should select "Nothing to Report". A detailed response is only required for awards or award components that are designed to disseminate information to the public or conduct similar outreach activities. Note that scientific publications and the sharing of research sources will be reported under Products.

Nothing to Report

or enter response below (NIH recommended length is up to 1 page. Limit is 8000 characters or approximately 3 pages.)

Total remaining allowed limit is 8000 characters.

- Briefly highlight significant research translation and community engagement accomplishments over the past funding year
- Choose best from [Data Collection Tool](#)
- Please limit to the top 3 highlights for RTC and CEC and limit to ~200 words for each highlight
- This section is just for the highlights; more detail should be provided in the RTC/CEC component sections
- Remember to define which communities you are working with (e.g., stakeholders, community groups)
- Note that scientific publications, sharing of research resources, and patents/licenses will be reported in the Overall Component under Products (Section C)

# B.6. Plan for the next reporting period to accomplish goals - Overall

**B.6 What do you plan to do during the next reporting period to accomplish the goals?**

Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives.

 Remember that significant changes in objectives and scope require prior approval of the agency (e.g., NIH Grants Policy Statement, 8.1.2.)

 Include any important modifications to the original plans. Provide a scientific justification for any changes involving research with human subjects or vertebrate animals. A detailed description of such changes must be provided under Changes.

Enter response below (NIH recommended length is up to 1 page. Limit is 8000 characters or approximately 3 pages.)

Total remaining allowed limit is **8000** characters.

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- Note: Significant changes in objectives and scope require prior approval of the agency (e.g., [NIH Grants Policy Statement, 8.1.2.](#))

# Section C – Products - Overall

- C.1. See RPPR guidelines regarding Publications.
- Note: the RPPR combines publications in this Overall Section, without regard to specific project/core. (Note: Please report publications on a per project/core basis in the Annual Updates – due Feb. 1<sup>st</sup> to [srpinfo@niehs.nih.gov](mailto:srpinfo@niehs.nih.gov))

**C.1 Publications**

Are there publications or manuscripts accepted for publication in a journal or other publication (e.g., book, one-time publication, monograph) during the reporting period resulting directly from this award?  Yes  No

If yes, select from the table below to affiliate publications with this progress report.  
If you need to login to My NCBI account please use this link: [My NCBI](#) ?

All publications associated with this project in My NCBI

One item found.

Associate with this RPPR	NIH Public Access Compliance	Citation
<input checked="" type="checkbox"/>	Complete	Jefferson, Thomas. An assessment of environmental factors on public health. Health Publ. 2011. PMID: PMC1234567

Sort Table Above By:  Then By:   
 Ascending  Descending  Ascending  Descending

Hide publications from My NCBI

Publications not associated with this project in My NCBI

One item found.

Associate with this RPPR	NIH Public Access Compliance	Citation
<input type="checkbox"/>	Complete	Jefferson, Thomas. Study of Child Health & Development in the United States. Health Publ. PMID: PMC1111111

Sort Table Above By:  Then By:   
 Ascending  Descending  Ascending  Descending

NOTE: It is critical that your PIs include their Grant Number in all publications. MyNCBI searches for Grant Numbers and PI last names, which can be used to develop a bibliography that captures all of the Center's publications.

Per Naomi Hirsch (OSU), this presentation about “Managing Compliance Using My NCBI” may be helpful to you: <http://superfund.oregonstate.edu/internal>

# Section C – Products - Overall

## C.2 Website(s) or other Internet site(s)

List the URL for any Internet site(s) that disseminates the results of the research activities. A short description of each site should be provided. It is not necessary to include the publications already specified above.

 For awards not designed to create or maintain one or more websites select "Nothing to Report". A description is only required for awards designed to create or maintain one or more websites. Limit the response to this reporting period.

Nothing to Report

or list URL(s) for Internet site(s) and provide description(s) below (NIH recommended length is up to 1 page. Limit is 8000 characters or approximately 3 pages.)

Total remaining allowed limit is 8000 characters.

## C.3 Technologies or techniques

Identify technologies or techniques that have resulted from the research activities. Describe the technologies or techniques and how they are being shared.  Limit the response to this reporting period.

Nothing to Report

or identify and describe technologies or techniques below (NIH recommended length is up to 1 page. Limit is 8000 characters or approximately 3 pages.)

Total remaining allowed limit is 8000 characters.

# Section C – Products - Overall

- C.2. Websites
  - For Overall Center, list Center website
  - If applicable, list specific websites that pertain to each project/core component in this section
- C.3. Technologies or Techniques: For Overall Center component, click on “Nothing to Report”
  - Fill out on a per projects/core component basis (if applicable)

# Section C – Products - Overall

- C.4. Inventions/Patents: Fill out for Overall Center Component
- C.5a. Other Products: in addition to what is asked in this section, please include an explanation of patents, inventions, and licenses that were reported in C.4
- C.5b. Resource Sharing: For Overall Center component, click on “Nothing to Report”
  - Fill out on a per project/core component basis (if applicable)

### C.4 Inventions, patent applications, and/or licenses

Have inventions, patent applications and/or licenses resulted from the award during this reporting period?  Yes  No

If yes, has this information been previously provided to the PHS or to the official responsible for patent matters at the grantee organization?  Yes  No

Reporting of inventions through [iEdison](#) is strongly encouraged.

### C.5 Other products and resource sharing

#### C.5.a Other Products

Identify any other significant products that were developed under this project.

Describe the product and how it is available to be shared with the research community. Do not repeat information provided above. Limit the response to this reporting period.

Examples of other products are: audio or video products; data and research material (e.g., cell lines, DNA probes, animal models); databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware.

Nothing to Report  
or upload Response

#### C.5.b Resource sharing

If the initial research plan addressed, or the terms of award require, a formal plan for sharing final research data, model organisms, Genome Wide Association Studies data, or other such project-specific data, describe the progress in implementing that plan. For sharing model organisms, include information on the number of requests received and number of requests fulfilled during this reporting period. If the sharing plan is fully implemented, provide a final statement on data sharing.

