



U.S. Department of Veterans Affairs
Office of Research and Development
(VA-ORD)

VA-ORD Research Performance Progress Report (RPPR) and Final Report (Final RPPR)

Part 1: Format and Navigation

For use by VA intramural investigators for progress report submissions to:

Biomedical Laboratory Research & Development Service (BLR&D)

Clinical Science Research & Development Service (CSR&D)

Health Services Research & Development Service (HSR&D)

Quality Enhancement Research Initiative (QUERI)

Rehabilitation Research & Development Service (RR&D)

Revised: October 25, 2018

DISCLAIMER STATEMENT

No data shown in illustrations/figures (screen shots) represent any real account, project, or individual. Any resemblance to actual accounts, projects, or individuals is purely coincidental.

Because the illustrations/figures (screen shots) throughout this document are those that will be viewed by investigators when completing their progress report or final report, VA-ORD has maintained use of those figures presented by the National Institutes of Health (NIH) in its guidance. Thus, any references to PHS (Public Health Service) or NIH in such screen shots should be attributed to VA-ORD (Department of Veterans Affairs-Office of Research and Development). References found throughout the document that should also be attributed to VA-ORD, include:

IC = one of the four Research and Development (R&D) Services within VA-ORD (Biomedical Laboratory [BLR&D], Clinical Science [CSR&D], Health Services [HSR&D], and Rehabilitation [RR&D]). The Quality Enhancement Research Initiative (QUERI) is under the purview of HSR&D.

Grant = Award

Grantee organization or Grantee institution = Awardee's VA Medical Center (VAMC)

Submit to Agency = Submit to VA-ORD

In addition, other references to specific NIH documents reflected in the illustrations/figures, such as the NIH Public Access Policy, have been changed within this guidance to reference appropriate the VA-ORD documents and hyperlinks.

RPPR ACRONYMS

ACOS/R	Associate Chief of Staff/Research
AO	Administrative Official
CDA	Career Development Award (CDA-1/IK1, CDA-2/IK2)
COIN	Center of Innovation (I50)
CREATE	Collaborative Research to Enhance and Advance Transformation and Excellence Initiative (I01)
DUA	Data Use Agreement
eRA Commons	Electronic Research Administration
eRA Commons ID	eRA User Identification for log-in to system
Final RPPR	Final Research Performance Progress Report
FOA/RFA	Funding Opportunity Announcement/Request for Application
FRAM	Final Report Additional Materials
HSS	Human Subjects System
IC	NIH term for Institutes and Centers; for VA-ORD the awarding research and development service (Biomedical Laboratory [BLR&D], Clinical Science [CSR&D], Health Services [HSR&D], Rehabilitation [RR&D])
iEdison	Interagency Edison, helps government grantees and contractors comply with a Federal law, the Bayh-Dole Act. Bayh-Dole regulations require that government funded inventions be reported to the Federal agency who made the award.
IDRs	Inclusion Data Records
MB	Megabytes
MPI	Multiple Program Directors/Principal Investigators
MTA	Material Transfer Agreement
My NCBI	My National Center for Biotechnology Information - retains user information and database preferences to provide customized services for many NCBI databases.
NIH	National Institutes of Health
NLM	National Library of Medicine
NRI	Nursing Research Initiative (IK3)
OMB	Office of Management and Budget
OGC	Office of General Counsel
OSC	Other Significant Contributor

RPPR ACRONYMS (CONTINUED)

PDF	Portable Document Format
PD/PI	Program Director/Principal Investigator
PO	Program Official
PHS	Public Health Service
PPED	Project Performance End Date
PRAM	Progress Report Additional Materials
PubMed	Comprises more than 24 million citations for biomedical literature from MEDLINE, life science journals, and online books. Citations may include links to full-text content from PubMed Central and publisher Web sites.
PubMed Central® (PMC)	A free archive of biomedical and life sciences journal literature at the U.S. National Institutes of Health's National Library of Medicine (NIH/NLM). links
RCS	Research Career Scientist Award (IK6)
REAP	Research Enhancement Award Program (I50)
RePORT	NIH's Research Portfolio Online Reporting Tool
RPPR	Research Performance Progress Report
SNAP	Streamlined Noncompeting Award Process
SO	Signing Official
SPM	Scientific Portfolio Manager
TTP	Technology Transfer Program
TTS	Technology Transfer Specialist
URL	Uniform Resource Locator (Internet Web site addresses)
VA	Department of Veterans Affairs
VAMC	VA Medical Center
VA-ORD	Department of Veterans Affairs-Office of Research and Development
VHA	Veterans Health Administration
WIP	Work in Progress

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1 Purpose

The purpose of **Part I** is to provide those preparing a Research Performance Progress Report (RPPR) or Final Report (Final RPPR) in the Electronic Research Administration (eRA) Commons with the steps for accessing the report, as well as navigating, validating, routing and submitting it to VA-ORD for review and approval. **Part 2** provides guidance on completing the report content **specific to VA-ORD requirements**. In Part 2, VA-ORD may direct awardees to complete only specific questions or provide other content, as not all NIH questions may be relevant to VA-ORD.

Progress reports are required to continue support of a VA-ORD award for each budget year within a competitive segment. Final reports are required for any funded award that has ended and will not be extended through renewal or other award. PD/PIs (program director/principal investigators) must be current with all requirements related to submission of RPPRs, final reports (Final RPPRs), clinical trials registration and results reporting (i.e., ART/clinicaltrials.gov) for existing and previous awards for continued future application submission acceptance and consideration of funding.

2 Background

In 2010, the Office of Management and Budget (OMB) mandated that Federal agencies implement a Federal-wide RPPR for submission of required annual or other interim performance reporting on research grant and cooperative agreement awards to standardize recipient reporting on Federally-funded research projects.

In response to this mandate, progress reports for the Department of Veterans Affairs (VA) Office of Research and Development (ORD) awards (for electronically submitted applications) must be submitted using eRA Commons. Progress reports submitted in another format will not be processed by VA-ORD.

The RPPR implements the uniform reporting format for interim research progress reporting developed under the auspices of the National Science and Technology Council, through the Committee on Science and the Research Business Models Subcommittee, and established by OMB for use by agencies that support research and research-related activities. Given the increasing complexity of interdisciplinary and interagency research, it is important for Federal agencies to manage awards in a similar fashion. The RPPR is used by agencies that support research and research-related activities for use in the submission of interim progress reports. It is intended to replace most other interim performance reporting formats currently in use by agencies. The RPPR does not change the performance reporting requirements specified in 2 CFR part 215 (OMB Circular A-110) and the Common Rule implementing OMB Circular A-102.

In January 2017, NIH transitioned to a *Final Research Performance Progress Report* (Final RPPR) submission using eRA Commons that is required for any award that has ended and any

award that is not to be extended through award of a new competitive segment (renewal). The report is due within 120 days of the end of the project period.

For VA-ORD awards with an end date of September 30, 2018, or later, final reports (for electronically submitted applications) must be submitted using eRA Commons and the Final RPPR format. Final reports submitted in another format will not be processed by VA-ORD.

3 Assurances/Certifications

The list of Assurances, and Certifications, and other Policies that apply to progress reports submitted to VA-ORD are explained in the [VA-ORD Application Guide SF424 \(R&R\), Part III: Policies, Assurances, Definitions, and Other Information](#).

Submission of the RPPR to VA-ORD includes the following certification:

In submitting this RPPR, the SO (or PD/PI with delegated authority), certifies that the grantee organization [*VA Medical Center*] is in compliance with the terms and conditions specified in the Notice of Award and Grants Policy Statement [*VA-ORD Notice of Intent to Award or Funding Letter*] and verifies the accuracy and validity of all administrative, fiscal, and scientific information in the progress report. The SO (or PD/PI with delegated authority) further certifies that the grantee organization [*VA Medical Center*] will be accountable for the appropriate use of any funds awarded and for the performance of the grant- (award-)supported project or activities resulting from the progress report. Deliberate withholding, falsification, or misrepresentation of information could result in administrative actions such as withdrawal of a progress report, suspension and/or termination of an award, debarment of individuals, as well as possible criminal penalties. The grantee institution [*VA Medical Center*] may be liable for the reimbursement of funds associated with any inappropriate or fraudulent conduct of the project activity.

4 Government Use of Information Under the Privacy Act

Privacy Act Statement. VA-ORD maintains application and award records as required by the Privacy Act in its Systems of Record Notice as covered in VA Handbook 6300.5 [Procedures for Establishing and Maintaining Privacy Act Systems of Records](#).

5 RPPR Differences and Due Dates

The RPPR and Final RPPR are nearly identical in process, format and information required. Differences between the annual RPPR and Final RPPR are few – for the Final RPPR, only Section D.1 is required in the Participants section; Section F (Changes) is not available; and Section I. Outcomes is now required (see additional special instructions under this section). In addition, there is a difference for when and where they are made available to initiate and submit.

As an awardee, you can determine which [progress reports are due](#) (within the next 4 months) or which grants (awards) are pending Closeout, i.e., when [final reports are due](#) (within the number of days selected: 1-14, 30, 60, 90, 120 days), by entering your organization's eRA Commons Institutional Profile (IPF) number (associated with your VAMC's DUNS and found on the cover page of your e-application; or search via [IPF Number Search](#)). You should periodically check these sites, which are updated on/around the 30th of each month. Progress report due dates are also available in the eRA Commons Status system.

For RPPRs, three automatic email notifications are sent from eRA to the PD/PI prior to the report due date – at 60 days, 30 days and about 4 days after the due date.

A Final RPPR template becomes available after the project period end date (PPED) as part of the Closeout process with the link appearing only on the Closeout Status screen. Three Closeout letters are emailed from eRA to the PD/PI at 10, 120 and 150 days after the PPED.

VA-ORD awards are considered SNAP (Streamlined Noncompeting Award Process), therefore, a progress report is due the 15th of the month preceding the month in which the budget period ends (e.g., if the budget period ends 11/30, the due date is 10/15). Final reports are due within 120 calendar days of the PPED (e.g., if the PPED is 6/30, the report must be submitted by 11/1). If the due date falls on a weekend or Federal holiday, the due date is automatically extended to the next business day.

6 Data Entry, PDF Attachments, and Style

6.1 Data or Text Box, and PDF Size Limits

Most text entry boxes have an 8,000-character limit (~3 pages); this limit is standardized across Federal agencies and entry of more than 8,000 characters is prevented by the system. To reduce your burden and encourage concise responses, a recommended length of response is specifically noted for some questions and the length of responses within text boxes is limited to less than 8,000 characters.

Warning: Text exceeding 8,000 characters is cut to 8,000 when using the *cut and paste* feature.

