

## RPPR Process Guide

### Section 1-Materials/Information Needed

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In order to complete the RPPR, PIs will need the following:

- All documents to upload in pdf format.
- If necessary, Subrecipient:
  - Projected unobligated balance at the end of the budget year.
  - Updated Other Personnel.
  - All Personnel Report (including Commons ID).

If you need the point of contact for the subrecipient please e-mail [spsdhhs@purdue.edu](mailto:spsdhhs@purdue.edu) indicating the subaward number and the information will be sent to you.

- A Commons ID for participants that need to be listed for question D.1 (What individuals have worked on the project?).
  - If a participant does not have a Commons ID, e-mail [spsdhhs@purdue.edu](mailto:spsdhhs@purdue.edu) with the name(s) and email address(s) of the participant and one will be created.
- The effort each participant worked. **(Note: NIH defines effort on the project as all effort by the person regardless of the source of compensation).**
  - Information regarding what personnel were paid on the project can be obtained through your business office. Information for the business office on how to run a payroll charge report can be found in Appendix A of this document.
- The estimated final balance of the grant at the end of the budget year for Question G.10 (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?).
  - Please note that a current year's total approved budget equals the current fiscal year award authorization plus any approved carryover of funds from a prior year(s).
  - The current fiscal year award authorization is equal to the amount funded in the most recent award notification. The award notification can be located in the commons.
  - The amount of carryover funds is equal to remaining balance as of the last month of the previous reporting period.

Your business office or DHHS post-award ([spsdhhs@purdue.edu](mailto:spsdhhs@purdue.edu)) can assist with this question.

- Ensure publications are within the NIH Public Access Policy. If there are questions on what is considered to be in compliance or not please visit <http://publicaccess.nih.gov/index.htm> and click on the section titled "Show me specific instructions for my publication" Screen shot is below:

- Please ensure that your uploaded information into section B.2. contains enough information to satisfy the conditions at the following NIH link: <https://www.nih.gov/research-training/rigor-reproducibility>

## When and How to Comply

**1** Preparing a manuscript Address copyright  
[show me](#)

**2** Accepted for publication Post it to PubMed Central and track it in My NCBI  
[show me](#)

**3** Reporting to NIH Include PMCID in citations  
[show me](#)

### Overview:

To advance science and improve human health, NIH makes the peer-reviewed articles it funds publicly available on [PubMed Central](#). The NIH public access policy requires scientists to submit final peer-reviewed journal manuscripts that arise from NIH funds to PubMed Central immediately upon acceptance for publication. [\[more\]](#)

**Show me specific instructions for my publication**



<p>1  NIHMS overview</p> <p>2  My NCBI overview</p>	<p>3  My Bibliography overview</p> <p>4  Public Access Compliance</p>
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Click on highlighted field on the page.

## Section II-How to begin RPPR submission

Login to the eCommons website at:

<https://public.era.nih.gov/commons/public/login.do?TYPE=33554433&REALMOID=06-1edb031f-46c7-44b3-b803-60b537de74d2&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=-SM-938PYmoLVb4VrDeXo04LZUDVDvc%2b3899ByInEAjuSUvWNIGfB2zRpWiCivYGCogG&TARGET=-SM-http%3a%2f%2fpublic%2eera%2enih%2egov%2fcommons>

(1) In the PI's Commons account, click RPPR.

The screenshot shows the top navigation bar of the eCommons website. The U.S. Department of Health & Human Services logo is on the left, followed by the eRA Commons logo and the NIH logo on the right. The navigation menu includes: Home, Admin, Institution Profile, Personal Profile, Status, RPPR (circled in red), Internet Assisted Review, xTrain, xTRACT, Admin Supp, and eRA Partners. Below the navigation bar is a "Welcome to the Commons" heading. The main content area is divided into a left sidebar and a right main panel. The sidebar contains a "Welcome" section, "Institution: PURDUE UNIVERSITY Roles: PI IAR", and an "eRA Service Desk" section with contact information. The main panel features a "System Information Message" box stating "All systems are currently available." and a list of activities available to the user based on their profile, including Administration, Institution Profile, Personal Profile, Status, RPPR, xTrain, and Internet Assisted Review (IAR).