Nothing to Report  
or upload Response

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# D. Participants - Overall

## D. Participants ?

**Tip & Note:**  
 THE FOLLOWING DOES NOT APPLY TO FELLOWSHIPS.  
 In the near future, Commons IDs will be required for individuals with the Undergraduate role. Completion of a Commons Personal Profile for these individuals is strongly encouraged now.  
 In addition, individuals with Undergraduate, Graduate Student, and Postdoctoral roles on a project will be required to complete the following fields in the Commons Personal Profile: Birthdate, Gender, Race/Ethnicity, U.S. Citizenship Status, and Country of Citizenship, or indicate that they do not wish to respond. Individuals with a Graduate Student role must enter at least one degree and those with a Postdoctoral role must enter a doctoral degree. The profile must also include the name of institution issuing the degree. Completion of these data fields is strongly encouraged now.

Save Cancel
Overall

### D.1 What individuals have worked on the project?

Provide the following information for: (1) program directors (principal investigators) (PDOs/PIs); and (2) each person who has worked at least one person-month per year on the project during the reporting period, regardless of the source of compensation (a person-month equals approximately 193 hours or 8.3% of annualized effort). Specify the component(s) on which the individual worked in the appropriate text box. This personal information is for the entire project.

Provide the name and identify the role the person played in the project. Indicate the nearest whole person-month (Calendar, Academic, Summer) that the individual worked on the project. Show the most senior role in which the person has worked on the project for any significant length of time. For example, if an undergraduate student graduates, enters graduate school, and continues to work on the project, show that person as a graduate student.

**Instructions**

- An individual's Commons user ID may be used to partially populate his or her information.
- A Commons ID is required for all individuals with a postdoctoral role and/or supported by a Reentry or Diversity Supplement. The Commons ID is strongly encouraged, but currently optional, for all other project personnel.
- Individuals with a [postdoctoral role](#) should be identified as "Postdoctoral (scholar, fellow, or other postdoctoral position)."
- Do not include Other Significant Contributors who are not contributing any specified measurable effort to this project.
- Do not report personnel for whom a PHS 2271 Appointment form has been submitted through eTRAN.
- Required fields are marked with an \*.

**OR Commons User ID**

GREATPOET Populate from Profile

\*First Name  Middle Name  Last Name  \*Senior Key Personnel?  Yes  No Last 4 digits of Social Security Number  DOB (MM/YYYY)

Degree(s)  \*Project Role  Supplement Support (SS)  \*Person Months

Please specify the component(s) on which the individual worked  
[Admin Core-5994 \(My Sample Project Component\)](#)  
[Core-5591 \(My Sample Project\)](#)  
[Core-5592 \(My Sample Core Component\)](#)  
[Project-5593 \(My Sample Project Component\)](#)

Is the individual's primary affiliation with a foreign organization?  Yes  No  
 Check "no" if the individual's primary affiliation is with a foreign organization but the individual is working on this award solely while in the U.S.

If yes, provide the name of the organization and country

Organization Name  Country

Add New Clear

List of Participants														
Commons ID	S/R	Name	SSH	DOB	Degree(s)	Role	Person Months			Foreign Affiliation		SS	Component	Action
							Cal	Acad	Sum	Org	Country			
WINTERLANE	Y	AUSTEN, JANE	0305	03/1953	MPH,MD,MD	PD/PI	12					Not Applicable	Core-5601	<a href="#">Edit</a>
ALBONPOET	Y	Auden, WH	0040	09/1954	PHD,BS,MS	Co-Investigator	10					Not Applicable	<a href="#">Core-5601</a> <a href="#">Core-5602</a> <a href="#">show more</a>	<a href="#">Edit</a> <a href="#">Delete</a>
DICKENSAUTHOR	Y	Dickens, Charles	1825	01/1864	BAMS,PHD	Co-Investigator	4					Not Applicable	<a href="#">Admin Core-5994</a> <a href="#">Project 5603</a>	<a href="#">Edit</a> <a href="#">Delete</a>
MOCKINGBRO	Y	Lee, Haber	0370	03/1967	PHD	Co-Investigator	3					Not Applicable	<a href="#">Admin Core-5994</a> <a href="#">Core-5601</a> <a href="#">Core-5602</a> <a href="#">Project 5603</a> <a href="#">show more</a>	<a href="#">Edit</a> <a href="#">Delete</a>

# D. Participants - Overall

**D.2.a Level of Effort**

Will there be, in the next budget period, either (1) a reduction of 25% or more in the level of effort from what was approved by the agency for the PD/PI(s) or other senior/key personnel designated in the Notice of Award, or (2) a reduction in the level of effort below the minimum amount of effort required by the Notice of Award?

Yes  No

Reductions are cumulative, i.e., the 25% threshold may be reached by two or more successive reductions that total 25% or more. Once agency approval has been given for a significant change in the level of effort, then all subsequent reductions are measured against the approved adjusted level. Selecting "yes" constitutes a prior approval request to the agency and the issuance of a subsequent year of funding constitutes agency approval of the request.

If yes, provide an explanation below (Limit is 700 characters or approximately 1/4 of a page.)

Total remaining allowed limit is 700 characters.

**D.2.b New Senior/Key Personnel**

Are there, or will there be, new senior/key personnel?  Yes  No

Senior/key personnel are those identified by the grantee institution as individuals who contribute in a substantive measurable way to the scientific development or execution of the project, whether or not salaries are requested. Typically these individuals have doctoral or other professional degrees, although individuals at the masters or baccalaureate level may be considered senior/key personnel if their involvement meets this definition. Consultants may be considered senior/key personnel if they meet this definition. "Zero percent" effort or "as needed" is not an acceptable level of involvement for senior/key personnel.

If yes, upload biosketches and other support for all new senior/key personnel

Add Attachment

Delete Attachment

View Attachment

**D.2.c Changes in Other Support**

Has there been a change in the active other support of senior/key personnel since the last reporting period?  Yes  No

If yes, upload active other support for senior/key personnel whose support has changed and indicate what the change has been

Add Attachment

Delete Attachment

View Attachment

**D.2.d New Other Significant Contributors**

Are there, or will there be, new other significant contributors?  Yes  No

Other significant contributors are individuals who have committed to contribute to the scientific development or execution of the project, but are not committing any specified measurable effort (i.e., person months) to the project.