PDF (portable document format) file uploads (attachments) do not have page limits, but may not be more than 6 megabytes (6MB). PDF attachments are utilized when there is a need for you to provide considerable detail. Even when developing PDF responses, you are encouraged to be concise and avoid unnecessary detail.

6.2 PDF Attachments

You should generate text attachments using any word processing software and then convert those files to PDF before attaching the files to the appropriate section in the report. The PDF format is used to preserve document formatting.

The PDF file must be a 'flat file' – one that is **not editable** and **does not have comments associated with it**. To save a flattened PDF document: File, Save As Other, Optimized PDF, 'Check/Mark' Discard Objects (i.e., make sure it is selected so that objects will be removed),

OK. If you do not have the appropriate rights/permissions to edit a file in your PDF creating software, you may print, scan and then re-upload the file to flatten it (although this is not recommended as scanning can create other format issues). When selecting a PDF to attach, Save As and select the 'Restrict Editing' box. Click 'View' to review the PDF for content prior to final submission.

All PDF attachments must be submitted as individual files. Although some software packages allow bundling of multiple PDFs into a single file, eRA systems cannot support "Bundling" or "Portfolio" features at this time. Use of these features may result in delays in acceptance of the report. **Paginated PDF files are also discouraged since these can interfere with system pagination of the entire RPPR document upon submission.** Filenames will be used and displayed in the assembled PDF submitted to VA-ORD.

Save all files with descriptive file names of 50 characters or less and be sure to only use standard characters in file names: A through Z, a through z, 0 through 9, and underscore (_). Do not use any special characters (example: &, -, *, %, /, and #) or spacing in the file name, and for word separation use an underscore (e.g., My_Attached_File.pdf).

Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. A Symbol font may be used to insert Greek letters or special characters in PDF attachments; however, the font size requirement still applies. Type density, including characters and spaces, must be no more than 15 characters per horizontal inch; and no more than six lines per vertical inch.

Use *standard paper size* (8 1/2" x 11"). Use at least one-half (0.5) inch margins (top, bottom, left, and right) for all pages. No information should appear in the margins, including the PI's name or page numbers.

6.3 Style

Use English and avoid jargon. Abbreviations and language that may not be known to the broader scientific community should be avoided unless clearly defined. **Internet Website addresses (URLs) should not be used unless provided under C. Products, 2. Website(s).**

7 Navigation

The RPPR is completed using the eRA Commons system. The report in Commons consists of separate screens for each of the sections listed below:

- A. Cover Page
- B. Accomplishments
- C. Products
- D. Participants
- E. Impact
- F. Changes – *Required for RPPR Only*

G. Special Reporting Requirements

H. Budget - *Not Applicable for RPPR or Final RPPR*

I. Outcomes - *Required for Final RPPR Only*

NOTE: You may work on various sections in any order, however, it is important to click the Save button in the navigation bar before leaving a screen in order to retain data entered on that screen.

Upon submission to VA-ORD, the system will generate a PDF of the report, which may be viewed from the *RPPR Menu* screen using the **View** button.

Once submitted, the completed RPPR, in PDF format, is accessible in eRA Commons via the *Status Information* screen. Refer to the section titled [Viewing the Final RPPR in Commons](#) for detailed steps.

Note that a link to a site outside the RPPR opens a site in a new browser window. You must close that window to return to the RPPR. Do not close the browser or use the browser's back button.



Figure 1: RPPR Navigation Links from Cover Page

7.1 Initiate the RPPR and Final RPPR

Only you as the PD/PI or the PD/PI delegate may initiate a RPPR. Do NOT initiate a RPPR or Final RPPR until you (as the PD/PI) have received an eRA system notification to complete and submit a progress report for that project budget fiscal year (first notice is sent from eRA 60 days before report due date) or a final report after the PPED. When there are multiple PD/PIs (MPI), only the Contact PI or the PD/PI delegate of the Contact PI may initiate the report. T

To initiate a RPPR, you can choose from one of two ways to access functionality:

1. Access RPPR from **Status**:
 - a. Select the **Status** tab from the Commons menu options.
 - b. Select the **List of Applications/Grants (Awards)** link from the *Status* screen or from the menu options.

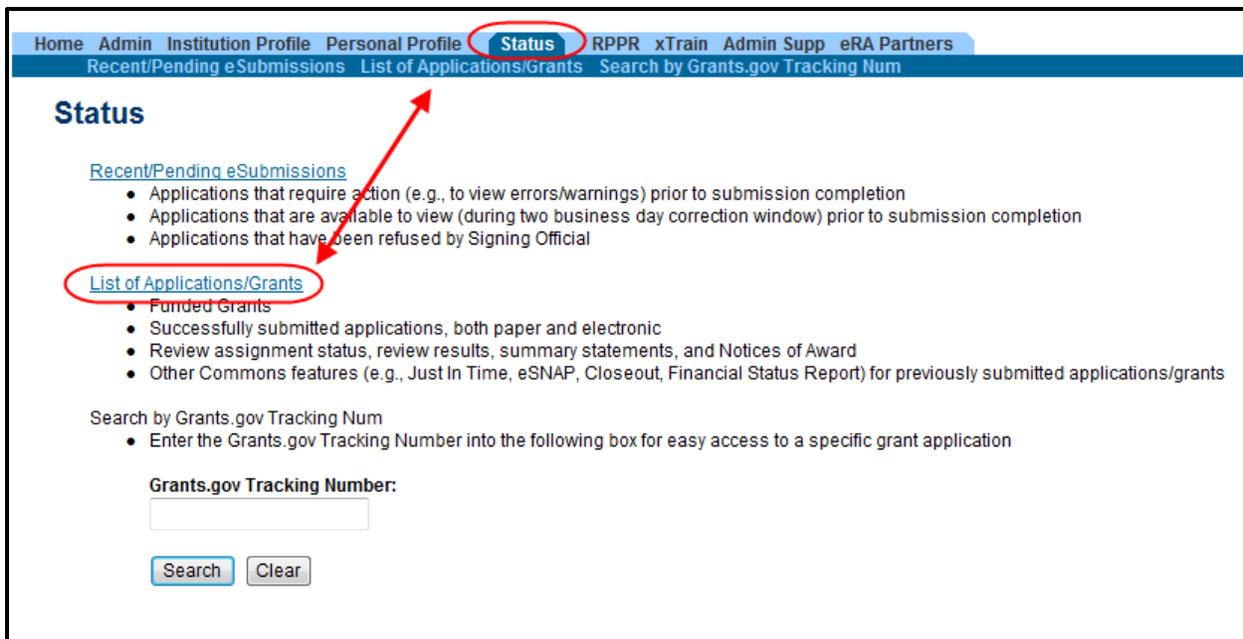


Figure 2: Status Screen and List of Applications/Grants (Awards) Links

- c. From the *Status Result – List of Applications/Grants (Awards)* screen, locate the application and select the **RPPR** link from the **Action** column for the specific award. The **RPPR** link for the current reporting period is available once the Notice of Intent to Award or Funding Letter for the prior year has been issued. This link remains available until the RPPR for the current reporting year has been submitted.

For multi-year funded awards, the link will display as **RPPR Year <X>**, the <X> representing the reporting year. The link for a multi-year funded award is available two months prior to the RPPR due date for the current reporting period and remains available until the RPPR is submitted.

NOTE: While **RPPR Year <X>** links for multiple years may appear at the same time in *Status*, you are prevented from initiating a reporting year’s progress report until the progress report(s) of the previous year(s) has been submitted.

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	eSubmission 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	
1K23HD123456-01A1	GRANT12345678P	A New Model for the Delivery of Well-Child Care	JEFFERSON, THOMAS	Submission Complete	Awarded. Non-fellowships only	07/13/2010	Transmittal Sheet
1K23HD123456-01	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 Hitlist

Figure 3: RPPR Link on Status Result – List of Applications/Grants (Awards)

–OR–

1. Access RPPR from **RPPR** tab:
 - a. Select the **RPPR** tab from the Commons menu options.

The *Manage RPPR* screen displays. *Manage RPPR* is used to view the progress reports to which you have access and allows you to select a progress report in order to perform various actions. You as the PD/PI or someone delegated PD/PI updating authority use the *Manage RPPR* screen to view your own progress reports. Signing officials (SOs) and Administrative Officials (AOs) use the screen to search for awards from their VAMCs and/or for awards routed to them for review.

For additional information on SO authority to delegate, see the current [VA-ORD RPPR FAQs](#).

Select the specific award by clicking the hyperlink in the **Grant Number** column on the *Manage RPPR* screen.

Grant Applications						
One record found.						
Grant Number	PD/PI Name	Project Title	Due Date	Status	Current Reviewer	
SK23HD123456-03	Jefferson, Thomas	A New Model for the Delivery of Well-Child Care	05/15/2012	Not Started		

Figure 4: Manage RPPR List of Grant (Award) Applications

If a RPPR exists already, eRA Commons displays the report for editing.

The *RPPR Menu* screen displays. The options for the uninitiated report are **Initiate** and **Cancel**. Once a RPPR is in progress, the buttons for other options are enabled. These options are discussed later, following the steps for initiation.

NOTE: For multi-year funded awards, the following message displays when attempting to initiate a RPPR if the previous year’s report has not been submitted:

The Multi-Year RPPR for the previous year must be submitted prior to initiating this Multi-Year RPPR.

In this case, the option to initiate is disabled.

RPPR Menu ?

The Multi-Year RPPR for the previous year must be submitted prior to initiating this Multi-Year RPPR.

Application Information	
Grant Number:	1R15CA234567-01A1
Institution:	COLLEGE AT STRATFORD-UPON-AVON
PD/PI Name:	SHAKESPEARE, WILLIAM (Contact); Marlowe, Christopher
Project Title:	A Midsummer Night's Dream and Other Known Sleeping Disorders
Due Date:	02/01/2013
Current Reviewer:	
Status:	Not Started

Figure 5: Multi-Year RPPR Error Message

The *RPPR Menu* screen includes the following fields:

Grant Number

This is the complete number of the award (e.g., 1IK2RX123456-01).

Grantee Institution

This field contains the name of your VAMC.

PD/PI Name

Your name as the PD/PI of the award for which the progress report is being prepared. In the case of MPIs, a list of PD/PI names displays with the contact PD/PI indicated by the word *Contact*.

Project Title

The project title of the award.

Due Date

The due date for awards issued for VA-ORD is the 15th of the month preceding the month in which the budget period ends (e.g., if the budget period ends 11/30, the due date is 10/15). Final RPPRs are due within 120 days of the PPED. If the due date falls on a weekend or Federal holiday, the due date is automatically extended to the next business day.