U.S. Department of Health & Human Services

**eRA Commons**  
A program of the National Institutes of Health

NIH

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

### Welcome to the Commons

**System Information Message**

All systems are currently available.

- If you have questions on whether to submit an eSNAP or RPPR, please see [Notice NOT-OD-13-061](#) for guidance.
- If your RPPR is due and you've either initiated and/or submitted an eSNAP instead, please submit your request for support via our online ticketing system at [eRA Service Desk Customer Portal](#).

Commons allows you to perform the following activities below based on the privileges associated with this profile:

- Administration** - Allows you to assign a delegate to perform system and accounts maintenance [more...](#)
- Institution Profile** - Enables you to view and update institution information [more...](#)
- Personal Profile** - Allows you to update your personal information [more...](#)
- Status** - Allows you to check the status of grants and applications that have been submitted [more...](#)
- RPPR** - Allows you to review the information needed to complete a progress report. See [RPPR Information](#) and [Submitting Progress Reports](#).
- xTrain** - Enables you in a Trainee or SO role to confirm the information that you have submitted for a Trainee role type [more...](#)
- Internet Assisted Review (IAR)** - Allows reviewer to submit critiques and preliminary scores for applications they are reviewing [more...](#)

**Welcome**

**Institution:** PURDUE UNIVERSITY  
**Roles:** PI IAR

**eRA Service Desk**

- Hours:** Mon-Fri, 7AM-8PM EDT/EST
- Web:** <http://grants.nih.gov/support>
- Toll-free:** 866-504-9552
- Phone:** 301-402-7469

Contact initiated outside of business hours via Web or voice mail will be returned the next business day.

(2) Click the relevant Grant Number.

## Manage RPPR ?

Select Grant Number link to manage the RPPR:

Grant Applications				
One record found.				
Grant Number	PD/PI Name	Project Title	Due Date	Status
5R01GM038323-28			11/15/2016	Not Started

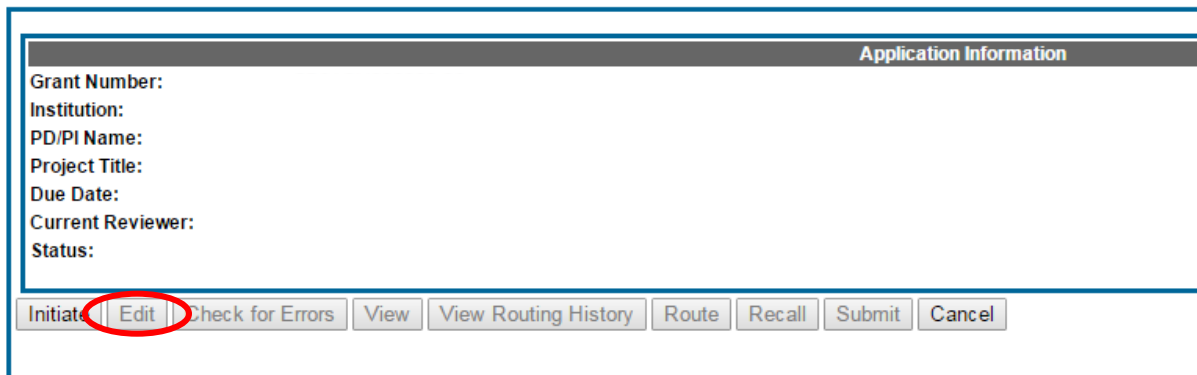
(3) Click Initiate.

## RPPR Menu ?

Application Information	
Grant Number:	
Institution:	
PD/PI Name:	
Project Title:	
Due Date:	
Current Reviewer:	
Status:	
<b>Initiate</b>	Edit Check for Errors View View Routing History Route Recall Submit Cancel

(4) Click Edit.

