

# RPPR CHECKLIST

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## ESPAR CHECKLIST

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- Ensure that COI disclosures/training and patent agreement for all Senior/Key Personnel are up to date
  - Be sure to check all S/K Personnel, not just the PI(s) named in the eSPAR. The original ePRF will include all S/K Personnel and their updated COI/Patent information.
- Attach current IRB approval, if applicable
- Attach current IACUC approval, if applicable
- Attach current BBA to verify carryover amount
- Attach an internal budget for the upcoming year that matches the amount expected per the most recent year NOA
- Upload completed RPPR preview file

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## RPPR CHECKLIST - SECTION A. COVER PAGE

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- Signing Official – Lauren Armstrong
- Administrative Official – Stewart Craig

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## SECTION B. ACCOMPLISHMENTS

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- B.1.a – If “yes”, provide revised aims and highlight all changes
  - Prior approval is required for any change in Aims. If approval has not been received, additional explanation may be needed within Section F.1
- B.2 – Upload “Accomplishments” document
  - Any new publications reported within the B.2 document should also be included in Section C.1
- B.3 – Include any/all administrative supplements awarded. Additional details can be included in the B.2/Accomplishments document as needed
- B.4 – This section **must** include a response for any research award that includes trainees (GRAs or Post-docs) and all training (T and D), fellowship (F), or mentored CDA (K) awards
  - For research awards, a copy of the SOM’s IDP policy (<https://med.virginia.edu/grants-and-contracts/forms/#general>) is sufficient, but the PI is encouraged to describe the training opportunities specific to the award
  - Include relevant training information/policies for any sub sites
  - Individual Fellowships and CDA awards should include:
    - A summary of training and professional development activities for the prior year
  - Institutional Training Grants should include:
    - Trainee Diversity Report [see link to xTrain in the RPPR form]
    - Data tables [completed via xTRACT]
    - Individual trainee summary reports
- B.5 – self explanatory
- B.6 – self explanatory

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## SECTION C. PRODUCTS

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- C.1 – Ensure all reported publications are tagged as “compliant”
  - Non-compliant publications should be submitted to NIHMS several weeks prior to RPPR submission
  - RPPRs submitted with non-compliant publications will be required to send a compliance verification report before the next year of funding will be awarded
  - All publications must be listed in the PI’s MyNCBI Bibliography before they will sync with the RPPR
- C.2 – self explanatory
- C.3 – self explanatory
- C.4 – SOMOGC will verify with LVG that any inventions reported have been submitted to iEdison
- C.5 – self explanatory

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## SECTION D. PARTICIPANTS

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- D.1 – Report *retrospective* effort for the current budget period for any Participant committing 1CM or more
  - Effort for Senior/Key Personnel **named in the NOA** should not have decreased **25% or more** from the last approved level without prior approval from NIH
  - Participants in training positions (GRAs, Post-docs) must have Commons IDs and must complete their personal profile prior to RPPR submission
  - Ensure participants are appropriately marked Y/N for Senior/Key Personnel status
- D.2.a – Request approval here for any decrease in effort **25% or more** for Senior/Key Personnel **named in the NOA** for the coming year
  - This section can also be used to explain other changes in Senior/Key Personnel as needed, even if not named in the NOA
- D.2.b – self explanatory
- D.2.c – Other Support should include:
  - Active awards and an overlap statement. Pending awards do not need to be included.
  - Highlight changes since last reporting period, including grants that have ended, changes in effort, changes in project period (NCEs), etc
  - *Prospective* effort for the coming year on all awards, including the award for which the RPPR is being submitted
    - Effort for the award being reported should match the internal budget and/or the budget in Section H
  - Statement on Foreign Activity
- D.2.d – self explanatory
- D.2.e – self explanatory

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## SECTION E. IMPACT

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- E.1 – self explanatory
- E.2 – self explanatory
- E.3 – self explanatory
- E.4 – Cross-check dollar amounts against external subcontracts

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## SECTION F. CHANGES

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- F.1 – Explain any changes to approach/aims reported in Section B.1 and not already approved by NIH
- F.2 – self explanatory
- F.3 – self explanatory

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## SECTION G. SPECIAL REPORTING REQUIREMENTS

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- G.1 – Check NOA for any special reporting requirements
- G.2 – A response is required for training (T and D), fellowship (F), or mentored CDA (K) awards
- G.3 – A response is required for training (T and D), fellowship (F), or mentored CDA (K) awards
- G.4 – Submit updated enrollment information through the ASSIST/Post-Award Action (PAA) module if human subjects are included
  - Additional Human Subjects/Post-Award Action module tips:
    - Ensure that any applicable Exemption category is reflected in the PAA module. If the Exemption category is not accurate, work with your SOMOGC Administrator to contact the eRA Commons HelpDesk to correct this before submission
    - Update any additional information in the PAA module as necessary, including clinical trial milestones, etc
    - The PAA module information must be submitted separately from the RPPR. Until this information is submitted, the RPPR will have a validation warning and the RPPR preview will not show the updated information. Please be sure to indicate in the “Human Subjects” field of the eSPAR form whether this information is updated and ready for submission
- G.5 – self explanatory
- G.6 – self explanatory
- G.7 – self explanatory
- G.8 – Ensure UVA is listed as the Primary site (delete any duplicate entries) and include all sub sites
- G.9 – Cross check against Section E.4 and any external subcontracts for funded collaborations. Include any unfunded foreign collaborations where materials, data, etc, are exchanged.
- G.10
  - Target unobligated balance = 25% of (the current year award amount [from NOA] + any carryover from the prior year)
    - Carryover from prior year can be determined by:
      - Any approved carryover request
      - The estimated carryover amount reported in the prior year’s RPPR
      - The estimated amount from the BBA for the last month of the prior year’s budget period
    - This is **not** 25% of the cumulative award amount in Oracle/UBI
  - Estimated unobligated balance should include all committed or expected expenses through the end of the current budget period
  - If balance is >25%, provide an explanation for the UOB and a justification for spending down the UOB + next year’s allocation by the end of the next budget period
- G.11 – self explanatory
- G.12 – self explanatory

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## SECTION H. BUDGET

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- Include a budget as applicable