# Grant Recipient

# Research Performance Progress Report (RPPR)

# User Guide

NOAA Grants Online Program Management Office

June 2019
Version 4.27

# Table of Contents

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## Overview – Research Performance Progress Report (RPPR)

Please note that the Research Performance Progress Report mirrors the Performance Progress Report Grants Online process. However, there is a difference in the content of the two forms.

During the Post-Award portion of the Grants Online lifecycle, the Grant Recipient must submit the Research Performance Progress Report for Research Awards. The reporting requirements were specified in the Award's Terms and Conditions and agreed to by the Grant Recipient when they accepted the Award.

The Report Status options are explained below:

- **Not Delinquent** – The report has been created and is ready to be completed (by the recipient) and submitted to the DOC agency. For 30 days after the end of the reporting period, the status is **Not Delinquent**. For a **final** report, the status is **Not Delinquent** for 90 days. After either 30 days (for an interim report) or 90 days (for a **final** report) the status is changed to **Delinquent**.
- **Delinquent** – The report due date has passed; the report has not been submitted to the appropriate Department of Commerce (DOC) agency. Although a report was not submitted by the deadline, it can still be submitted to the DOC agency using Grants Online.
- **Submitted** – The report has been submitted to the DOC agency but has not yet been accepted.
- **Accepted** – The report has been accepted by the DOC agency.

Two report status categories are relevant when an accepted report has been retracted and replaced with an updated report.

- **Withdrawn** – The report was previously accepted by the Federal agency but was subsequently retracted for correction. When a report is retracted, a new report is created; the status on the newly-created report is either **Not Delinquent** or **Delinquent** (depending upon the report due date).
- **Replaced** – A report that previously had a status of **Withdrawn**. When the new report (created by the system when the original report was retracted) has been accepted by the Federal agency, the **Withdrawn** Status is changed to **Replaced**.

The **Research Performance Progress Report** placeholder is generated one day after the performance period end date. The report is due 30 days after the performance period end date.

The final **Research Performance Progress Report** placeholder is generated one day after the award end date. The final report is due 90 days after the award end date.

## Reminder Notifications

As previously discussed, the initial PI/PD and Key Personnel must be the same as the person(s) whose names were specified on the award application. The recipient must use the Award Action Request to obtain pre-approval for updates to those assigned to the PI/PD or Key Personnel role from the sponsoring DOC agency.

Keeping the PI/PD or Key Personnel role (and other roles) up-to-date ensures Grants Online automated notification messages (e.g., report deadlines and report reminders) are sent to the appropriate recipient personnel. Messages to DOC grant recipients re: submission of required reports are automated; they cannot be turned off using the Grants Online User Preferences option.

Grants Online automated notifications and reminders for Federal Financial Reports, Performance Progress Reports, Research Performance Progress Reports, and satisfaction of Specific Conditions due dates are sent to the PI/PD. If a recipient has not identified a PI/PD on the Grants Online award profile, the advance notifications and reminders are sent to the Recipient's Authorized Representatives and Recipient Administrators.

Refer to the Grants Online Notification Schedule Spreadsheet for a summary of the information that alerts recipients of upcoming performance progress and financial reports; delinquent notifications; and enforcement notices.

## Research Performance Progress Report

### Research Performance Progress Report Details

- **Annual Performance Progress Report** – Initial Progress Report that covers the first nine (9) months after the award start date. The deadline to submit the report is 30 days after the report period ends.

- **Annual Performance Progress Report (EDA only):** Initial Progress Report due 12 months after the award start date. The due date for the RPPR allows the Agency sufficient time to review the Progress Report prior to releasing money for the next year of funding.

- **Semi-annual Performance Progress –** Progress Report due no later than 30 calendar days following the end of each six month period beginning with the award's start date.

- **Semi-annual Performance Progress Report (Synchronized with Financial Report)** – First Progress Report may be a partial reporting period to synch with the Federal Financial Report.

  A last semi-annual report may be required no later than 30 calendar days following the end of the reporting period.

- **Final Performance Progress Report –** Report that summarizes activities conducted during the entire award, must be submitted within 90 calendar days after the award's expiration date. A recipient may submit the final report at any time during the 90-day period.