## RPPR Menu



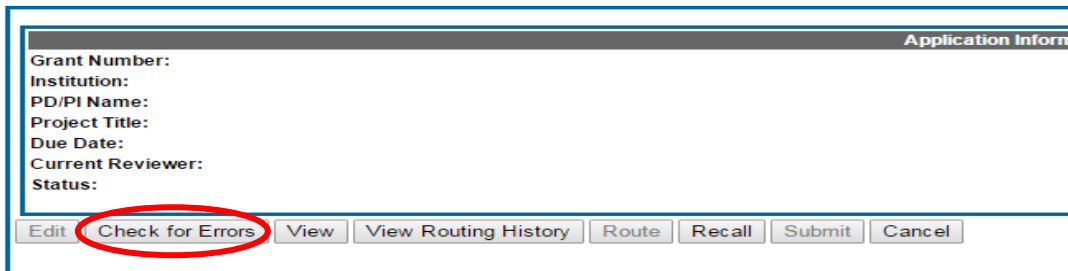
The screenshot shows a web form titled "Application Information". The form contains the following fields: Grant Number, Institution, PD/PI Name, Project Title, Due Date, Current Reviewer, and Status. Below the form is a row of buttons: Initiate, Edit, Check for Errors, View, View Routing History, Route, Recall, Submit, and Cancel. The "Edit" button is circled in red.

(5) For A. COVER PAGE, the PI will need to answer the following questions.

- a. Is there is change of contact PD/PI on a multiple-PI award? If so, a Commons ID will need to be provided.
- b. Select the Administrative Official & Signing Official. This will be the post award specialist that notified you of your pending RPPR submission.
- c. **BE SURE TO PRESS SAVE BEFORE MOVING ON TO ANOTHER TAB. IF YOU GO TO ANOTHER PAGE WITHOUT SAVING ALL ENTERED INFORMATION WILL BE LOST.**

(6) Enter all applicable information for tabs B-G. Once all information is entered, exit out to the RPPR menu.

(7) Click Check for Errors.



The screenshot shows the same "Application Information" form as above. In this view, the "Check for Errors" button is circled in red.

- a. Two common errors that show are:
  - i. That a post doc, graduate student or undergraduate student's account needs to be updated to be NIH compliant. **THE ACCOUNT(S) NEED(S) TO BE UPDATED**

**PRIOR TO SUBMITTING THE RPPR OR THE INDIVIDUAL WILL NEED TO BE REMOVED FROM QUESTION D.1.**

- ii. That a publication is not NIH public access compliant. **THE RPPR CAN BE SUBMITTED IF THIS ERROR SHOWS. HOWEVER, FUNDING WILL NOT BE RELEASED UNTIL ALL PUBLICATIONS ASSOCIATED WITH THE AWARD UNDER QUESTION C.1.**

(8) Click View and double check all information entered prior to routing for approval.

The screenshot shows a web form titled "Application Information". The form contains the following fields: Grant Number, Institution, PD/PI Name, Project Title, Due Date, Current Reviewer, and Status. Below the form is a row of buttons: Edit, Check for Errors, View, View Routing History, Route, Recall, Submit, and Cancel. The "View" button is circled in red.

(9) Click Route and forward to the Research Administration Specialist (RAS) handling the submission.

The screenshot shows the same "Application Information" form as in step 8. The "Route" button in the bottom row of buttons is circled in red.

(10) The RAS will final review the information entered and submit. If there is anything that needs to be changed, the RAS will route the report back to the PI for it to be updated. Once it is updated, repeat Step 9.

If you wish to view the entire NIH RPPR process guide, it can be found at the following link:

[http://grants.nih.gov/grants/rppr/rppr\\_instruction\\_guide.pdf](http://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf)

## Appendix A

1. There are several different ways to run a payroll charge report. The first is to run the report from the BI interface. Instructions on how to run this report can be found here:  
[https://sharepoint.purdue.edu/sites/bicc/\\_layouts/15/WopiFrame.aspx?sourcedoc=/sites/bicc/Reference%20Documents/Statement%20of%20Payroll%20Charge.docx&action=default](https://sharepoint.purdue.edu/sites/bicc/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/bicc/Reference%20Documents/Statement%20of%20Payroll%20Charge.docx&action=default)

Please keep in mind that when this report is ran, you will need to identify those specific to the NIH grant you are looking at. All NIH grants will have the fund number of 41020000.

2. The other way is within SAP, via the t-code **ZHR\_PAY\_POSTING** - Payroll Posting. If you need assistance with running this report please contact your Business Manager or SPS Post-Award.

Should you have any questions on the RPPR please contact DHHS Post-Award at:

[spsdhhs@purdue.edu](mailto:spsdhhs@purdue.edu)