If yes, upload biosketches for all new other significant contributors

Add Attachment

Delete Attachment

View Attachment

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

Will there be a change in the MPI Leadership Plan for the next budget period?  N/A  Yes  No

Change in status of PD/PI requires prior approval of the agency (e.g., NIH Grants Policy Statement, 8.1.2.6).

If yes, upload a revised MPI Leadership Plan that includes a description of the change(s)

Add Attachment

Delete Attachment

View Attachment

# Section D. Participants - Overall

- D.1. All participants should be listed under the Overall Center Component. There will be the option of selecting which Projects/Cores for which each of the participants are involved in.
- **New Policy - NIH now requires an eCommons ID for all trainees (i.e., undergraduates, graduate students, and Post-Docs) who spend more than 1 calendar month/year performing research/activities on the grant. Please be sure all eligible trainees register with eCommons and include them in your “D. Participants” section. (Note – eCommons ID is also required for any new trainees to be added to CareerTrac.)**
- D.2.a & D.2.b Level of Effort. The RPPR process can be used to submit materials for a prior approval request for notification of a 25% change in level of effort of Key Personnel (e.g. change in Key Personnel). If you plan to use this function:
  - **Please contact your SRP Program Administrator and Grants Management Specialist before submission of the RPPR (preferably in early January 2015).**
  - Listing changes in level of effort does not necessarily indicate prior approval.
  - New senior key personnel: for addition of new senior/key personnel, a prior approval request is required
  - Provide additional information about changes to Key Personnel in the Administrative Core component section B.2.

# Section E. Impact

## E.1 Not Applicable

## E.2 What is the impact on physical, institutional, or information resources that form infrastructure?

Describe ways, if any, in which the project made an impact, or is likely to make an impact, on physical, institutional, and information resources that form infrastructure, including:

- physical resources (such as facilities, laboratories, or instruments);
- institutional resources (such as establishment or sustenance of societies or organizations); or
- information resources, electronic means for accessing such resources or for scientific communication, or the like.

If the award or award component(s) is not intended to support physical, institutional, or information resources that form infrastructure, select "Nothing to Report".

Nothing to Report

or describe impact on physical, institutional, or information resources below (NIH recommended length is up to 1 page. Limit is 8000 characters or approximately 3 pages.)

Total remaining allowed limit is 8000 characters.

## E.3 Not Applicable

## E.4 What dollar amount of the award's budget is being spent in foreign country(ies)?

For domestic awardees provide the dollar amount obligated to first-tier subawards to foreign entities for this reporting period. For foreign awardees provide the dollar amount of the award, excluding all first-tier subawards to U.S. entities, for this reporting period. Dollars provided should reflect total costs.

If more than one foreign country, identify the distribution between the foreign countries.

Nothing to Report (zero dollars)

or provide the following for each foreign country: Dollar Amount  Country

# Sections E - Overall

- Section E. Impact\*
  - E.1. No title. **Not Applicable**
  - E.2 What is the impact on physical, institutional, or information resources that form infrastructure? For P42 grants, this may not apply.
  - E.3 No title. **Not Applicable**
  - E.4 What dollar amount of the award's budget is being spent in foreign country(ies)?

\*See RPPR guidelines for more information

# Section F - Overall

## F. Changes

F.1 Not Applicable

F.2 Actual or anticipated challenges or delays and actions or plans to resolve them

Describe challenges or delays encountered during the reporting period and actions or plans to resolve them.

Describe only significant challenges that may impede the research (e.g., accrual of patients, hiring of personnel, need for resources or research tools) and emphasize their resolution.

Nothing to Report

or describe challenges or delays and plans to resolve them below (NIH recommended length is up to 1 page. Limit is 8000 characters or approximately 3 pages.)

Total remaining allowed limit is 8000 characters.

# Section F - Overall

**F.3 Significant changes to Human Subjects, Vertebrate Animals, Biohazards, and/or Select Agents**

Describe significant deviations, unexpected outcomes, or changes in approved protocols for human subjects, vertebrate animals, biohazards, and/or select agents during this reporting period.

Remember that significant changes in objectives and scope require prior approval of the agency (e.g., NIH Grants Policy Statement, 8.1.2.). If there are changes in any of the following areas check the appropriate box and provide a description of the changes.

**F.3.a Human Subjects**

If human subject protocols are or will be different from the previous submission, include a description and explanation of how the protocols differ and provide a new or revised Protection of Human Subjects Section as described in the competing application instructions.

No Change  
or upload description of change

**F.3.b Vertebrate Animals**

If there are or will be significant changes to the uses of vertebrate animals from the previous submission, provide a description of the changes. Examples of changes considered to be significant include, but are not limited to, changing animal species, changing from noninvasive to invasive procedures, new project/performance site(s) where animals will be used, etc. If studies involving live vertebrate animals are planned and were not part of the originally proposed research design, provide a new or revised Vertebrate Animal Section as described in the competing application instructions.

No Change  
or upload description of change

**F.3.c Biohazards**

If the use of biohazards is or will be different from the previous submission, provide a description and explanation of the difference(s).

No Change  
or upload description of change

**F.3.d Select Agents**

If the possession, use, or transfer of Select Agents is or will be different from that proposed in the previous submission, including any change in the select agent research location and/or the required level of biocontainment, provide a description and explanation of the differences. If the use of Select Agents was proposed in the previous submission but has not been approved by regulatory authorities, provide an explanation. If studies involving Select Agents are planned and were not part of the originally proposed research design, provide a description of the proposed use, possession, transfer, and research location as described in the competing application instructions.