  If the recipient submits a final report before the 90-day period expires and the Program Officer determines that revisions are required, the report will be returned via Grants Online to the recipient. The recipient may return the revised report at any time within the remaining 90-day period. The final report may also be returned multiple times to the recipient during the 90-day period, but the recipient must submit the last revised final report before the 90-day period expires. If a final or revised report is submitted after the 90-day period expires, it is delinquent.

**NOTE:** When a report is submitted, no additional notifications are sent. An exception occurs when the report is returned to the recipient and thirty (30) days have elapsed but the report has not been resubmitted. At that point, the task is considered delinquent and a delinquent notification is sent.

## Search for a Research Performance Progress Report

1. There are two methods that can be used to locate the Award Number associated with the Research Performance Progress Report (RPPR). The first method is explained in Steps 2 - 5; the second method is explained in steps 6 - 8. Either pathway leads the user to step 9.

2. Click the **Awards** tab and click the **Search Awards** link to locate the Award Number of the report you wish to complete. The discussion in this section focuses on locating the Research Performance Progress Report.

3.  From the Search Awards launch page, click the **Search** button. All Awards for the users' organization are displayed. Alternatively, the user may narrow the search by entering the **Award Number** before clicking the **Search** button.



4.  When the search results populate, click the appropriate **Award Number**.

5. The Grants File launch page is displayed. Scroll to the bottom of the page to view the **Progress Reports** section. Click the **ID** link next to the Research Performance Progress Report you would like to complete.

   **NOTE:** If you used steps 2-5 to locate the RPPR, advance to step 9.

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**Grants File - NA18NOS0080063**

**Id:** 2695388
**Status:** Accepted

**Action:** [ Please select an action ▾ ]  **Submit**
**Your Comments:**

[ text area ]

[ ] **Spell Check**

**Save Comment**

📁 **Attachments:**

**Grant Information**

| | | | | | |
|---|---|---|---|---|---|
| **CFDA Number:** | 11.008 | **Award Period:** | 10/01/2017 - 09/30/2019 | **Program Office:** | NOS National Center for Coastal Ocean Science (NCCOS) |
| **Program Officer:** | Ana Holt | **Program Officer Phone:** | 301-444-2746 | **Program Officer Email:** | testemail@msg2.rdc.noaa.gov |
| **Grants Specialist:** | Alan Conway | **Grants Specialist Phone:** | 301-628-1310 EXT- | **Grants Specialist Email:** | testemail@msg2.rdc.noaa.gov |
| **Total Federal Funding:** | $1,000.00 | **Total Non Federal Funding:** | $0.00 | **Multi-Year:** | No |
| **Organization Name:** | HAMPTON UNIVERSITY | **ASAP Recipient:** | Yes | **High Risk Recipient:** | No |
| **DBA Name:** | HAMPTON INSTITUE | **Project Title:** | RPPR | | |
| **SF-425 Frequency:** | Semi-Annual Cash Flow with Final Full Report | **Progress Report Frequency:** | Semi-Annually | **Final Progress Report:** | Comprehensive - a last interim report is required |
| **Final Reports Due On:** | 12/29/2019 | **Closeout Date:** | N/A | | |
| **PIs - PDs:** | None Designated | | | | |

**Sub Documents**

| Type | ID | Title | Status | Status Date | Federal Funding | Non-Federal Funding |
|---|---|---|---|---|---|---|
| Award Package | 2695394 | RPPR | Accepted | 09/05/2018 | $1,000.00 | $1,000.00 |
| Special Award Condition Report | 2695394 | Special Award Condition Report | | | $0.00 | $0.00 |
| Award File 0 | 2695389 | RPPR | Accepted | 09/05/2018 | $1,000.00 | $0.00 |

Export options: Excel

**Associated Documents**

Nothing found to display.

