



DREXEL UNIVERSITY
Office of
Research

Avoiding Common RPPR and JIT Submission Problems

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Objectives

- Review guidelines for submitting Just-In-Time information
- Review guidelines for submitting RPPRs
- Avoid common errors



Overview

- Both the RPPR and JIT are initiated by the PI in eRA Commons
- When complete, both are reviewed and submitted by the Office of Research



Just-In-Time



Just-In-Time (JIT)

- NIH sends an email requesting information for applications that have overall impact scores of 40 or less
This process is called Just-In-Time: the information is sent when requested, after initial peer review
- Within 24 hours after NIH releases the score, the option to send the information appears in the Commons Status section for all applications
- Must be submitted 60 days prior to proposed project start date



Guidelines

- JIT guidelines can be found here:
<http://grants.nih.gov/grants/peer/jit.pdf>
- The requirements vary based upon what is included in the application
- NOT a guarantee of funding
- Pay lines and funding histories can be found on Institutes' websites



Initiating JIT

- Just-In-Time responses are initiated in the Status Screen

Action
JIT Transmittal Sheet Inclusion
JIT Transmittal Sheet Inclusion
Transmittal Sheet
JIT Transmittal Sheet Inclusion



Required Information

- Current Other Support
 - Active and pending support for all senior/key persons
 - Includes effort
- Certifications
 - IRB Approval
 - IACUC Approval
 - Human Subjects Education
 - Human Embryonic Stem Cells
- Other Information Requested by NIH



Please provide active and pending support for all key personnel. **Other Support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards.** Training awards, prizes, or gifts do not need to be included.

To provide the NIH Other Support, follow the suggested format available at <http://grants1.nih.gov/grants/funding/phs398/othersupport.doc> and upload the document using the Import button provided below.

Files	File Name	Date Created	Status	Number of Submissions
Other Support File:			NOT UPLOADED	<input type="button" value="Import"/>
Budget Upload:			NOT UPLOADED	<input type="button" value="Import"/>
Other Upload:			NOT UPLOADED	<input type="button" value="Import"/>

IRB Date in MM/DD/YYYY format
 (MM/DD/YYYY)

Number of Submissions

Your Institution must certify to NIH that the research described in this application has received Institutional Review Board (IRB) approval by an IRB registered at OHRP under your Human Subjects Assurance Number. If the required IRB approval has been obtained, enter the IRB approval date. By specifying a Date and saving this form, you certify that you have IRB approval for this research. Please select the correct OHRP Human Subjects Assurance Number from the list of numbers associated with your Institution:

Human Subject Education. This document is required for key personnel (all individuals responsible for the design and conduct of the study) that are involved in human subject research. Please upload a PDF file that includes the following: the names of the key personnel who are responsible for the design and conduct of the study; the title of the education program completed by each named person plus a brief description of the program. Note: If research meeting the criteria for Exemption 4 is proposed, documentation is recommended, but not required.

Files	File Name	Date Created	Status	Number of Submissions
Human Subject Education:			NOT UPLOADED	<input type="button" value="Import"/>

Genome Data Sharing Certification. An Institutional Certification is expected prior to funding award for all research generating large-scale human genomic data under the NIH Genomic Data Sharing Policy (<http://qds.nih.gov/03policy2.html>). The Institutional Certification is a document from the authorized Institutional Signing Official of the institution submitting the data, and assures that the data submission and sharing is appropriate (see http://qds.nih.gov/Institutional_certifications.html for templates). If a final Institutional Certification is not available at Just-In-Time, you may submit a provisional Institutional Certification along with other Just-In-Time documents. A final version of the Institutional Certification may be uploaded in the "Additional Information" section of your grant folder at a later date. You should keep Program Staff of the funding IC informed of the expected date of submission of the final Institutional Certification.

Files	File Name	Date Created	Status	Number of Submissions
Genome Data Sharing Certification:			NOT UPLOADED	<input type="button" value="Import"/>



Submission

- Once the PI has uploaded the documents into Commons, he/she should email Pre-Award PA to let her know that they are ready to be reviewed and submitted
- Once it has been reviewed, Pre-Award PA emails Assistant Director to submit on behalf of the institution
- Once submitted, Pre-Award PA will send confirmation email to DA and PI



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Research

RPPRggggg!