U.S. Select Agent Registry Information: <http://www.selectagents.gov/Select%20Agents%20and%20Twins.html>

No Change  
or upload description of change

# Section F - Overall

- Section F. Changes\*
  - **Note: Studies involving human subjects are being closely followed by NIH/NIEHS. Please be sure that all enrollment tables are updated and to be clear and transparent about changes/challenges to enrollment.**
  - F.1. No Title and is **Not Applicable**.
  - F.2 Actual or anticipated challenges or delays and actions or plans to resolve them. (In box, please refer to affected projects/cores, and describe in detail changes in respective project/core component)
  - For F.3, if there are changes to Human Subjects, Vertebrate Animals, Biohazards, and/or Select Agents, check the appropriate box and for Overall Component, provide a pdf document indicating which projects/cores are affected (as applicable). More importantly, report a description and explanation of specific changes under the relevant project/core component.

# Section G - Overall

 **G. Special Reporting Requirements** 

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

Address any special reporting requirements specified in the award terms and conditions in the [Notice of Award \(NoA\)](#) or Funding Opportunity Announcement (FOA).

Nothing to Report  
or upload file(s)

**G.2 Not Applicable**

**G.3 Not Applicable**

Note: No screen shot available for G.4.a

**G.4.b Inclusion Enrollment Data** 

**Inclusion Enrollment Report**

If inclusion enrollment reporting is required, download and complete the Cumulative Enrollment Report, and upload it in Section G.4.b. If inclusion enrollment reporting is not required, select "Nothing to Report."

[Click here](#) to download Cumulative Enrollment Report

Nothing to Report  
or upload file(s)

# Section G - Overall

### G.4 Human Subjects

**G.4.a Does the project involve human subjects?** ?  Yes  No

**Is the research exempt from Federal regulations?** ?  Yes  No  
If yes, check appropriate exemption number(s).  E1  E2  E3  E4  E5  E6

**Does this project involve a clinical trial?** ?  Yes  No

**If yes, is this an NIH-defined Phase III Clinical Trial?** ?  Yes  No

**G.4.b Inclusion Enrollment Data** ?

Please review the box below to determine if this project meets the definition of clinical research and requires the reporting of cumulative enrollment of subjects and the distribution of sex/gender, ethnicity and race. [Click here](#) for complete instructions about this requirement.

**Inclusion Enrollment Report**

Please click on the link below to view and update inclusion data records associated with this award.

[Inclusion](#)

**G.4.c ClinicalTrials.gov** ?

Does this project include one or more applicable clinical trials that must be registered in ClinicalTrials.gov under FDAAA?

Yes  No

If yes, provide the ClinicalTrials.gov identifier, NCT number (e.g., NCT00654321) for those trials.

NCT number

Clinical Trials ID	Action
NCT01234567	<a href="#">Edit</a> <a href="#">Delete</a>

# Section G - Overall

**G.5 Human Subjects Education Requirement**

Are there personnel on this project who are or will be newly involved in the design or conduct of human subjects research?

Yes  No

If yes, provide the following in the text box below (Limit is 1300 characters or approximately 1/2 of a page.)

- names of individuals,
- title of the education program completed by each individual, and
- a one sentence description of the program

Total remaining allowed limit is 1300 characters.

**G.6 Human Embryonic Stem Cells (hESCs)**

Does this project involve human embryonic stem cells?  Yes  No

Only hESC lines listed as approved in the NIH [Registry](#) may be used in NIH funded research.

If yes, identify the hESC Registration number(s) from the NIH Registry

If there is a change in the use of hESCs provide an explanation below (Limit is 700 characters or approximately 1/4 of a page.)

Total remaining allowed limit is 700 characters.

**G.7 Vertebrate Animals**

Does the project involve vertebrate animals?  Yes  No

# Section G - Overall

G.8 Project/Performance Sites

If there are changes to the project/performance site(s) displayed below, edit as appropriate. (?)

\*Required field(s)

\*Organization Name

\*DUNS or DUNS+4

\*Address 1

Address 2

\*City

\*State

Province

County

\*Country

\*Zip Code

\* Congressional District  
(e.g. MD-08 for Maryland, 8th District)

\*Is this the primary Project/Performance Site?  Yes  No

Project/Performance Sites				
Organization Names	DUNS	Congressional District	Address	Action
Primary: PRESIDENTIAL UNIVERSITY	012345679-0000	30	PRESIDENTIAL UNIVERSITY Office of Research Administration, 7777 University Drive, Our Town, MD 98765	<a href="#">Edit</a> <a href="#">Delete</a>
CENTRAL MEDICAL CENTER	012312312-0000	90	CENTRAL MEDICAL CENTER, 4444 Circular Center Drive, Cincinnati, OH 55555	<a href="#">Edit</a> <a href="#">Delete</a>

# Section G - Overall

**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?  Yes  No

The "total approved budget" equals the current fiscal year award authorization plus any approved carryover of funds from a prior year(s). The numerator equals the total amount available for carryover and the denominator equals the current year's total approved budget.

If yes, provide the estimated unobligated balance.

**G.10.b Provide an explanation for unobligated balance below (Limit is 700 characters or approximately 1/4 of a page.)**

Total remaining allowed limit is 700 characters.

**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](#) (Limit is 1300 characters or approximately 1/2 of a page.)**

Total remaining allowed limit is 1300 characters.

**G.11 Program Income**

Is program income anticipated during the next budget period?  Yes  No

If yes, use the format below to reflect the amount and source(s)

Anticipated Amount	Source(s)		
<input type="text"/>	<input type="text"/>	<input type="button" value="Add/Now"/>	<input type="button" value="Clear"/>

**G.12 F&A Costs**

Is there a change in performance sites that will affect F&A costs?  Yes  No

If yes, provide an explanation below (Limit is 1300 characters or approximately 1/2 of a page.)

Total remaining allowed limit is 1300 characters.