**Progress Reports**

| Type | ID | Period Start | Period End | Due Date | Status |
|---|---|---|---|---|---|
| Research Performance Progress Report | 2695396 | 10/01/2017 | 03/31/2018 | 04/30/2018 | Delinquent |

Export options: Excel

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6.  Another method can be used to locate the Award for which you wish to complete the RPPR. While on the **Awards** tab, click the **Search Reports** link.
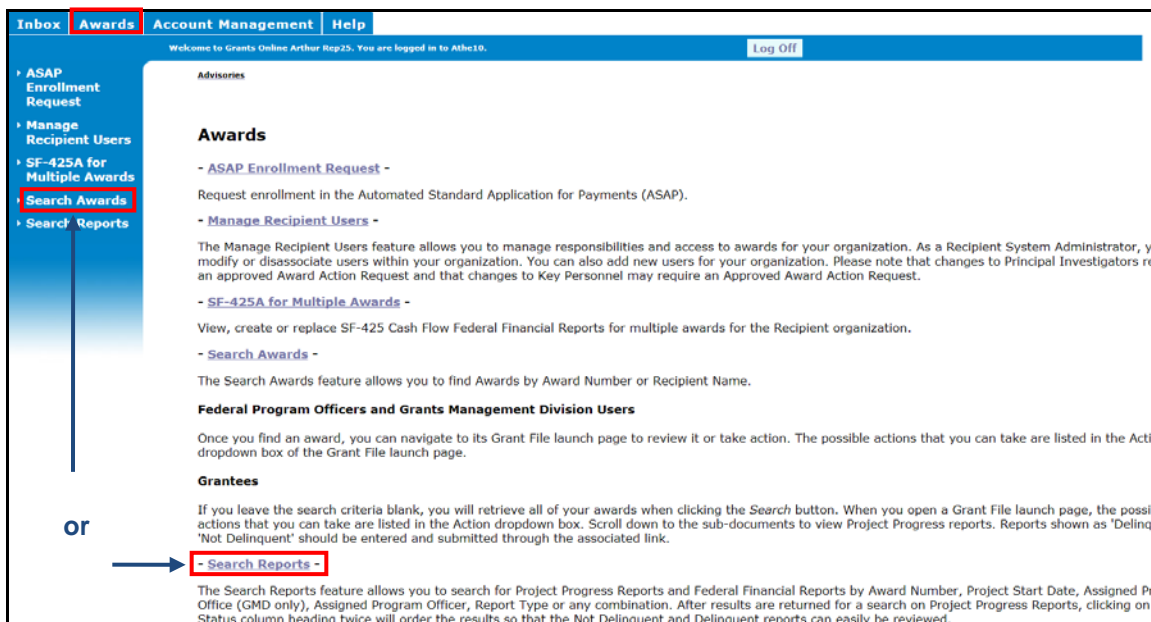


7.  The Search Financial and Project Progress Reports launch page is displayed. The text boxes and radio buttons can be used to narrow the search for the type of report that is to be completed.

    To locate the Research Performance Progress Reports associated with the award, the user should click the Report Type: **Progress Reports** radio button and the Report Status: **Delinquent and Not Delinquent (all unsubmitted reports)** radio button. Click the **Search** button.

8.  When the Search Report Results page is visible, locate and click the appropriate **Report** link. If the search returns more than a few reports, the user may have to scroll through several screens to locate the correct report. In this example a Research Performance Progress Report whose status is Delinquent is the appropriate option. In the Report column, click the **Research Performance Progress Report** link.

**Search Report Results**

One item found.**1**

| Report | Award Number | Reporting Period Start | Reporting Period End | Due Date | Program Officer | Status | Recipient | DBA Name | Principal Investigators– Project Directors |
|---|---|---|---|---|---|---|---|---|---|
| Research Performance Progress Report | NA18NOS0080063 | 10/01/2017 | 03/31/2018 | 04/30/2018 | Ana Holt | Delinquent | HAMPTON UNIVERSITY | HAMPTON INSTITUE | None Designated |

Export options: Excel

9.  Click the **Go to Research Performance Progress Report Details Page** link. In the screen image below, a message states:  **This document currently has no tasks assigned to you.** The message indicates that the Research Performance Progress report workflow has not started. The placeholder has been established so it does require the user to take action.