Research Performance
Progress Report



Overview

- Progress reports are required annually to document grant recipient accomplishments and compliance with terms of award. Recipients describe scientific progress, identify significant changes, report on personnel, and describe plans for the subsequent budget period or year in these annual reports.



Guidelines

- Standard RPPR guidelines can be found here:
- http://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf
- The most recent version is dated 05/22/2017
- In most cases, the RPPR is due 45 days before the next grant year budget start date



Access

- RPPRs can be accessed from either the “status” screen

Status Result - List of Applications/Grants

Notes & Tips:

- **Important:** The NIH provides the JIT (Just in Time) link in the Commons for applications receiving a percentile of less than 30 or for applications receiving a priority score of between 10 and 60 if no percentile is provided. Please await instructions from the NIH on whether to complete this information.

The following list of applications/grants represents a result of the search by Grants.gov Tracking # or a complete list of all your applications/grants. If you do not see a complete list of your applications/grants, please click [List of Applications/Grants](#) menu tab again.

Application ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	e Submission Status	Current Application Status	Status Date	Action
5K23HD123456-02		A New Model for the Delivery of Well-Child Care	JEFFERSON, THOMAS	Submission Complete	Awarded. Non-fellowships only	08/17/2011	
1K23HQ123456-01A1	GRANT12345678P	A New Model for the Delivery of Well-Child Care	JEFFERSON, THOMAS	Submission Complete	Awarded. Non-fellowships only	07/13/2010	Transmittal Sheet
1K23HQ123456-01	GRANT87654321P	A New Model for the Delivery of Well-Child Care	JEFFERSON, THOMAS	Submission Complete	Withdrawn by IC - Other Version Encumbered	07/13/2010	Transmittal Sheet
5K23HD123456-03		A New Model for the Delivery of Well-Child Care	JEFFERSON, THOMAS		Pending	08/17/2011	RPPR

Export to Excel Show Query Print History



Access

- Or the “RPPR” screen

Manage RPPR ⓘ

Select Grant Number link to manage the RPPR.

Grant Applications					
One record found:					
Grant Number	POPI Name	Project Title	Due Date	Status	Current Reviewer
5072HR172456-01	Jefferson, Thomas	A New Model for the Delivery of Well-Child Care	05/15/2012	POPI Work in Progress	Jefferson, Thomas



A. Cover Page

- Administrative Official and Signing official are the Pre-Award Assistant Director.
- Address should be new OR address:
 - 1505 Race Street, 10th Floor
 - Philadelphia, PA 19102-1119



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

Electronic Research Administration
eRA Commons
Sponsored by National Institutes of Health

NIH Welcome: Thomas Jefferson
ID: JEFFERSON3
Institution: PRESIDENTIAL UNIVERSITY
Role: 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 ?

Save Cancel

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 98795
A.1 Program Director/Principal Investigator (PD/PI) Information ?		DUNS:	012345678
Name:	JEFFERSON, THOMAS	EIN:	1234567890A1
E-mail:	Jefferson@email.com	Recipient ID: ?	<input type="text"/>
Phone:	(703) 555-1778	Project/Grant Period	
A.1.a		Start Date:	07/01/2010
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		End Date:	05/30/2015
If yes, provide the eRA Commons ID of the new contact PD/PI <input type="text"/> ?		Reporting Period	
A.1.b Not Applicable		Start Date:	07/01/2012
		End Date:	05/30/2013
A.2 Signing Official Information		Requested Budget Period	
Name:	WASHINGTON, GEORGE	Start Date:	07/01/2013
E-mail:	Washington@email.com	End Date:	05/30/2014
Phone:	(202) 555-1111	Report Frequency:	Annual
		Other Frequency:	<input type="text"/>
A.3 Administrative Official Information			
Name:	WASHINGTON, GEORGE		
E-mail:	Washington@email.com		
Phone:	(202) 555-1111		

Save Cancel **A Cover Page** | B Accomplishments | C Products | D Participants | E Impact | F Changes | G Special Reporting Req | H Budget



B. Accomplishments

- B.2 What was accomplished under these goals?
 - Limited to 2 pages of text. Additional pages for figures allowed.
- B.4 What opportunities for training and professional development has the project provided?
 - An answer must be provided
 - If there are no graduate students or post docs, select “Nothing to Report”
 - For projects with students, describe whether Drexel has established IDPs for those students
 - Don’t attach the actual IDP



B. Accomplishments

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.