# Sections G & H - Overall

- Section G. Special Reporting Requirements
  - G.1., Special Notice of Award and Funding Opportunity Announcement Reporting Requirements – Click on Nothing to Report; The NOA states that participants at annual meeting should be provided in the RPPR, but we are requesting that they be reported in the Administrative Core Component
  - G.2. No title (Not Applicable)
  - G.3. No title (Not Applicable)
  - G.4. Human Subjects
    - G.4.a Does the project involve human subjects?
    - G.4.b Inclusion enrollment data
    - G.4.c ClinicalTrials.gov (Fill out if applicable)
  - G.5 Human Subjects Education Requirement\*
  - G.6 Human Embryonic Stem Cell(s)\*
  - G.7 Vertebrate Animals\*
  - G.8 Project Performance Sites\*
  - G.9 Foreign component\*
  - G.10 Estimated unobligated balance\*
  - G.11 Program Income (if applicable)\*
  - G.12 F&A Costs (Not Applicable because we are non-SNAP)
- Section H. Budget
  - See RPPR guidelines for more information
  - For questions pertaining to the budget and budget format, please contact your SRP Grants Management Specialist listed on your Notice of Award (NOA)

\*Note: see RPPR for additional information

# Adding Components

- 1. Select the correct option from the Component Type drop- down list.
- 2. Enter the Component Project Title (please use the title listed in the parent application)
- 3. Select the Add Component button (Project = Biomedical/Environmental Science and Engineering; Admin Core = Administrative Core; Core = RTC, CEC, TC, and Research Support Cores)

RPPR Menu ?

Application Information

Grant Number: 5P20MD123456-01  
Institution: UNIVERSITY OF THE US  
PDI/PI Name: WASHINGTON, GEORGE, Jefferson, Thomas (Contact)  
Project Title: Sample Research Project  
Due Date: 01/01/2014  
Current Reviewer: Franklin, Benjamin  
Status: PDI/PI Work in Progress

View View Routing History Route Recall Submit Cancel

Does the project have components?  Yes  No ?

ID	Project Title	Program Director(PD)/ Principal Investigator(PI) Name	Actions
Overall	Sample Research Project	Washington, George	<a href="#">Edit</a> <a href="#">Check for Errors</a>

Component Type \* Component Project Title

Select One  Add Component

Component Type	Component Project Title	Actions
Core	My sample project	<a href="#">Edit Component</a>   <a href="#">Check for Errors</a>   <a href="#">Delete</a>

# For ALL Components

- The Instructions for RPPR Sections A–H in Chapter 6 are applicable to each individual component with exceptions listed in in section 7.6.2 (Component Instructions)
- See section 7.6.2 for filling our Section A.
- B.1. Aims/Goals: State specific aims and describe any modifications to the Specific Aims since the last competing application.
- B.1.a Have the major aims/goals changed since the initial competing award or previous report? Click on Yes or No
- B.2. Studies and Results:
  - Progress Update for SRP Website: in the first paragraph, summarize major accomplishments of over the last funding cycle. Please note that these will be used for the SRP website, so **do not include proprietary information**. (You will need to compile this paragraph for each project/core as part of the Annual Updates submitted to [srpinfo@niehs.nih.gov](mailto:srpinfo@niehs.nih.gov) due Feb. 1st)
  - Subsequent paragraphs: Describe studies directed toward each specific aim with positive and negative results obtained. If technical problems were encountered, describe how approach was modified. This section **may include unpublished data** and will not be used for the SRP website.
  - For all accomplishments: include translational significance: money/time saved in clean-ups, quantifiable reduction in diseases, potential clinical intervention or diagnostic tool (e.g. biomarker), vastly improved detection limit, etc. Cite publications or patents within the text.
- For additional information about project/core components, please see slides 45-50.

# For ALL Components

- B.3 Competitive Revisions/Administrative Supplements (**Not applicable**)
  - Note: these are reported in the Overall Component section
- B.4 What opportunities for training and professional development has the project provided?
- B.5 “Results to communities of interest” section should include a list of publications (in prep, submitted, in press, and published), oral/poster presentations, book chapters, etc.
  - Note – to help you get started on this section, please refer to the Annual Update webpage where we have provided you with a list of SRP’s records of your Center’s publications on a per-project, per-core basis
- B.6 Plans: Summarize plans for next year; include plans for investigator-initiated research translation (e.g. plans that may involve moving a technology to a field site)

# For ALL Components

- C.1. Publications (Not Applicable)
- C.2. Website(s) or other internet site(s) (Not Applicable)
- C.3 Technologies or techniques (e.g., new technologies/techniques from a research project or activities from Research Support Cores).
- C.4. Inventions, patent applications and/or licenses (Not Applicable)
- C.5a&b. Project-Generated Resources: Please report on sharing of data and resources (e.g., GWAS data and Model Organisms). If these have been produced and are not being shared, state why not
  - Refer to the project/core “Data-Sharing Plan” (from original P42 Application) for additional activities to report and or resources that have been generated.
  - Report investigator-initiated research translation in C.5.b
- All of Section D – Participants (Not Applicable)
- E.1 Not title (Not Applicable)
- E.2 What is the impact on physical, institutional, or information resources that form infrastructure? (Not Applicable)
- E.3. What is the impact on Technology Transfer?
- E.4. What dollar amount of the award’s budget is being spent in foreign country(ies)? (Not Applicable)

**C.1., C.2., and C.4. will be asked for a per project/core basis in Annual Updates due to [srpinfo@niehs.nih.gov](mailto:srpinfo@niehs.nih.gov) by Feb. 1st**

# For ALL Components

- F.1. No title (Not Applicable to most awards.)
- F.2. Actual or anticipated challenges or delays and actions or plans to resolve them.
  - Please include any anticipated unobligated balances here and explanation for unobligated balance
- F.3. Significant changes to human subjects, vertebrate animals, biohazards, and/or select agents.
- G.1. Special Notice of Award and Funding Opportunity Announcement Reporting Requirements (Not Applicable)
- G.2. No title. (Not Applicable)
- G.3. No title. (Not Applicable)
- G.4. Human Subjects
  - G.4.a Does the project involve human subjects?
  - G.4.b Inclusion enrollment data
  - G.4.c ClinicalTrials.gov (Not Applicable)
- G.5 Human Subjects Education Requirement (Not Applicable)
- G.6 Human Embryonic Stem Cell(s)
- G.7 Vertebrate Animals (Not Applicable)
- G.8 Project/Performance Sites (Not Applicable)
- G.9 Foreign component (Not Applicable)
- G.10 Estimated unobligated balance (Not Applicable)
- G.11 Program Income (Not Applicable)
- G.12 F&A Costs (Not Applicable)
- H. Budget
  - H.1 Budget Form
  - H.2 Subaward Budget Form

# Tips - Checking for Errors

**RPPR Menu** ?

Application Information

Grant Number: 5P20MD123456-01  
 Institution: UNIVERSITY OF THE US  
 PD/PI Name: WASHINGTON, GEORGE, Jefferson, Thomas (Contact)  
 Project Title: Sample Research Project  
 Due Date: 01/01/2014  
 Current Reviewer: Franklin, Benjamin  
 Status: PD/PI Work in Progress

View View Routing History Route Recall Submit Cancel

Does the project have components? @ Yes  No  ?