**Research Performance Progress Report - NA18NOS0080063**

**Id:**    2695396
**Status:** Delinquent

Go to Research Performance Progress Report Details Page >>

This document currently has no tasks assigned to you.

## Prepare a Research Performance Progress Report

1.  After clicking the **Go to Research Performance Progress Report Details Page** link, the page shown below is visible. The first five sections of the RPPR, with the exception of the Signature of Submitting Official and Submission Date and Time Stamp, are pre-populated and for display purposes only.

📁 **Attachments:**

DEPARTMENT OF COMMERCE
RESEARCH PERFORMANCE PROGRESS REPORT (RPPR)
RPPR Guidance
Award Action Request Guidance

**AWARD INFORMATION**

| 1. Federal Agency: | 2. Federal Award Number: |
|---|---|
| Department of Commerce / NOAA | NA18NOS0080063 |

| 3. Project Title | |
|---|---|
| RPPR | |

| 4. Award Period of Performance Start Date: | 5. Award Period of Performance End Date: |
|---|---|
| October 01, 2017 | September 30, 2019 |

**PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR**

| 6. Last Name and Suffix: | 7. First and Middle Name: |
|---|---|
| Last Name | First Name |

| 8. Title: | |
|---|---|
| Company Name | |

| 9. Email: | 10. Phone Number |
|---|---|
| testemail@msg2.rdc.noaa.gov | 301-444-1234 |

**AUTHORIZING OFFICIAL**

| 11. Last Name and Suffix: | 12. First and Middle Name: |
|---|---|
| Last Name | First Name |

| 13. Title: | |
|---|---|
| Company Name | |

| 14. Email: | 15. Phone Number |
|---|---|
| testemail@msg2.rdc.noaa.gov | 301-444-1234 |

**REPORTING INFORMATION**

| Signature of Submitting Official: | |
|---|---|
| N/A | |

| 16. Submission Date and Time Stamp: | 17. Reporting Period End Date: |
|---|---|
| | March 31, 2018 |

| 18. Reporting Frequency: | 19. Report Type: |
|---|---|
| ○ Annual | ◉ Not Final |
| ◉ Semi-Annual | ○ Final |
| ○ Quarterly | |

**RECIPIENT ORGANIZATION**

| 20. Recipient Name: | |
|---|---|
| Company Name | |

| 21. Recipient Address: | |
|---|---|
| Company Address | |

| 22. Recipient DUNS: | 23. Recipient EIN: |
|---|---|
| 999999999 | 999999999 |

**NOTE:** Guidance document links are provided at the top of the report, as well as at the beginning of each section. Additionally, the Principal Investigator must be identified prior to submitting this report.

2.  Enter comments in the **Accomplishments** section. Note that comment boxes #24 – 27 are required and the first report will always be blank. Subsequent reports will be pre-populated with the information from the previous report and have a limit of 4,000 characters.  Comment box #28 is required but will not be pre-populated in subsequent reports.

| ACCOMPLISHMENTS Guidance |
| --- |

24. What were the major goals and objectives of this project?*

Spell Check

25. What was accomplished under these goals?*

Spell Check

26. What opportunities for training and professional development has the project provided?*

Spell Check

27. How were the results disseminated to communities of interest?*

Spell Check

28. What do you plan to do during the next reporting period to accomplish the goals and objectives?*

Spell Check

3. Enter comments in the **Products** section. Note that all comment boxes are required and the first report will always be blank. Subsequent reports will be pre-populated with the information from the previous report and have a limit of 4,000 characters. If the comment box is blank, the "Nothing to Report" checkbox must be checked.

PRODUCTS     Guidance

29. Publications, conference papers, and presentations*

Nothing to Report ☐

Spell Check

30. Technologies or techniques*

Nothing to Report ☐

Spell Check

31. Inventions, patent applications, and/or licenses*

Nothing to Report ☐

Spell Check

32. Other products*

Nothing to Report ☐

Spell Check

4. Enter comments in the **Participants & Other Collaborating Organizations** section. Note that all comment boxes are required and the first report will always be blank. For comment boxes #33, 35 & 36 subsequent reports will be pre-populated with the information from the previous report. Comment boxes have a limit of 4,000 characters. For comment boxes #34 – 36, if the comment box is blank, the "Nothing to Report" checkbox must be checked.