C. Products

- PD/PIs are required to report all products that arise from their NIH award in this section
- Products include publications, websites, inventions, etc.
- Publications listed in other parts of the RPPR will not be tracked as award products
- RPPR can be submitted with a noncompliant publication, but it must be made compliant before the next budget start date



D. Participants

- Post docs, graduate students, and undergraduate students must have commons profiles.
 - Their personal profiles have to be completed!
- Effort is rounded to the nearest whole number
- Effort is reported for all project personnel, including those at subcontract institutions
- Reductions in effort over 25% have to be explained



D. Participants ?

Tips & Notes:
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.

D.1 What individuals have worked on the project?

Provide the following information for: (1) program director(s)/principal investigator(s) (PDs/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 160 hours or 8.3% of annualized effort). Specify the component(s) on which the individual worked in the appropriate text box. This personnel 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-like role should be identified as "Postdoctoral (scholar, fellow, or other postdoctoral position)."
- Do not include Other Significant Contributors who are not committing any specified measurable effort to this project.
- Do not report personnel for whom a PHS 2271 Appointment form has been submitted through xTRAIN.
- Required fields are marked with an *.

eRA Commons User ID ?

***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 select a role Not Applicable Calendar Academic Summer

Other (Project Role)

***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** Please select a country

List of Participants													
Commons ID	S/K	Name	SSH	DOB	Degree(s)	Role	Person Months			Foreign Affiliation		SS	Action
							Cal	Acad	Sum	Org	Country		
WRITERJANE	Y	AUSTEN, JANE	1234	02/1959	AB,MD	PO/PI	10	0	0			Not Applicable	Edit
WSHAKESPEARE	Y	Shakespeare, William	4567	08/1962	MD	PO/PI	5	0	0			Not Applicable	Edit



G. Special Reporting Requirements

- Unobligated balances over 25% must be reported and explained
 - Work with RAS to determine the unobligated balance
 - An email should go out to PI when the RPPR is due. A note on the bottom of the email should say that RAS needs to confirm the balance before we can submit the RPPR
 - More on this next staff meeting



Submission

- Use the “check” button to check for any warnings or errors that prevent submission

RPPR Menu ⓘ

Application Information

Grant Number:	5K23HD123456-03
Institution:	PRESIDENTIAL UNIVERSITY
PD/PI Name:	Jefferson, Thomas
Project Title:	A New Model for the Delivery of Well-Child Care
Due Date:	05/15/2012
Current Reviewer:	
Status:	Not Started



Submission

- Click “route” and select your Pre-Award PA from the dropdown list
- Pre-Award PA will receive an email notification that a RPPR has been routed to them
- Once it has been reviewed, Pre-Award PA will route to Pre-Award Assistant Director to submit on behalf of the institution
- Once submitted, Pre-Award PA will send confirmation email to DA and PI



Progress Report Additional Materials (PRAM)

- If additional information is required, Program Officer will request that PI creates a PRAM in Commons

Status Result - List of Applications/Grants [?](#)

Notes & Tips:

- **Important:** The NIH provides the JIT (Just in Time) link in the Commons for applications receiving a percentile of less than 30 or for applications receiving a priority score of between 10 and 60 if no percentile is provided. Please await instructions from the NIH on whether to complete this information.

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Application ID	Grants.gov Tracking #	Proposal Title	PI/PI Name	eSubmission Status	Current Application Status	Status Date	Action
5K23HD123456-03		A New Model for the Deliver of Well-Child Care	JEFFERSON, THOMAS		Pending	09/30/2012	RPPR Public Access PRAM



Tips and Tricks

- Every question must be answered!
 - Unless the question already says Not Applicable, an answer must be selected before we can submit.

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)

Add Attachment

G.2 Not Applicable



Questions?