Current Reviewer

The name of the current reviewer or organization (e.g., PD/PI name, VAMC). This value is blank before the RPPR is initiated.

Status

The current state of the progress report. Possible values are as follows: *Not Started*, *PD/PI Work in Progress*, *Reviewer Work in Progress*, and *Submitted to Agency*. The status 'Work in Progress' (WIP) means that the progress report has been initiated but not finalized.

Buttons

The displayed and enabled buttons vary depending on the status of the RPPR and/or the limitations of the current user's role. The possible available actions include the following:

- **Initiate:** Begins the RPPR process. Available for awards with a status of *Not Started*. Access is granted to PD/PIs and PD/PI delegates. A RPPR can be initiated even if required information in the *Personal Profile* and *Institution Profile* sections is missing. If any of this information is incorrect or missing, a prompt will appear to correct/ complete the information after initiating the report. Processing may continue on the RPPR without making the corrections; however, the RPPR will not pass validations for submission to VA-ORD until the errors are corrected.
- **Edit:** Opens the RPPR for edits. Available for progress reports with a status of *Work in Progress (WIP)*. Access is granted to PD/PIs or PD/PI delegates when the PD/PI is the current reviewer, AOs (Administrative Officials) when the AO is the current reviewer, and SOs (Signing Officials) when the SO is the current reviewer. The **Edit** button allows you to view and edit RPPR information.
- **View:** Opens the RPPR report in PDF format, as it will be seen by VA-ORD. Available for progress reports with a status of *Work in Progress (WIP)* or *Submitted to Agency*.

Access is granted to PD/PIs, PD/PI delegates, and reviewers. Until the RPPR is submitted to VA-ORD, the PDF report shows a status of *Draft* and a blank submission date.

- **Check for Errors:** Checks the RPPR for any errors or warnings. Available for progress reports with a status of *Work in Progress (WIP)*. Access is granted to anyone with access to the award. The RPPR can be validated at any time while in the status of *WIP* and can be validated multiple times.
- **View Routing History:** Opens a page that displays a routing history table. Available for progress reports with a status of *Work in Progress (WIP)* or *Submitted to Agency (to VA-ORD)*. Access is granted to PD/PIs, PD/PI delegates, and reviewers.
- **Route:** Routes the RPPR to the next reviewer for further review or corrections. Available for progress reports with a status of *Work in Progress (WIP)*. Access is granted to the current reviewer. A PD/PI delegate cannot route a RPPR to the next reviewer. NOTE: There is no communication that alerts an AO or SO that a RPPR has been routed to them, but it will be available to view when logged into eRA Commons.
- **Recall:** Recalls RPPRs that have been forwarded to another reviewer and resets the user as the current reviewer. Available for reports with a status of *Work in Progress (WIP)*. Access is granted to the last reviewer (who recalls the report from the current reviewer). SOs and PD/PIs can recall a RPPR even if they are not the last reviewer whenever it has a status of *Reviewer Work in Progress*. This is useful in situations when a RPPR has been routed to the wrong person or to someone who is unavailable.
- **Submit:** Submits the RPPR to VA-ORD. Available for reports with a status of *Work in Progress (WIP)*. Access is granted to the SO when the SO is the current reviewer and to the PD/PI when the PD/PI has been delegated *Progress Report* submit authority. NOTE: A PD/PI with *Progress Report* authority cannot submit a Final RPPR.
- **Cancel:** Closes the *RPPR Menu* screen and returns you to the previous screen.

2. Select the **Initiate** button to begin the RPPR.

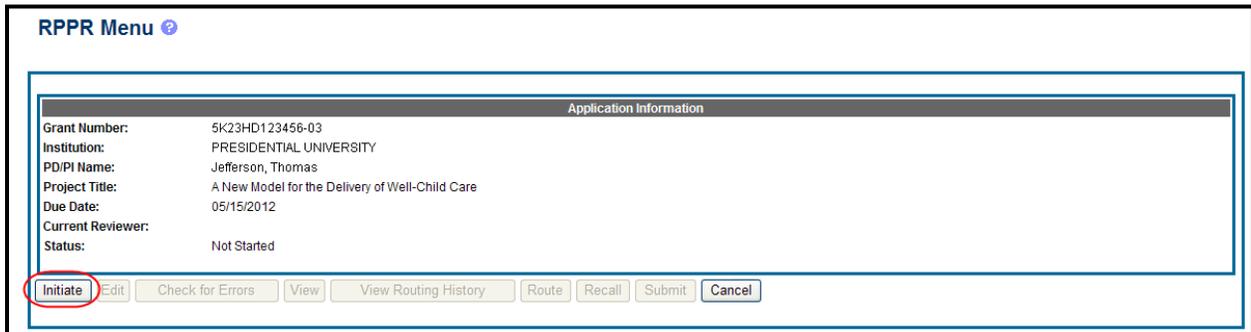


Figure 6: RPPR Menu for Initiating the Report

To initiate a Final RPPR:

1. Select the **Requires Closeout** link for the award from *Status search* results. The Closeout Status screen displays. Final RPPR is listed in the *Closeout Submission Requirement* column. The *Action* column should include a link for **Process Final RPPR**.
2. From Closeout Status, select the **Process Final RPPR** link.
Clicking the **Process Final RPPR** link opens the *Final RPPR Menu* screen:

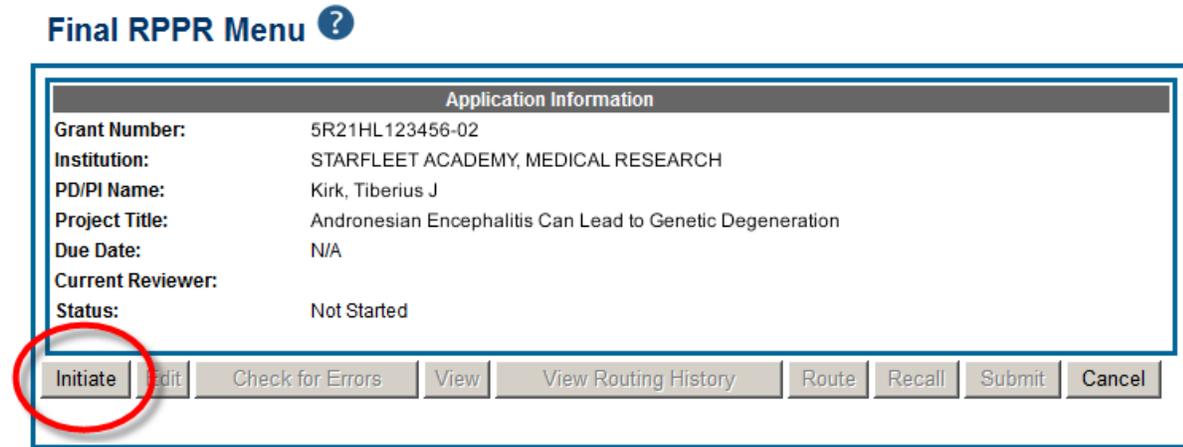


Figure 7: Initiate Final RPPR

3. Click the **Initiate** button to create the Final RPPR.
The Final RPPR Menu will then change, providing you with the option to **Edit** the Final RPPR:

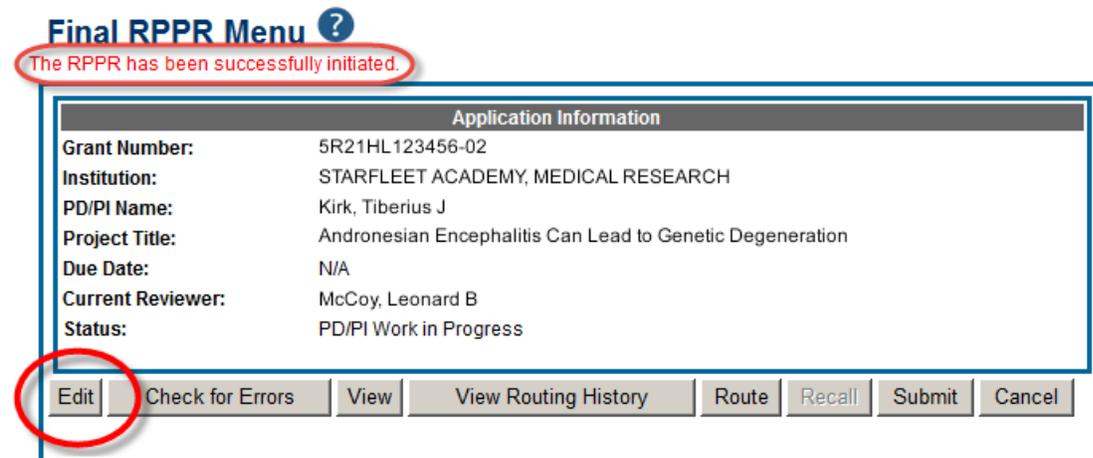


Figure 8: Edit Final RPPR

4. Clicking **Edit** opens the navigation to the various sections of the Final RPPR:

A Cover Page B Accomplishments C Products D Participants E Impact G Special Reporting Req I Outcomes																																																											
<h3>A. Cover Page ?</h3>																																																											
<input type="button" value="Save"/> <input type="button" value="Cancel"/>																																																											
<table border="1"> <tr> <th colspan="2">Grant Information</th> </tr> <tr> <td>Grant Number:</td> <td>5R21HL123456-02</td> </tr> <tr> <td>Project Title:</td> <td>Andronesian Encephalitis Can Lead to Genetic Degeneration</td> </tr> </table>	Grant Information		Grant Number:	5R21HL123456-02	Project Title:	Andronesian Encephalitis Can Lead to Genetic Degeneration	<table border="1"> <tr> <th colspan="2">A.4 Recipient Organization Information</th> </tr> <tr> <td>Organization Name:</td> <td>STARFLEET ACADEMY, MEDICAL RESEARCH</td> </tr> <tr> <td>Address:</td> <td>STARFLEET ACADEMY, MEDICAL RESEARCH 1 WARP SPEED DRIVE SAN FRANCISCO CA 09876</td> </tr> <tr> <td>DUNS:</td> <td>987654321</td> </tr> <tr> <td>EIN:</td> <td>1234567890A1</td> </tr> <tr> <td>Recipient ID: ?</td> <td><input type="text"/></td> </tr> </table>	A.4 Recipient Organization Information		Organization Name:	STARFLEET ACADEMY, MEDICAL RESEARCH	Address:	STARFLEET ACADEMY, MEDICAL RESEARCH 1 WARP SPEED DRIVE SAN FRANCISCO CA 09876	DUNS:	987654321	EIN:	1234567890A1	Recipient ID: ?	<input type="text"/>																																								
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A Cover Page B Accomplishments C Products D Participants E Impact G Special Reporting Req I Outcomes																																																											

Figure 9: Complete Final RPPR Sections

5. Complete each section as required following the VA-ORD guidance provided in Part 2.

Be sure to click **SAVE** when moving between sections or unsaved data may be lost.