| PARTICIPANTS & OTHER COLLABORATING ORGANIZATIONS       Guidance |
| --- |

33. What individuals have worked on this project?*

[ Spell Check ]

34. Has there been a change in the active other support of the PD/PI(s) or senior/key personnel since the last reporting period?*

Nothing to Report ☐

[ Spell Check ]

35. What other organizations have been involved as partners?*

Nothing to Report ☐

[ Spell Check ]

36. Have other collaborators or contacts been involved?*

Nothing to Report ☐

[ Spell Check ]

5. Enter comments in the **Impact** section. Note that all comment boxes are required and the first report will always be blank. Subsequent reports will be pre-populated with the information from the previous report and have a limit of 4,000 characters. For comment boxes #37 – 43, if the comment box is blank, the "Nothing to Report" checkbox must be checked. For item #44, only the percent is required (even if it is a zero), the explanation is not required.

6. Enter comments in the **Changes/Problems** section. Note that all comment boxes are required fields and have a limit of 4,000 characters. If the comment box is blank, the "Nothing to Report" checkbox must be checked.

7.  Enter comments in the **Project Outcomes** section. Note that the comment box is a required field and has a limit of 4,000 characters.

8.  Click the **Save** button.



9.  At the top of the page, click on the **Attachments:** link.



10. The attachment widget is displayed. Next to Add New Attachment, click the **[+]** link.

11. To add an attachment complete the following steps:

   a. Click the **Choose File** button and navigate to the appropriate file stored on the computer.

   b. The Description* data element is mandatory.  The user won't be able to navigate away from this screen without providing a description of the attachment.

   c. If appropriate, click the "Internal use only" check box and any applicable attachment category.

   d. Click the **Save Attachment** button and the attachment is uploaded to Grants Online.

   e. Repeat steps 2a – 2d as many times as is necessary to upload each attachment.

📁 **Attachments:**

No attachments.

Add new Attachment: [-]
Filename: *          Choose File   No file chosen
a.

Description: *
b.

Spell Check

Internal use only ☐
c. Accomplishments ☐
Products          ☐
Participants      ☐
Impact            ☐
Changes           ☐
Outcomes          ☐
Other             ☐

Save Attachment
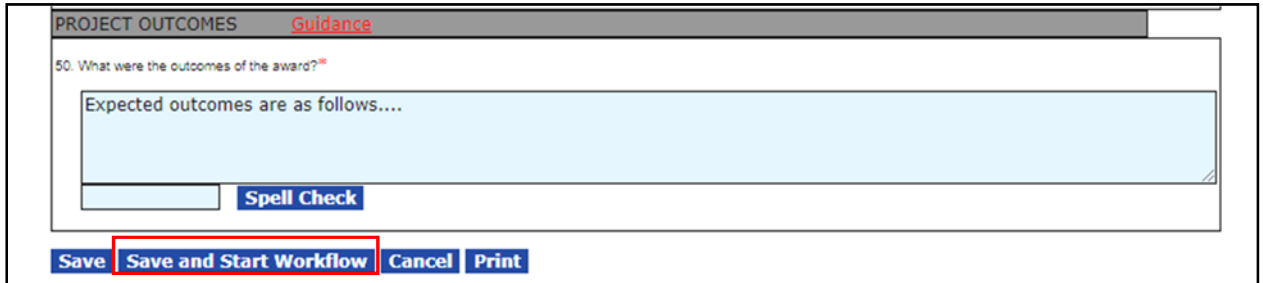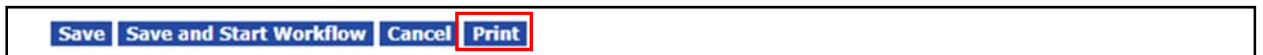d.