ID	Project Title	Program Director(PD) Principal Investigator(PI) Name	Actions
Overall	Sample Research Project	Washington, George	<a href="#">Edit</a> <a href="#">Check for Errors</a>

Component Type   
 Select One

One item found.

Component ID	Component Type	Component Project Title	Actions
Core-6773	Core	Core for Sample Research Project	<a href="#">Edit Component</a> <a href="#">Check for Errors</a> <a href="#">Delete</a>

**RPPR Menu** ?

**Error Messages**

- Core-6772 - Section A. Cover Page: (ID: 201309)
- A.1.b. The project lead for the component is required. (ID: 200261)
- Core-6772 - Section B. Accomplishments: (ID: 201315)
- B.1. An answer is required. (ID: 201238)
- B.1.A. An answer is required. (ID: 201239)
- B.2. An answer is required. (ID: 201240)
- B.4. An answer is required: select Nothing to Report or enter/upload response. (ID: 201243)
- B.5. An answer is required: select Nothing to Report or enter/upload response. (ID: 201244)
- B.6. An answer is required. (ID: 201245)
- Core-6772 - Section C. Products: (ID: 201316)
- C.3. An answer is required: select Nothing to Report or enter/upload response. (ID: 201248)
- C.5.A. An answer is required: select Nothing to Report or enter/upload response. (ID: 201250)
- C.5.B. An answer is required: select Nothing to Report or enter/upload response. (ID: 201251)
- Core-6772 - Section E. Impact: (ID: 201318)
- E.3. An answer is required: select Nothing to Report or describe impact on technology transfer. (ID: 200220)
- Core-6772 - Section F. Change: (ID: 201319)
- F.2. An answer is required: select Nothing to Report or enter/upload response. (ID: 201270)
- F.3.a An answer is required: select No Change or enter/upload response. (ID: 201271)
- F.3.b An answer is required: select No Change or enter/upload response. (ID: 201272)
- F.3.c An answer is required: select No Change or enter/upload response. (ID: 201273)
- F.3.d An answer is required: select No Change or enter/upload response. (ID: 201274)
- Core-6772 - Section G. Special Reporting Requirements: (ID: 201320)
- G.4.a. An answer is required. (ID: 201279)
- G.6. An answer is required. (ID: 201261)

**Warning Message**

H.1. The Funds Requested amount for one or more budget(s) is \$0 (zero) dollars. Check the calculations to ensure this amount is correct prior to submission. (ID: 200265)

# Tips

Please work with your Project/Core Leaders about character and page limitations

- Most text entry boxes have an 8,000 character limit (~3 pages); entry of more than 8,000 characters is prevented by the system.
- PDF file uploads (attachments) do not have page limits, but may not be more than 6 megabytes (6MB).
- Navigating away from any page on the RPPR without selecting Save results in the loss of any information entered prior to the last save
- If you choose to delete a component, all data related to this component including all budget data will be lost; this data cannot be recovered once it has been deleted.
- For multi-component RPPRs, the grantee must enter the DUNS and Organization Name fields, as the DUNS number will not be automatically populated
- All errors must be corrected prior to submission; the system will prevent submission of an RPPR containing errors. However, the system will not prevent submission of an RPPR when a warning message is displayed.
  - The warning messages should be reviewed to determine if an issue should be addressed.
  - If all validations pass, a message displays indicating: No errors found on validation.

# Tips Cont.

- A PD/PI delegate cannot route an RPPR to the next reviewer or recall an RPPR.
- The RPPR does not replace prior approval requests. All prior approval requests must be submitted directly to the Grants Management Officer of the awarding component in accord with the Grants Policy Statement, 8.1.2.
- **The Center Director is strongly encouraged to view the RPPR prior to submission to ensure that the correct information and attachments are provided.**
- **PLEASE use language Scientific American or equivalent. Remember RPPRs are often used by SRP staff for Congressional Justification, at meetings/workshops, and when reporting your findings to the public.**

# Resources

- NIH RPPR Instruction Guide: [http://grants.nih.gov/grants/rppr/rppr\\_instruction\\_guide.pdf](http://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf)
- Helpful webinars and YouTube videos posted
  - <http://grants.nih.gov/grants/rppr/>
- System issues or comments
  - eRA Help Desk: <http://grants.nih.gov/support>
  - **1-866-504-9552**
- Content questions or comments
  - E-mail [GrantsPolicy@od.nih.gov](mailto:GrantsPolicy@od.nih.gov)
- SRP Annual Updates
  - <https://tools.niehs.nih.gov/srp/resources/updates.cfm>
- NIH Plain Language
  - [http://grants.nih.gov/grants/plain\\_language.htm](http://grants.nih.gov/grants/plain_language.htm)

Per Naomi Hirsch (OSU), this presentation about “**Managing Compliance Using My NCBI**” may be helpful to others: <http://superfund.oregonstate.edu/internal>