When done, click **Cancel** to return *Final RPPR Menu* screen.

In the *Final RPPR Menu* screen, there are several action buttons at the bottom that you can use to complete the Final RPPR:

Final RPPR Menu ?	
Application Information	
Grant Number:	5R21HL123456-02
Institution:	STARFLEET ACADEMY, MEDICAL RESEARCH
PD/PI Name:	Kirk, Tiberius J
Project Title:	Andronesian Encephalitis Can Lead to Genetic Degeneration
Due Date:	N/A
Current Reviewer:	Boyd, Stacey
Status:	PD/PI Work in Progress
<input type="button" value="Edit"/> <input type="button" value="Check for Errors"/> <input type="button" value="View"/> <input type="button" value="View Routing History"/> <input type="button" value="Route"/> <input type="button" value="Recall"/> <input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

Figure 10: Final RPPR Action Buttons

The **Cancel** button closes the *Final RPPR Menu* screen.

Once initiated, Commons creates the report in a *PD/PI Work in Progress* status and sets the current reviewer. A message displays as follows:

The RPPR has been successfully initiated.

NOTE: If at any time initiation fails due to business rules validations, error or warning messages display on the screen.

Once initiated, the editing process for either report can begin. The steps for accessing a RPPR are outlined in the sections that follow.

7.2 Edit the RPPR

Once a RPPR is initiated, its status becomes *PD/PI Work in Progress* and it becomes available for editing. You or your PD/PI delegate can use the **Edit** option for viewing and completing the report. Additionally, this option is available to the SO (Signing Official) or AO (Administrative Official) when that individual is the current reviewer of the report.

NOTE: For RPPRs with multiple PD/Pis (MPI awards), only the Contact PD/PI has access to the **Edit** feature unless the Contact PD/PI has granted progress report authority to other PD/Pis. Without this authority, MPIs can only view the RPPR PDF and its routing history.

There are two means of accessing the progress report for editing. These are similar methods used for initiating the report and are as follows:

1. Access RPPR from **Status**:
 - a. Select the **Status** tab from the Commons menu options.
 - b. Select the **List of Applications/Grants (Awards)** link from the *Status* screen.

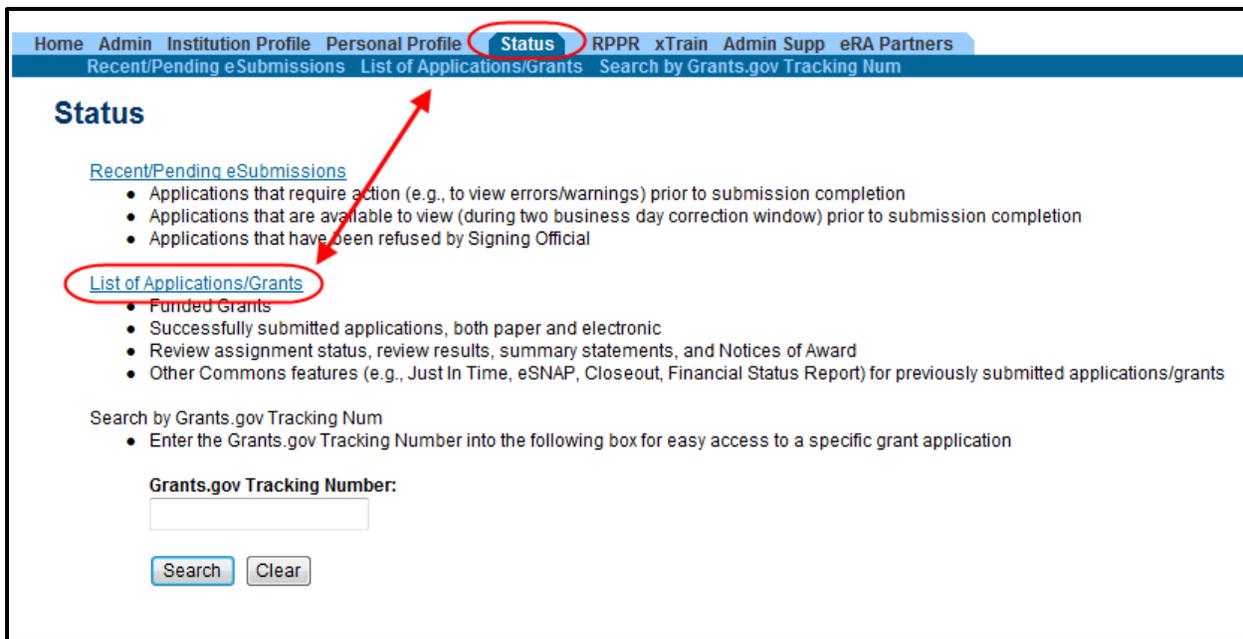


Figure 11: Status Screen and List of Applications/Grants (Awards) Links

- c. From the *Status Result – List of Applications/Grants (Awards)* screen, locate the award and select the **RPPR** link from the **Action** column for the specific award. For multi-year funded awards, the link will display as **RPPR Year <X>**, the <X> representing the reporting year.

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	eSubmission 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	
1K23HD123456-01A1	GRANT12345678P	A New Model for the Delivery of Well-Child Care	JEFFERSON, THOMAS	Submission Complete	Awarded. Non-fellowships only	07/13/2010	Transmittal Sheet
1K23HD123456-01	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 Hitlist

Figure 12: RPPR Link on Status Result – List of Applications/Grants (Awards)

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	eSubmission Status	Current Application Status	Status Date	Action
1R03CA123456-01	GRANT12300001P	All's Well That Ends Well with Advancements in Medicine	SHAKESPEARE, WILLIAM	Submission Complete	Administratively Withdrawn by IC	11/08/2011	Transmittal Sheet
1R15CA234567-01A1 (MPI)	GRANT111111111P	A Midsummer Night's Dream and Other Known Sleeping Disorders	SHAKESPEARE, WILLIAM	Submission Complete	Awarded. Non-fellowships only	02/24/2011	RPPR Year 2 RPPR Year 3 Transmittal Sheet Admin Supplements
1R15CA654321-01	GRANT12345678P	The Two Noble Kinsmen: A Study on Genetics and DNA	SHAKESPEARE, WILLIAM	Submission Complete	Pending IRG Review	07/17/2013	Transmittal Sheet

Export to Excel Show Query Print Hitlist

Figure 13: Multi-Year Funded Award RPPR Link

–OR–

1. Access RPPR from **RPPR** tab:
 - a. Select the **RPPR** tab from the Commons menu options.
 - b. Select the specific award by clicking the hyperlink in the **Grant Number** column on the *Manage RPPR* screen. SOs/AOs must perform a query first.

Manage RPPR ?

Select Grant Number link to manage the RPPR:

Grant Number	PD/PI Name	Project Title	Due Date	Status	Current Reviewer
SK29HD123456-03	Jefferson, Thomas	A New Model for the Delivery of Well-Child Care	05/15/2012	PD/PI Work in Progress	Jefferson, Thomas

Figure 14: Manage RPPR List of Grant (Award) Applications

The *RPPR Menu* screen – displays with editing options.

7.2.1 Accessing a Single-Project RPPR for Editing

For single project awards, the *RPPR Menu* screen displays with buttons for the following available options:

Edit

Check for Errors

View

View Routing History

Route

Cancel

NOTE: Once a RPPR has been routed for review, the **Recall** and **Submit** buttons are enabled. These functions are covered in subsequent sections.

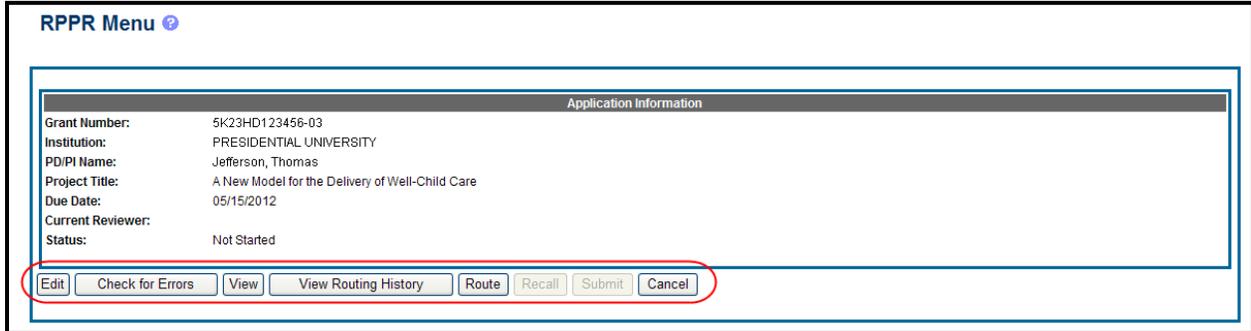


Figure 15: RPPR Menu Buttons

Select the **Edit** button to open the RPPR for editing.

Refer to the section of this document titled *Editing the RPPR Forms* (below) for more information.

7.2.2 Accessing a Multi-Project and Single Project with Complicated Structure RPPR for Editing

Not applicable. VA-ORD does not currently support multi-project or single project with complicated structure awards. Proceed to 7.2.3. *Editing the RPPR Forms* below.

7.2.3 Editing the RPPR Forms

After selecting the appropriate editing option, the RPPR Section A. *Cover Page* displays. The *Cover Page* includes information about the award, you as the PD/PI, Signing and Administrative Officials (SOs/AOs), organization, and project/reporting/budget periods. For more information on the *Cover Page*, refer to Section A – Cover Page located in the Instructions for RPPR Sections A–I in Part 2: Instructions for Completing a VA-ORD RPPR or Final RPPR.

1. Update the information as necessary and select the **Save** button.

The *Cover Page* includes tabs at the top and links at the bottom of the page for navigating to the other sections (e.g., **Accomplishments, Participants**), which may be completed in any order. Before navigating to and from any of these sections, it is always necessary to select the **Save** button to save all changes on the current page. Navigating away from any page on the RPPR without selecting **Save** results in the loss of any information entered prior to the last save.

Part 1: Format and Navigation

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

Electronic Research Administration
Sponsored by National Institutes of Health

NIH OER

Welcome: Thomas Jefferson
ID: JEFFERSON3
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 ?