*Any changes to information on this page should be saved before adding or removing attachments.*
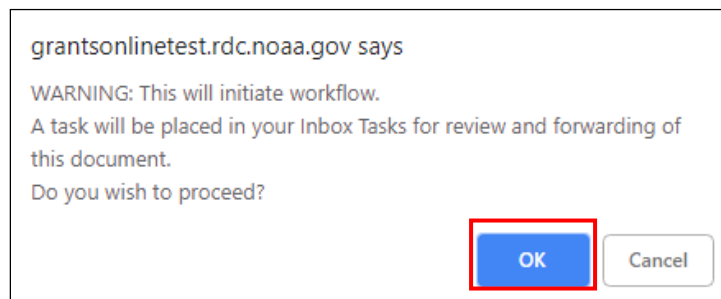
12. If any error messages appear, these issues must be addressed. If no error messages appear, the bottom of the screen will then display the Save and Start Workflow button. To start the workflow, click the **Save and Start Workflow** button.



NOTE: If you wish to print a paper copy of the data entered thus far and/or attachments associated with the report, locate the **Print** button at the bottom of the screen. A PDF version of the RPPR downloads to the user's computer. To open the PDF, click the PDF file name. The PDF file opens in a browser. From there the user can scroll through and/or print the RPPR.



13. A message displays asking the user to confirm the intent to proceed with the next steps in the process. To proceed, click the **OK** button.



14. A task associated with this action is visible in the user's Inbox. Follow the steps in the Submit a Research Performance Progress Report section of this document. The review task goes to the creator of the document and the organization's Authorized Representative(s). If the user has the Authorized Representative role s/he will complete both actions prior to forwarding the task to the appropriate Grants Online agency.

## Submit a Research Performance Progress Report

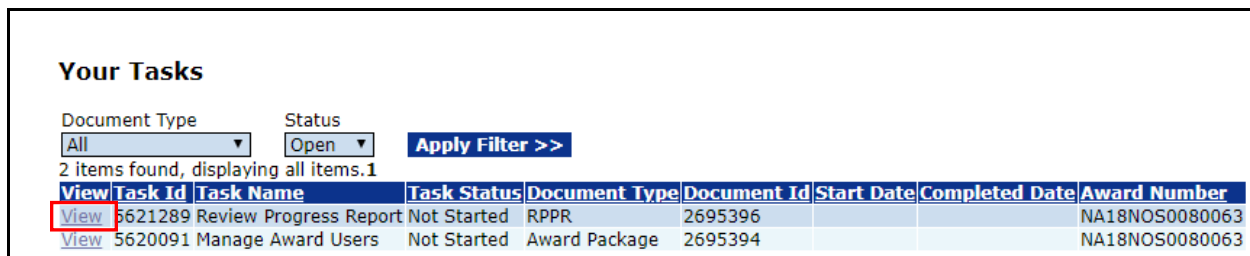When the Research Performance Progress Report is complete, the Authorized Representative receives a task in his/her Inbox to review the Report. This task is sent to all of the Authorized Representatives within the users' organization. For example, if there are five Authorized Representatives within the users' organization, all five receive a task to review the Performance Progress Report. When an Authorized Representatives clicks the View link for the task, that person owns the task. Subsequently, the task is removed from the Inbox of the other four Authorized Representatives.

1. Click the Inbox tab followed by the Tasks link. Click the **View** link next to the **Review Progress Report** task.



2. The Research Performance Progress Report launch page is displayed. The options available to the user depend upon the role assigned. The following list indicates the items available to the user. Following each item are the user roles that have that option available.

- Forward Progress Report to Agency
  - Authorized Representative or PI/PD – submitting
- Forward Progress Report to Authorized Representative
  - PI/PD
- Return Progress Report for Revisions
  - Authorized Representative or PI/PD – submitting
- View Progress Report
  - Authorized Representative, PI/PD, or PI/PD – submitting

3. If user has an Authorized Representative or PI/PD – submitting role that person has the option to select **Forward Progress Report to Agency.** Click the **Submit** button to send the Progress Report to the agency that awarded the grant.