Slides to share with your Center  
Director and Project/Core Leaders

# For Project Components

## (Biomedical and Environmental Science and Engineering)

- B.1.: include succinct “elevator pitch” in plain English describing the overall goal of the project (2-3 sentences) in plain language. This should be “time-neutral” and will set the backdrop for the accomplishments (i.e., B.2) which are time-specific (based on the current budget year). In addition to the elevator pitch, please describe specific aims and the percentage of completion of each specific aim.
- B.2.: include the following information:
  - **Progress Summary for SRP Website:** in the first paragraph, summarize major accomplishments of over last funding cycle. Please note that these may be used for the SRP website, so do not include proprietary information.
  - **Full Progress Report:** following your “Progress Summary for SRP Website,” in the subsequent paragraphs please describe studies directed toward each specific aim with positive and negative results obtained. This section may include unpublished data and will not be used for the SRP website.
  - Please do not forget to include the following for all accomplishments:
    - What model (e.g., cell/animal/human). If study is epidemiology or involves specimens from a human population, please provide context about that population/group (location of population, exposure, disease, etc).
    - What media (soil, sediment, groundwater, drinking water, etc)
    - What assay/approach
    - Which contaminant and dose/concentration
    - What disease/endpoint; what mechanism or biological pathway
    - What clean-up or monitoring process does your research utilize or seek to improve?
    - List sites where work being tested or reference sites
  - Please remember to include:
    - Relevance of your research to environmental public health and Superfund. For example: how does your research apply to improving risk assessment, how does it apply to setting health-based standards for superfund sites, quantifiable reduction in diseases, potential clinical intervention or diagnostic tool (e.g. biomarker), vastly improved detection limit, etc. Cite publications or patents within the text. How do the results from your research relate to decisions about monitoring or clean-up approaches at Superfund sites?
    - Innovation or novelty of your project: are you using advanced laboratory techniques or novel analytical tools
- B.5 “Results to communities of interest” section should include a list of publications (in prep, submitted, in press, and published), oral/poster presentations, book chapters, etc.
  - Note – your Center Administrator should have information from SRP that will help you get started on this section including: 1) a report of all data collection tool entries for 2014; and 2) a list of your Center’s publications on a per-project, per-core basis.
- C.5.b. “Resource Sharing” Attachment includes 1) an update on the investigator-initiated research translation activities and 2) as applicable, other NIH Resource Sharing (Data Sharing Plan, Sharing Model Organisms, and Genome Wide Association Studies (GWAS))
- F.2., “Actual or anticipated challenges or delays and actions or plans to resolve them” please detail any technical problems that were encountered, and how your approach was modified to address those problems.
- **PLEASE use language Scientific American or equivalent. Remember RPPRs are often used by SRP staff for Congressional Justification, at meetings/workshops, and when reporting your findings to the public.**

# For Admin Core Component

- B.1.: include succinct “elevator pitch” in plain English describing the overall goal of the project (2-3 sentences) in plain language. This should be “time-neutral” and will set the backdrop for the accomplishments (i.e., B.2) which are time-specific (based on the current budget year). In addition to the elevator pitch, please describe specific aims and the percentage of completion of each specific aim.
- B.2. Include the following information:
  - **Progress Summary for SRP Website:** in the first paragraph, summarize major accomplishments of over last funding cycle. Please note that these may be used for the SRP website, so do not include proprietary information.
  - **Full Progress Report:** following your “Progress Summary for SRP Website,” in the subsequent paragraphs please describe studies directed toward each specific aim with positive and negative results obtained. This section may include unpublished data and will not be used for the SRP website.
  - Please do not forget to include the following for all accomplishments:
    - Specific activities and innovative plans for meeting the core requirements
    - Information on External Advisory Board Meetings (i.e., dates and accomplishments)
    - Collaborations with other organizations (academia, government, industry, etc.) to develop programs that branch out from Center
    - List and describe major changes in key personnel for the Center over the funding period. Include plans or timelines for replacement personnel as appropriate. Also, please include anticipated changes in personnel
      - Keep this update to a maximum of 1 paragraph to summarize changes.
      - Key personnel are the individuals named in the Notice of Award. Generally, “Key Personnel” are limited to the Center Director and the Project & Core Leaders.
    - SRP Annual Meeting participants
- **PLEASE use language Scientific American or equivalent. Remember RPPRs are often used by SRP staff for Congressional Justification, at meetings/workshops, and when reporting your findings to the public.**

# For Research Translation Core Component

- B.1.: include succinct “elevator pitch” in plain English describing the overall goal of the project (2-3 sentences) in plain language. This should be “time-neutral” and will set the backdrop for the accomplishments (i.e., B.2) which are time-specific (based on the current budget year). In addition to the elevator pitch, please describe specific aims and the percentage of completion of each specific aim.
- B.2. Include the following information:
  - **Progress Summary for SRP Website:** in the first paragraph, summarize major accomplishments of over last funding cycle. Please note that these may be used for the SRP website, so do not include proprietary information.
  - **Full Progress Report:** in the subsequent paragraphs please describe activities directed toward each specific aim with positive and negative results obtained. This section may include unpublished data and will not be used for the SRP website.
  - Please do not forget to include outcomes (e.g. value added) of the interactions/activities . This may include many of the following:
    - Partnering with governmental agencies (including names of EPA and ATSDR contacts) – what is the context and significance of these interactions?
    - Status of technology transfer activities
    - Communicating with SRP/NIEHS staff, broad audiences, including web pages, newsletters, and print materials.
  - **Investigator-initiated research translation (summarize by project):** provide a brief update for research translation activities on a per-project basis. If no activities were conducted for a particular project, please indicate. Note: each project will be reporting a more detailed description in their Investigator-Initiated Research Translation activities for section C.5.b “Resource Sharing” section.
- B.5 “Results to communities of interest” section should include a list of publications (in prep, submitted, in press, and published), oral/poster presentations, book chapters, etc.
  - Note – your Center Administrator should have information from SRP that will help you get started on this section including: 1) a report of all data collection tool entries for 2014; and 2) a list of your Center’s publications on a per-project, per-core basis.
- **PLEASE use language Scientific American or equivalent. Remember RPPRs are often used by SRP staff for Congressional Justification, at meetings/workshops, and when reporting your findings to the public.**