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 98765
A.1 Program Director/Principal Investigator (PD/PI) Information ?	
Name: JEFFERSON, THOMAS	DUNS: 012345678
E-mail: Jefferson@email.com	EIN: 1234567890A1
Phone: (703) 555-1776	Recipient ID: <input type="text"/>
A.1.a	
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	Project/Grant Period
If yes, provide the eRA Commons ID of the new contact PD/PI <input type="text"/>	Start Date: 07/01/2010 End Date: 06/30/2015
A.1.b Not Applicable	Reporting Period
	Start Date: 07/01/2012 End Date: 06/30/2013
A.2 Signing Official Information	Requested Budget Period
Name: WASHINGTON, GEORGE	Start Date: 07/01/2013 End Date: 06/30/2014
E-mail: Washington@email.com	Report Frequency: Annual Other Frequency: <input type="text"/>
Phone: (202) 555-1111	
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

Figure 16: RPPR Cover Page and Section Navigation Links

2. Sections can be completed in any order. To navigate and populate the other sections of the RPPR, select the appropriate link from the top or bottom of the page.

The same navigational links appear on each section of the RPPR. For information on the specific fields in each section refer to Instructions for RPPR Sections A–I in **Part 2: Instructions for Completing a VA-ORD RPPR**.

3. Complete the appropriate fields of the report.

Add/New

To use the Add/New feature, enter or select data into the appropriate fields. Select the Add/New button to add the data to a table.

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

Amount of Award Spent in Foreign Countries		
Dollar Amount	Country	Action
5000	AUSTRALIA	Edit Delete

Figure 17: Add/New Feature

Items can be edited or deleted from the table using the **Action** links.

Text Box

All text boxes on the RPPR have character limits. The number of characters available is reflected beneath each text box as characters are entered.

List the major goals below (NIH recommended length is up to 1 page.)

Figure 18: Total Remaining Characters

Changing Saved Responses

While in WIP (Work in Progress) status, answers may be changed. A warning message displays as follows:

The entered/uploaded response will be deleted. Do you wish to continue?

The individual editing the information can choose to **Continue** or **Cancel** the action. Choosing **Continue** deletes the previous response, removes any attachments, and disables the relevant fields associated with the question. Choosing **Cancel** cancels the change.

4. Select the **Save** button before navigating to the next page.

5. To return to the *RPPR Menu*, select the Cancel button.

When a RPPR is ready for review and submission, it is routed to the next reviewer. Refer to [Route the RPPR](#) for steps on routing to the next reviewer.

7.2.4 Editing Inclusion Enrollment Data

Not applicable. VA-ORD does not enter data in the NIH Human Subjects System (HSS) [previously known as Inclusion Management System (IMS)].

See **VA-ORD RPPR Instruction Guide Part 2: Completing a Report, F.3.a. Human Subjects**. A current, completed VA-ORD [Inclusion Enrollment Table](#) must be uploaded for each progress report year. The VA-ORD table template is found at: <http://vaww.research.va.gov/funding/electronic-submission.cfm>, Additional Format Pages. If human subject protocols are or will be different from the previous submission, you will also need to 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 [VA-ORD Application Guide SF424 \(R&R\)](#), 12. Other Attachments, 4. Human Subjects.

7.2.5 Editing the RPPR Budget Forms

Not Applicable. VA-ORD does not use the RPPR Budget forms. Proceed to 7.3 *Check RPPR for Errors and Warnings* below.

7.3 Check RPPR for Errors and Warnings

At any time before a RPPR is submitted to VA-ORD, an error check can be performed to verify that the report passes the business rules and system validations in place. Anyone who has access to the RPPR may perform the error check.

7.3.1 Checking for Errors on Single-Project RPPRs

To perform an error check on the RPPR for single-project RPPRs, select the **Check for Errors** button from the *RPPR Menu* screen.

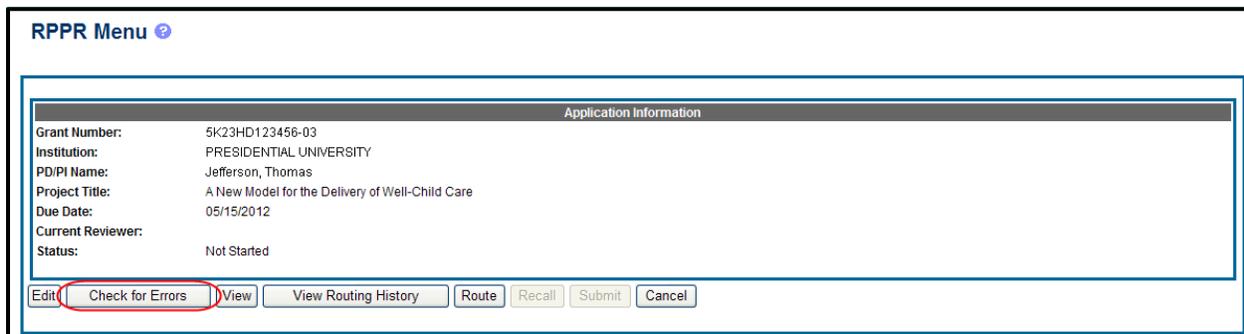


Figure 19: Check for Errors Button on RPPR Menu for a Single Project RPPR

If errors or a warning exist, the appropriate error or warning message displays for each failed occurrence. **All errors must be corrected prior to submission**; the system will prevent submission of a RPPR containing errors. However, the system will not prevent submission of a RPPR when a warning message is displayed.

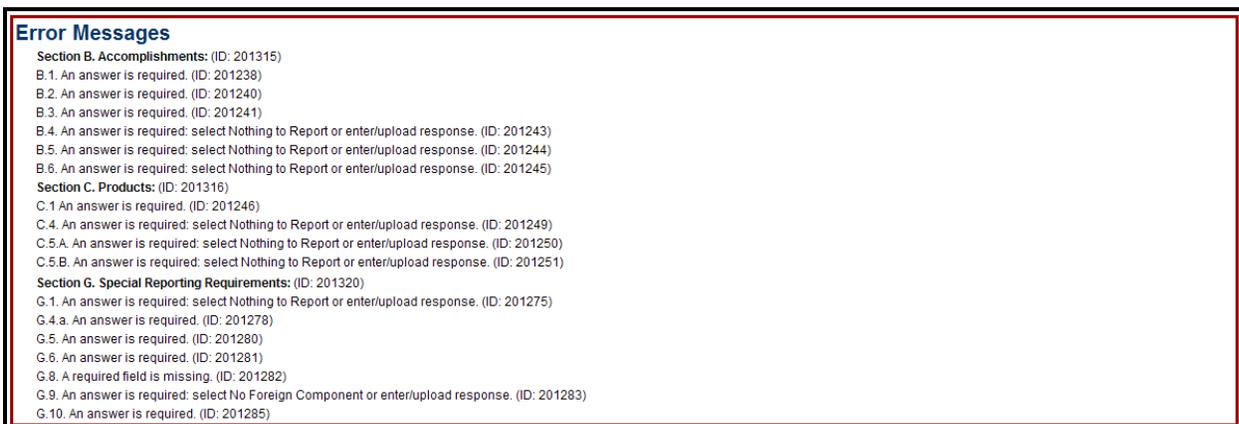


Figure 20: RPPR Error Messages (Examples)

If all validations pass, a message displays indicating: *No errors found on validation.*

7.3.2 Checking for Errors on a Multi-Project RPPR

Not applicable. VA-ORD does not currently support multi-project or single project with complicated structure awards. Proceed to 7.4 *Route the RPPR* below.

7.4 Route the RPPR

Progress reports in *Work in Progress (WIP)* status can be routed to others for review or corrections by the current reviewer of the report. The routing feature is found on the *RPPR Menu* screen.

NOTE: A PD/PI delegate cannot route a RPPR to the next reviewer.

To route a RPPR to the next reviewer:

1. Select the **Route** button from the *RPPR Menu* screen.

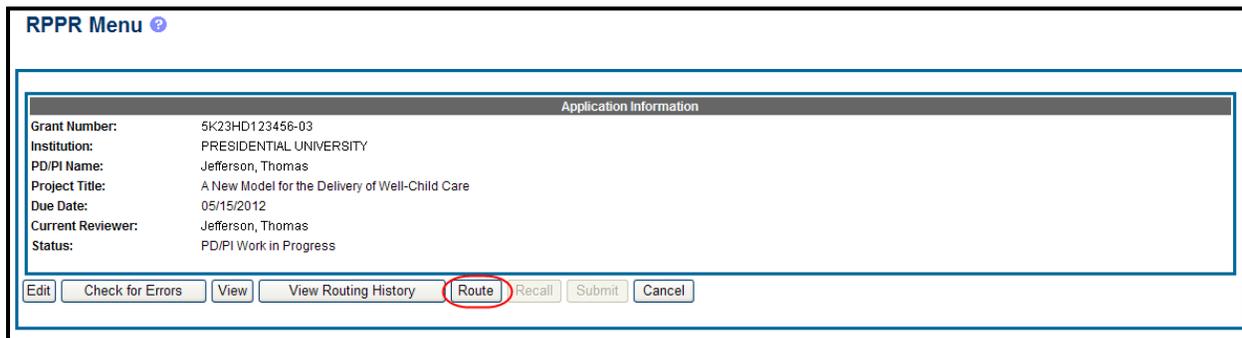


Figure 21: RPPR Menu – Route Button

The *Route RPPR to Next Reviewer* screen displays. From this screen, the next reviewer can be chosen from a list of reviewers, and comments can be added.

2. Select a reviewer from the **Next Reviewer** drop-down list.
3. *Optional:* Enter comments in the **Comments** text box to provide information to the next reviewer.
4. Select the **Submit** button.

The screenshot shows a web form titled "Route RPPR to Next Reviewer". It contains the following fields and elements:

- Name:** JEFFERSON, THOMAS
- Grantee Institution:** PRESIDENTIAL UNIVERSITY
- Grant Number:** K23HD123456-03
- Next Reviewer:** A dropdown menu showing "WASHINGTON, GEORGE [SD]". A red circle highlights the dropdown arrow.
- Comments:** A text area with the placeholder text "Enter useful comments in this text field!". A red arrow points to the text area.
- Buttons:** "Submit" and "Cancel" buttons at the bottom. The "Submit" button is circled in red.

Figure 22: *Route RPPR to Next Reviewer*

5. *When routed by the PD/PI only:* The PD/PI Assurance Statement displays. Select the **I Agree** button to continue.

The screenshot shows the "PD/PI Assurance" section of the "Route RPPR to Next Reviewer" screen. It contains the following text and elements:

- Section Header:** PD/PI Assurance
- Text:** "I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. AS PD/PI, I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this submission."
- Buttons:** "I Agree" and "Cancel" buttons at the bottom. The "I Agree" button is circled in red.