**Research Performance Progress Report - NA18NOS0080063**

**Id:** 2695396
**Status:** Delinquent

Action:     Please select an action     **Submit**
Your Comments: Please select an action
            Forward Progress Report to Agency
            View Progress Report

**Spell Check**

**Save Comment**

4. The Progress Report task is complete.

**Your Tasks**

*Review Progress Report - Forward Progress Report to Agency* **is complete.**

Document Type     Status
All               Open     **Apply Filter >>**
One item found. 1

| View | Task Id | Task Name | Task Status | Document Type | Document Id | Start Date | Completed Date | Award Number |
|------|---------|-----------|-------------|---------------|-------------|------------|----------------|--------------|
| View | 5620091 | Manage Award Users | Not Started | Award Package | 2695394 | | | NA18NOS0080063 |

## Replace a Report

Any accepted Research Performance Progress Report (for an open award) can be replaced with a new report. This is a two-step process that involves withdrawing the existing report and replacing it with a new report. The new report must be processed using the same workflow as was applied to the original report.

Although there is no limit to the number of times a report can be replaced, the following guidelines should govern replacing a report:

- Reports for closed awards cannot be replaced
- Only **accepted** reports can be replaced

1. From the Grants File launch page, under the Progress Reports header, locate the report that is to be replaced. Click the **ID** link that is associated with the report.

**Sub Documents**

| Type | ID | Title | Status | Status Date | Federal Funding | Non-Federal Funding |
|---|---|---|---|---|---|---|
| Award Package | 2695394 | RPPR | Accepted | 10/02/2018 | $1,000.00 | $1,000.00 |
| Special Award Condition Report | 2695394 | Special Award Condition Report | | | $0.00 | $0.00 |
| Award File 0 | 2695389 | RPPR | Accepted | 09/05/2018 | $1,000.00 | $0.00 |

Export options: Excel

**Associated Documents**

Nothing found to display.

**Financial Reports**

| Type | ID | Period Start | Period End | Due Date | Status | Amount Requested |
|---|---|---|---|---|---|---|
| SF-425: Federal Financial Report - Cash Flow | 2701952 | | 03/31/2018 | 04/30/2018 | Delinquent | N/A |
| SF-425: Federal Financial Report - Cash Flow | 2703332 | | 09/30/2018 | 10/30/2018 | Not Delinquent | N/A |

Export options: Excel

**Progress Reports**

| Type | ID | Period Start | Period End | Due Date | Status |
|---|---|---|---|---|---|
| Research Performance Progress Report | 2695396 | 10/01/2017 | 03/31/2018 | 04/30/2018 | Accepted |
| Research Performance Progress Report | 2696433 | 04/01/2018 | 09/30/2018 | 10/30/2018 | Not Delinquent |

Export options: Excel

2. The Research Performance Progress Report launch page is visible. Choose **Replace Report** from the Action dropdown menu. Click the **Submit** button.



3. To confirm the intent to move forward, click the **OK** button on the pop-up screen.



4. The message on the screen confirms successful completion of the task.

5. Refresh the user's tasks. Observe that the Review Progress Report (Task Name) has a Task Status of Not Started. The user can now generate a new report to replace the previous version. Click the **View** link next to the new task.

**Your Tasks**

Document Type   Status
All             Open      **Apply Filter >>**
2 items found, displaying all items.1

| View | Task Id | Task Name | Task Status | Document Type | Document Id | Start Date | Completed Date | Award Number |
|------|---------|-----------|-------------|---------------|-------------|------------|----------------|--------------|
| View | 5622210 | Review Progress Report | Not Started | RPPR | 2704927 | | | NA18NOS0080063 |
| View | 5620091 | Manage Award Users | Not Started | Award Package | 2695394 | | | NA18NOS0080063 |

6. The Research Performance Progress Report launch page is visible. From the Action dropdown menu, choose **View Progress Report**. Click the **Submit** button.

**Research Performance Progress Report - NA18NOS0080063**

Id:    2704927
Status: Not Delinquent

Action:        Please select an action        **Submit**
Your Comments: Please select an action
               Forward Progress Report to Agency
               View Progress Report

               **Spell Check**

        **Save Comment**

7. Make the appropriate changes to the RPPR. If the user has the appropriate access level s/he can forward the report directly to the Federal agency; otherwise, the report should be forwarded to the individual whose role permits him/her to forward to the agency.

8. When the new RPPR is completed and accepted, the status on the Grants File page will be updated to Accepted.