# For Community Engagement Core Component

- B.1.: include succinct “elevator pitch” in plain English describing the overall goal of the project (2-3 sentences) in plain language. This should include a brief description of the community/communities that you are working with. This should be “time-neutral” and will set the backdrop for the accomplishments (i.e., B.2) which are time-specific (based on the current budget year). In addition to the elevator pitch, please describe specific aims and the percentage of completion of each specific aim.
- B.2. Include the following information:
  - **Progress Summary for SRP Website:** in the first paragraph, summarize major accomplishments of over last funding cycle. Please note that these may be used for the SRP website, so do not include proprietary information.
  - **Full Progress Report:** in the subsequent paragraphs please describe activities directed toward each specific aim with positive and negative results obtained. This section may include unpublished data and will not be used for the SRP website.
  - Please do not forget to include outcomes (e.g. value added) of the interactions/activities . This may include many of the following:
    - How each activity contributed to the local community’s understanding, participation, and decision-making
    - Specific study/site locations, if applicable
    - Public health issue addressed
    - Responses from tribes/communities
    - Participation from local community advisory groups
    - Work with stakeholders
    - Estimates of the number of people served by each of the SRP-supported engagement activities
- B.5 “Results to communities of interest” section should include a list of publications (in prep, submitted, in press, and published), oral/poster presentations, book chapters, etc.
  - Note – your Center Administrator should have information from SRP that will help you get started on this section including: 1) a report of all data collection tool entries for 2014; and 2) a list of your Center’s publications on a per-project, per-core basis.
- **PLEASE use language Scientific American or equivalent. Remember RPPRs are often used by SRP staff for Congressional Justification, at meetings/workshops, and when reporting your findings to the public.**

# For Training Core Component

- B.1.: include succinct “elevator pitch” in plain English describing the overall goal of the project (2-3 sentences) in plain language. This should be “time-neutral” and will set the backdrop for the accomplishments (i.e., B.2) which are time-specific (based on the current budget year). In addition to the elevator pitch, please describe specific aims and the percentage of completion of each specific aim.
- B.2. Include the following information:
  - **Progress Summary for SRP Website:** in the first paragraph, summarize major accomplishments of over last funding cycle. Please note that these may be used for the SRP website, so do not include proprietary information.
  - **Full Progress Report:** in the subsequent paragraphs please describe activities directed toward each specific aim with positive and negative results obtained. This section may include unpublished data and will not be used for the SRP website.
  - Please do not forget to include outcomes (e.g. value added) of the interactions/activities . This may include many of the following:
    - Professional development activities (e.g., grant writing, interviewing skills, networking opportunities)
    - Establishment of interdisciplinary collaborations between trainees
    - Training, short courses, continuing education
    - Description of graduate student and post-doctoral recruitment activities
    - Conferences and meetings that trainees have attended/participated in
    - Description of seminar series or internal laboratory meetings
- NOTE – Please coordinate with Center Administrator to complete section “B4 Opportunities for Training” of the Overall Component of the RPPR. This section will include SRP Trainee Highlights which include significant awards, publication accomplishments, fellowship awards, notable career advances, etc. In addition this section will report any “Trainee Success Stories” – e.g. brief highlights of particularly successful trainees (current or alumni).
- **PLEASE use language Scientific American or equivalent. Remember RPPRs are often used by SRP staff for Congressional Justification, at meetings/workshops, and when reporting your findings to the public.**

# For Research Support Cores

## (as applicable)

- B.1.: include succinct “elevator pitch” in plain English describing the overall goal of the project (2-3 sentences) in plain language. This should be “time-neutral” and will set the backdrop for the accomplishments (i.e., B.2) which are time-specific (based on the current budget year). In addition to the elevator pitch, please describe specific aims and the percentage of completion of each specific aim.
- B.2. Include the following information:
  - **Progress Summary for SRP Website:** in the first paragraph, summarize major accomplishments of over last funding cycle. Please note that these may be used for the SRP website, so do not include proprietary information.
  - **Full Progress Report:** in the subsequent paragraphs please describe activities directed toward each specific aim with positive and negative results obtained. This section may include unpublished data and will not be used for the SRP website.
- Please do not forget to include the basics about your research support core services as well as the outcomes (e.g. value added) of the interactions/activities. This may include many of the following:
  - Which projects/cores do you work with; has the core stimulated interdisciplinary interactions between projects/cores?
  - What model system do you work with (e.g. cell/animal/human) and what are the unique features of the model as it applies to the Center theme?
  - What assay/approach, disease/endpoint, tissues/histology; what mechanism or biological pathway? Is this an in vitro, high throughput system, or ‘omics approach?
  - Which contaminants or analytes do you analyze? In what media (soil, sediment, groundwater, drinking water, etc)?
- Please remember to include:
  - Relevance of your research to environmental public health and Superfund. For example: could your technique be used to advance risk assessment, how does it apply to setting health-based standards for superfund sites, could this be used as a new potential clinical intervention or diagnostic tool (e.g. biomarker), vastly improved detection limit, etc. Cite publications or patents within the text. How do the results from your research relate to decisions about monitoring or clean-up approaches at Superfund sites?
  - Innovation or novelty of your analytical techniques: are you using advanced laboratory techniques or novel analytical tools?
- B.5 “Results to communities of interest” section should include a list of publications (in prep, submitted, in press, and published), oral/poster presentations, book chapters, etc.
  - Note – your Center Administrator should have information from SRP that will help you get started on this section including: 1) a report of all data collection tool entries for 2014; and 2) a list of your Center’s publications on a per-project, per-core basis.
- C.5.b. “Resource Sharing” Attachment (as applicable) includes 1) an update on the investigator-initiated research translation activities, and 2) other NIH Resource Sharing (Data Sharing Plan, Sharing Model Organisms, and Genome Wide Association Studies (GWAS))
- F.2., “Actual or anticipated challenges or delays and actions or plans to resolve them” please detail any technical problems that were encountered, and how your approach was modified to address those problems.
- **PLEASE use language Scientific American or equivalent. Remember RPPRs are often used by SRP staff for Congressional Justification, at meetings/workshops, and when reporting your findings to the public.**

**THANK YOU!**