Figure 23: *PD/PI Assurance Statement*

The *RPPR Menu* displays once again. If the routing is successful, the message on the screen reads as follows:

The RPPR was successfully routed to [Selected Reviewer User ID], [Selected Reviewer Name].

The person who routed the RPPR can no longer edit the report (**Edit** button becomes disabled). The editing feature is now available only to the new reviewer. The RPPR status is updated to *Reviewer Work in Progress*.

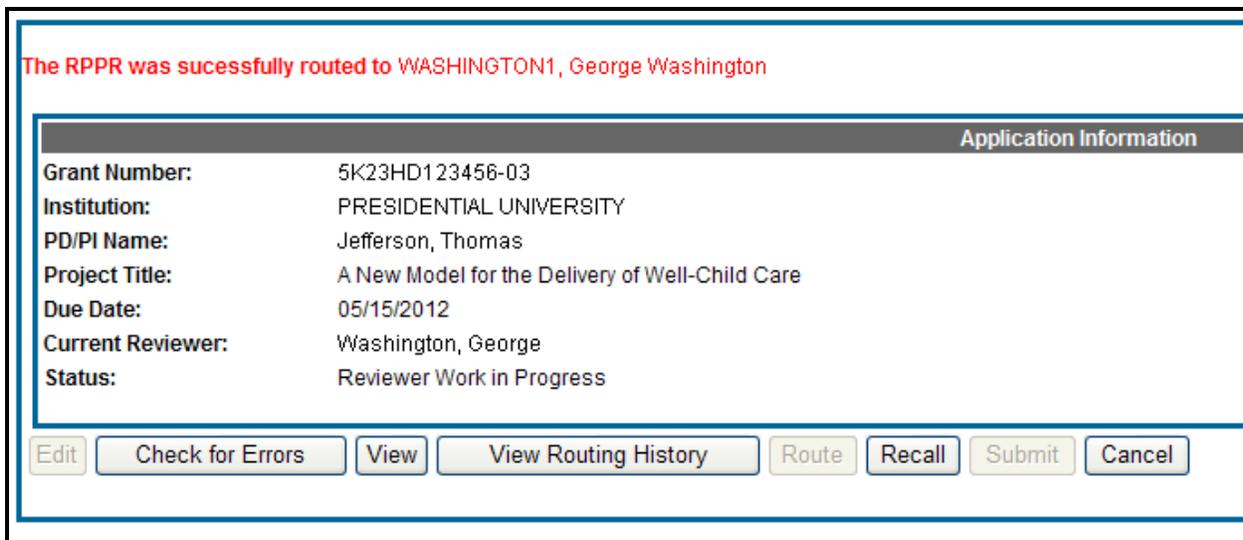


Figure 24: RPPR Successfully Routed

7.5 Recall the RPPR

RPPRs that have been routed to a reviewer can be recalled by the person who performed the routing action. This is useful in situations when the report was routed to the wrong person or the reviewer is unavailable. The last reviewer of the report is able to recall it; however, Signing Officials (SOs) at the VAMC and the Contact PD/PI who are not the last reviewer can also recall the report when it is in a status of *Reviewer Work in Progress*.

NOTE: A PD/PI delegate does not have the ability to recall the RPPR.

To recall a RPPR, select the **Recall** button from the *RPPR Menu* screen.

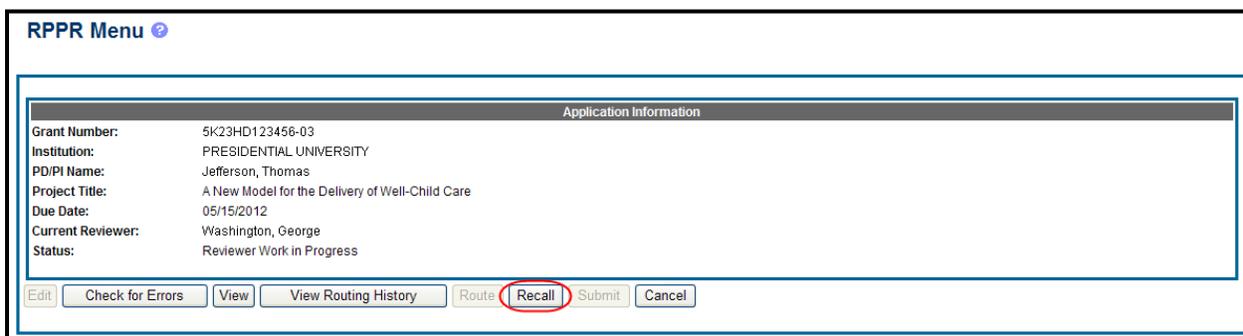


Figure 25: RPPR Menu – Recall Button

A message displays on the screen indicating: *The RPPR has been successfully recalled. You have been set as the Current RPPR Reviewer.*

The status of the RPPR is updated to *PD/PI Work in Progress* or *Reviewer Work in Progress*, the reviewer from whom the RPPR is recalled receives an email informing him/her of the action, and the RPPR routing audit history is updated to reflect the action.

Additionally, the **Edit** and **Route** buttons are enabled, providing the new reviewer with the ability to continue editing the RPPR or to route it to another reviewer.

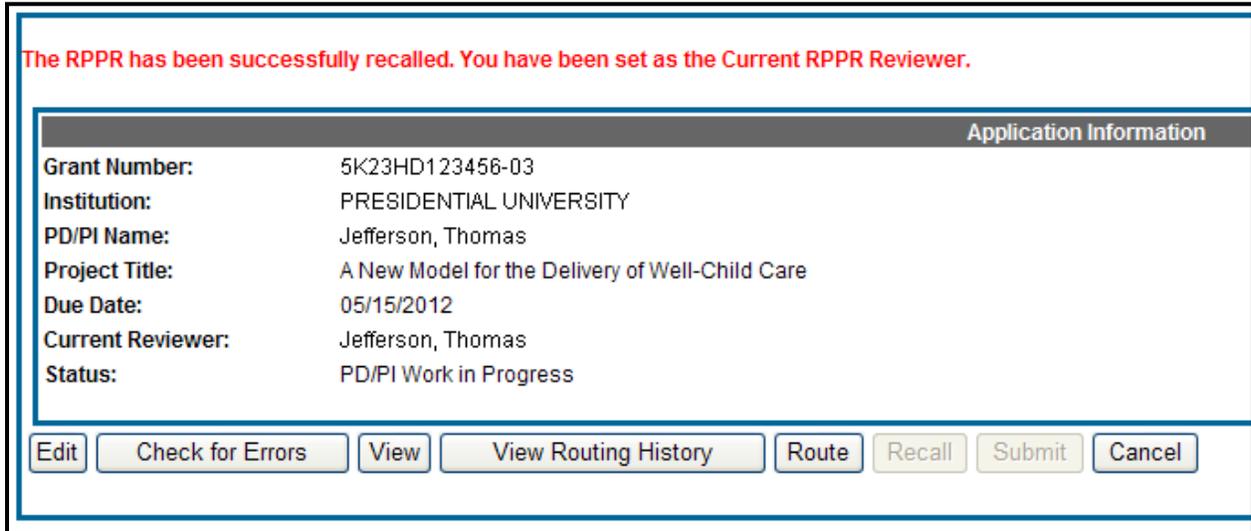


Figure 26: RPPR Successfully Recalled

7.6 Submit the RPPR to Agency (VA-ORD)

You are **strongly** encouraged to view the RPPR prior to submission to VA-ORD to ensure that the correct information and attachments are provided (see 7.7 [View the RPPR](#)). Once the RPPR has been submitted to VA-ORD, no changes can be made to the report at anytime.

Completed and validated RPPRs in a status of *Work in Progress* can be submitted to VA-ORD for acceptance. This act is performed by the Signing Official (SO) when the SO is the current reviewer of the report. You, as the PD/PI, may also submit the report if you have been delegated submit authority by your SO. The current reviewer must be the SO or PD/PI if delegated submit authority by the SO, in order for the submit button to be active.

NOTE: A PD/PI with *Progress Report* authority cannot submit a Final RPPR.

To submit the RPPR to Agency (to VA-ORD):

1. Select the **Submit** button from the *RPPR Menu* screen.

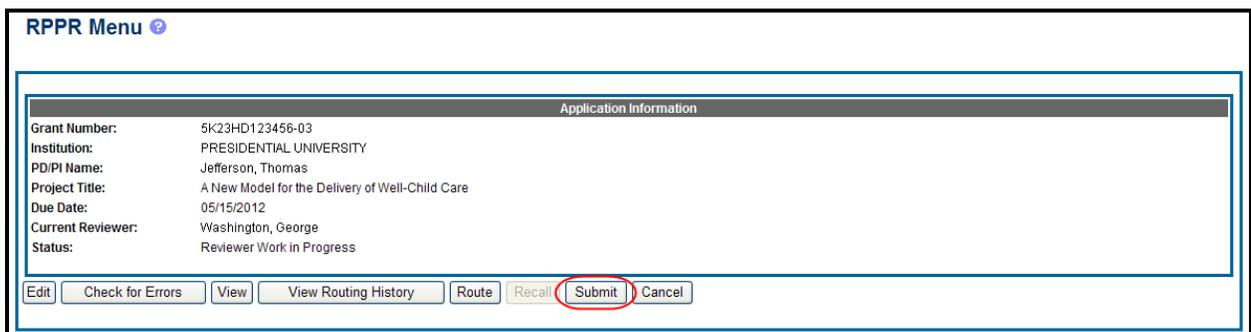


Figure 27: Submit Button on RPPR Menu

The *Submit RPPR* screen displays a certification statement as follows:

In submitting this RPPR, the SO (or PD/PI with delegated authority), certifies that the grantee organization is in compliance with the terms and conditions specified in the Notice of Award and Grants Policy Statement, and verifies the accuracy and validity of all administrative, fiscal, and scientific information in the progress report. The SO (or PD/PI with delegated authority) further certifies that the grantee organization will be accountable for the appropriate use of any funds awarded and for the performance of the grant-supported project or activities resulting from the progress report. Deliberate withholding, falsification, or misrepresentation of information could result in administrative actions such as withdrawal of a progress report, suspension and/or termination of an award, debarment of individuals, as well as possible criminal penalties. The grantee institution may be liable for the reimbursement of funds associated with any inappropriate or fraudulent conduct of the project activity.

For VA-ORD, in the above certification statement “grantee organization” or “grantee institution” refers to “VAMC”; “Notice of Award and Grants Policy Statement” is the same as VA-ORD’s “Notice of Intent to Award” or “Funding Letter”; and “grant” is equal to an “award.”

2. Select the **I Agree** button to sign off on the certification.

The RPPR is validated for systemic and business rules. If there are any validation failures, they are indicated by error messages on the *RPPR Menu* screen. Errors must be corrected in order to submit the RPPR.

If warnings exist, they are displayed on the *RPPR Menu* screen. Although the RPPR can be submitted with warnings present, the warning messages should be reviewed to determine if an issue should be addressed.

3. *If Warnings Exist*: To address issues associated with warnings, select the **Cancel** button, correct the issue, and resubmit the RPPR again. To continue with submission despite the warnings, select the **OK** button.

If all validations pass, the *RPPR Menu* screen displays the following message: *The RPPR has been successfully submitted to PHS.**

*A successful RPPR submission will be to VA-ORD.

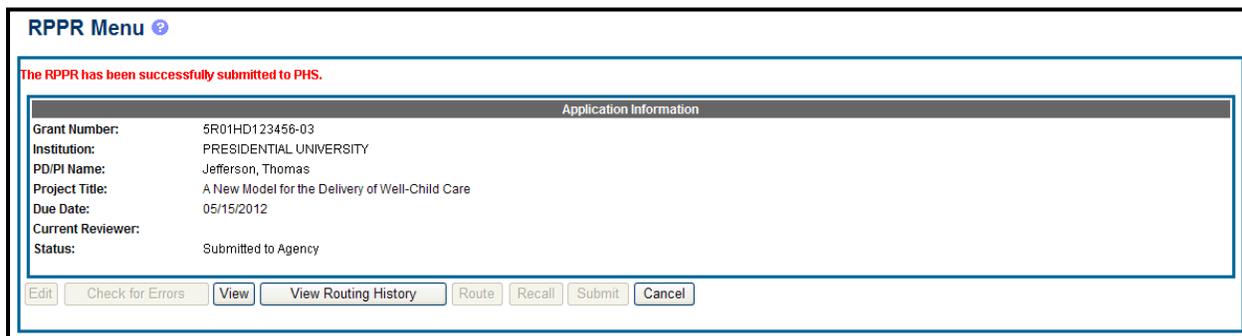


Figure 28: Successful Submission Message

The current reviewer is updated to VA-ORD, the RPPR status is updated to *Submitted to Agency (to VA-ORD for review)*, and the RPPR submission date is recorded. The routing history is updated to reflect the submission to VA-ORD.

Any citations associated with the RPPR in C.1. Publications are officially associated with the award in MyNCBI. Every article associated with this project must have a PubMedCentral ID number (PMCID#) to display in MyNCBI.

When a RPPR is submitted to VA-ORD, email notification is sent to the PD/PI (Contact PI) on the award and the SO and AO assigned to the RPPR.

7.6.1 Submission Errors and Warnings for Multi-Project RPPRs

Not applicable. VA-ORD does not currently support multi-project or single project with complicated structure awards. Proceed to 7.7 *View the RPPR* below.

7.7 View the RPPR

As indicated previously, you are **strongly** encouraged to view the RPPR prior to submission to the VA-ORD to ensure that the correct information and attachments are provided and that data within each attachment is viewable (see 7.6 [Submit the RPPR to Agency \(to VA-ORD\)](#)). Once the RPPR has been submitted to VA-ORD, no further changes can be made to the report.

PD/PIs, PD/PI delegates, and reviewers can view a PDF version of a RPPR in *Work in Progress (WIP)* or *Submitted to Agency (to VA-ORD)* status to see how it will be seen by VA-ORD. Until the RPPR is submitted to VA-ORD, the PDF report shows a status of *Draft* and a blank submission date.

To view the RPPR form, select the **View** button from the *RPPR Menu* screen.

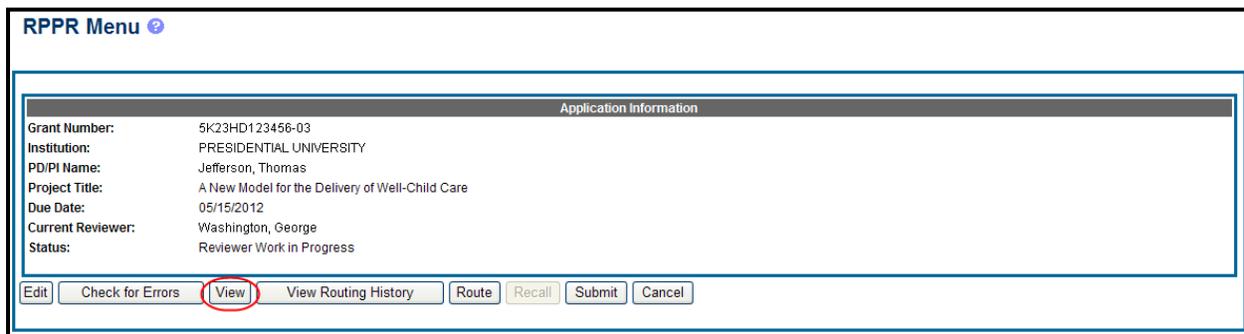


Figure 29: RPPR Menu – View Button

7.8 View Routing History

From initiation to submission to Agency (*to VA-ORD*), the routing of a RPPR is captured for auditing purposes. PD/PIs, PD/PI delegates, and reviewers can view the routing history for *Work in Progress* or *Submitted to Agency (to VA-ORD)* RPPRs at any time, even when not they are not the current reviewer.

To view the routing history:

1. Select the **View Routing History** button from the *RPPR Menu* screen.

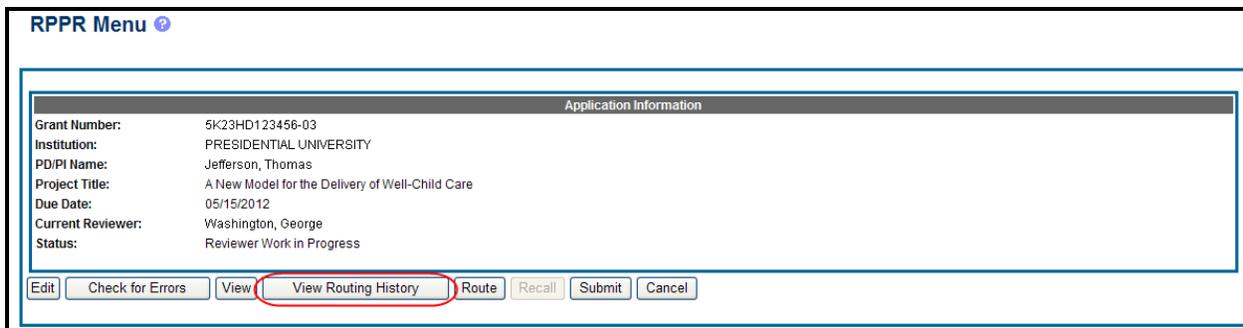


Figure 30: RPPR Menu – View Routing History Button

The *Routing History* screen displays showing the **Reviewer Name**, **Action**, **Notification Sent** (date and time), **Date of Action**, **Next Reviewer Name**, and **Comments** (when available).

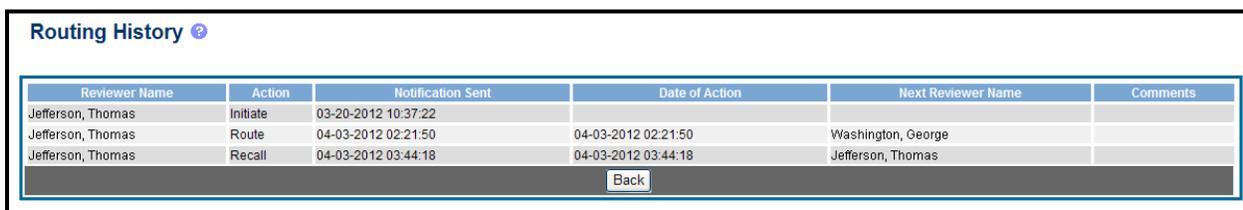


Figure 31: RPPR Routing History

2. To close the screen, select the **Back** button.

7.9 Viewing the Submitted RPPR in Commons

The submitted/final RPPR, in PDF format, is accessible in Commons within the *Status Information* screen. To view the submitted RPPR, perform the following steps:

1. From Commons, select the **Status** menu option.
2. Select the link for **List of Applications/Grants (Awards)**.

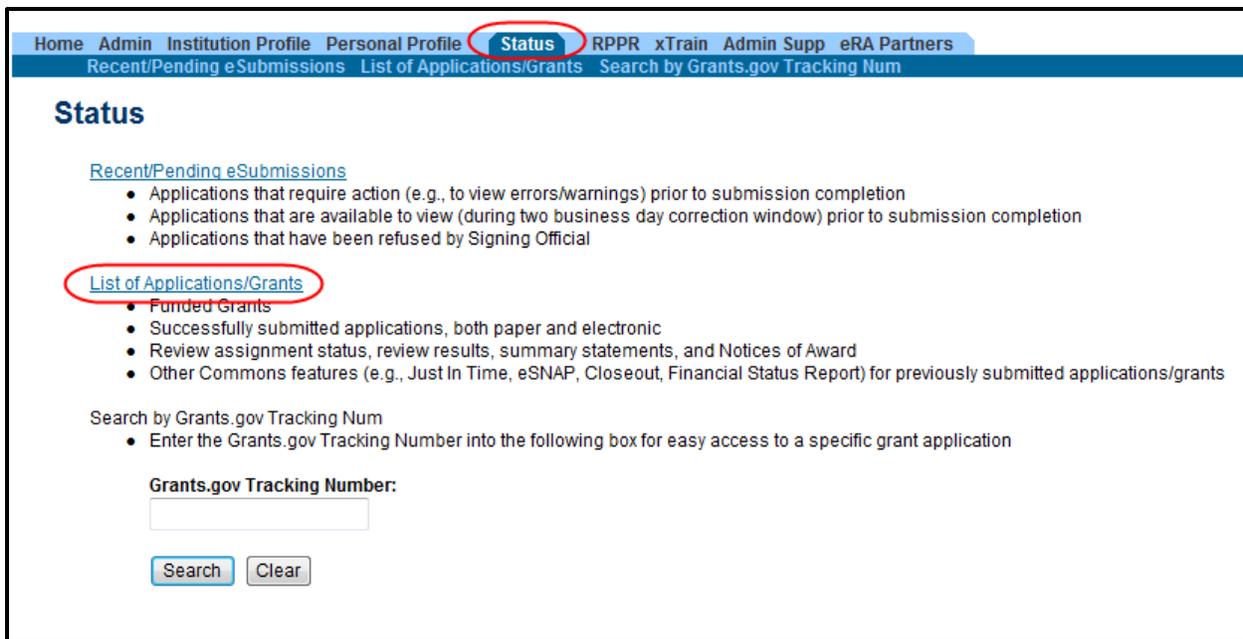


Figure 32: Status Menu Option

- From the *Status Result – List of Applications/Grants (Awards)* screen, select the hyperlink for the specific Application ID (grant/award number).

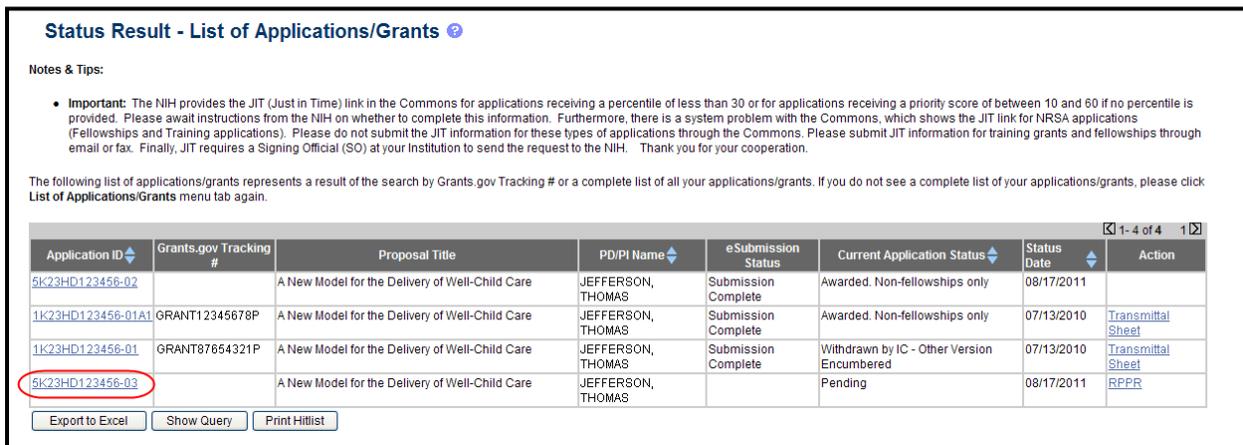


Figure 33: Application ID hyperlink

The *Status Information* screen displays with the **Other Relevant Documents** section in the top right corner.

- The progress reports for multi-year funded awards are displayed in **Other Relevant Documents**.

Status Information	
General Grant Information	Other Relevant Documents
Status: Pending administrative review. Refer any questions to Program Official or Grants Management Specialist.	e-Application
Institution Name: PRESIDENTIAL UNIVERSITY	Additions for Review (0 documents)
School Name: SCHOOL OF MEDICINE	
School Category: SCHOOLS OF MEDICINE	Correspondence
Division Name: NONE	Referral
Department Name: PEDIATRICS	Date Description Action
PI Name: Jefferson, Thomas	
Application ID: 5R01HD123456-03	
Proposal Title: A New Model for the Delivery of Well-Child Care	
Proposal Receipt Date:	
Last Status Update Date: 08/17/2011	
Budget Start Date: 07/01/2012	
Budget End Date: 06/30/2013	
Progress Report Due Date: 05/01/2012	
Current Award Notice Date:	
Application Source: Paper	
Project Period Begin Date: 07/15/2010	
Project Period End Date: 06/30/2015	
eApplication Status:	
FOA: [PA09-043] - MENTORED PATIENT-ORIENTED	
NIH Appl. ID: 1234567	

Figure 34: Status Information Screen – e-Application Link

- Select the appropriate year’s link in the **Research Performance Progress Report** section. Links will appear as follows: **RPPR Year <X> <MM/DD/YYYY>**

Status Information	
General Grant Information	Other Relevant Documents
Status: Application awarded.	e-Application
Institution Name: College at Stratford-Upon-Avon	Summary Statement
School Name: SCHOOL OF MEDICINE	Latest NGA
School Category: SCHOOLS OF MEDICINE	Notice(s) of Grant Award (PDF) 03/01/2010
Division Name: NONE	Abstract (Awarded Grant)
Department Name: PEDIATRICS	Just In Time 02/11/2010 Times Revised(1)
PI Name: SHAKESPEARE, WILLIAM (Contact); Mariowe, Christopher	Submission Cover Letter
Application ID: 1R15CA234567-01A1	Research Performance Progress Report RPPR Year 1 05/09/2011
Proposal Title: A Midsummer Night's Dream and Other Known Sleeping Disorders	Progress Report Additional Material (PRAM) PRAM Year 1 05/20/2011
Proposal Receipt Date: 01/06/2014	Additions for Review (0 documents)
Last Status Update Date: 02/24/2010	
Current Award Notice Date: 03/01/2010	
Application Source: Grants.gov	Correspondence
Project Period Begin Date: 04/01/2010	Referral
Project Period End Date: 03/31/2014	Date Description Action
eApplication Status: Submission Complete	
FOA: [PA00-123] - ACADEMIC RESEARCH ENHANCEMENT AWARD	
NIH Appl. ID: 1234567	

Figure 35: Status Information Screen for Multi-Year RPPR

The PDF version of the RPPR opens in a separate window.

NOTE: The submitted RPPR can also be accessed from the *RPPR Menu* screen. The **View** button opens the PDF version of the RPPR.

7.10 Public Access Progress Report Additional Materials (PRAM)

Not applicable. Proceed to 7.11 Agency (R&D Service within VA-ORD) Requested Progress Report Additional Materials (PRAM) below.

7.11 Agency (R&D Service within VA-ORD) Requested Progress Report Additional Materials (PRAM)

The Agency (the awarding R&D Service within VA-ORD) Requested Progress Report Additional Materials (PRAM) feature provides a means for you to enter, review, route, and submit information in response to specific request(s) by the R&D Service for additional information following the submission of a RPPR.

As with the RPPR, a PD/PI (or Contact PI in the case of MPIs) can enter the PRAM, but can only submit it if the PD/PI is delegated with *Submit Progress Report* authority. Otherwise, only the SO can submit PRAM to VA-ORD.

7.11.1 Initiate Agency (R&D Service within VA-ORD) Requested PRAM

You as the PD/PI (Contact PI) or PD/PI Delegate can initiate Agency (R&D Service within VA-ORD) Requested PRAM by following the steps below:

1. Access the eRA *Commons Status Result – List of Applications/Grants (Awards)* screen.
2. Select the **Agency Requested PRAM** link from the **Action** column of the appropriate grant (award).

Application ID	Grants.gov Tracking #	Proposal Title	PD/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 (IC Requested PRAM)
7DP1CA654321-04 (MPI)	GRANT00123456	Crime & Punishment and the Effects on Mental Health	JEFFERSON, THOMAS	Submission Complete	Pending	09/26/2012	Transmittal Sheet
AN:1234567	GRANT00234567	The Red Badge of Courage and Other Skin Disorders	JEFFERSON, THOMAS	Submission Complete	Application has been entered into computer	08/22/2012	Transmittal Sheet

Figure 36: Agency Requested PRAM Link

The *Progress Report Additional Materials (PRAM)* screen displays. **Grant (Award) Information**, including Grant Number, PD/PI Name, Project Title, Institution (VAMC), Status, and Current Reviewer, displays at the top of the screen. The **Additional Materials Requested by Agency (R&D Service within VA-ORD)** section at the bottom provides a means for adding the requested materials. Up to 100 attachments can be submitted, but all attachments must be in the form of PDF files.

3. Select the **Add Attachment** button in the **Additional Materials Requested by Agency (R&D Service within VA-ORD)** section of the screen.

Progress Report Additional Materials (PRAM)

Grant Information

Grant Number: 5K23HD123456-03
PD/PI Name: JEFFERSON, THOMAS
Project Title: A New Model for the Delivery of Well-Child Care
Institution: PRESIDENTIAL UNIVERSITY
Status: Not Started
Current Reviewer:

Additional Materials Requested by IC

Please provide additional materials

Upload file(s):

Figure 37: Add Attachment Button for Agency (R&D Service within VA-ORD) Requested PRAM

4. Use the *Upload Attachment* pop-up **Browse** and **Upload** buttons to search for and attach the appropriate file. Repeat for all necessary attachments.

NOTE: PDF attachments must be “flat files”. A flat file is one that is not editable and does not have comments associated with it. If a PDF attachment (not the SF424 application package itself) is submitted that has editable (fill-able) fields or uses comments, data will be lost when the application image (e-Application) is created, resulting in errors that will prevent application processing. To save a flattened PDF document: File, Save As Other, Optimized PDF, ‘Check/Mark’ Discard Objects (i.e., make sure it is selected so that objects will be removed), OK. If you do not have the appropriate rights/permissions to edit a file in your PDF creating software, you may print, scan and then re-upload the file in order to flatten it (although this is not recommended as scanning can create other format issues). When selecting a PDF to attach, Save As and select the ‘Restrict Editing’ box.

Recommendation: When provided an option to download a MS Word version of a form or a PDF version of a form, always select the MS Word version and then after the form is completed, convert to PDF. This process will “flatten” the file, making it acceptable for submission. If you have trouble fixing the PDF settings, simply cut and paste from the PDF document into a MS Word document and then reconvert (in some cases it may be better to use another PDF generator).

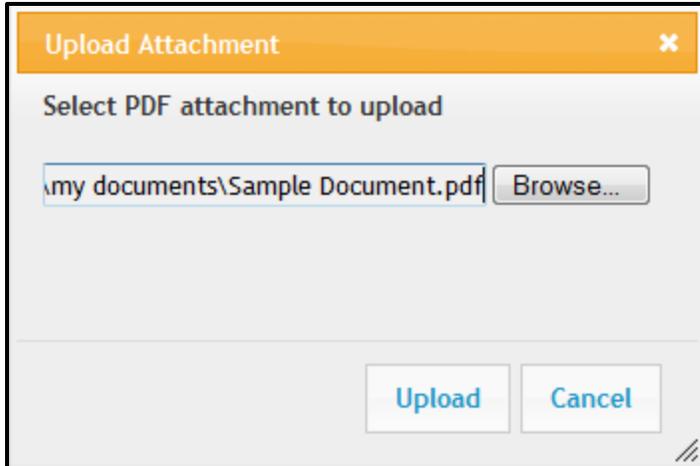


Figure 38: Upload Attachment Pop-up

The **Additional Materials Requested by Agency (R&D Service within VA-ORD)** section updates to show a table of all attachments. The table displays the **Document Name** and **Action** links of **View** and **Delete** for each attachment.

5. *Optional:* Select the document's **View** link in the **Action** column to view the attachment.
6. *Optional:* Select the document's **Delete** link in the **Action** column to remove the attachment.

NOTE: The options for **View** and **Route History** may be selected at this time. Selecting the option for **Cancel** closes the screen without saving or routing the PRAM information.

7. Select the **Route** button to send the PRAM for review.

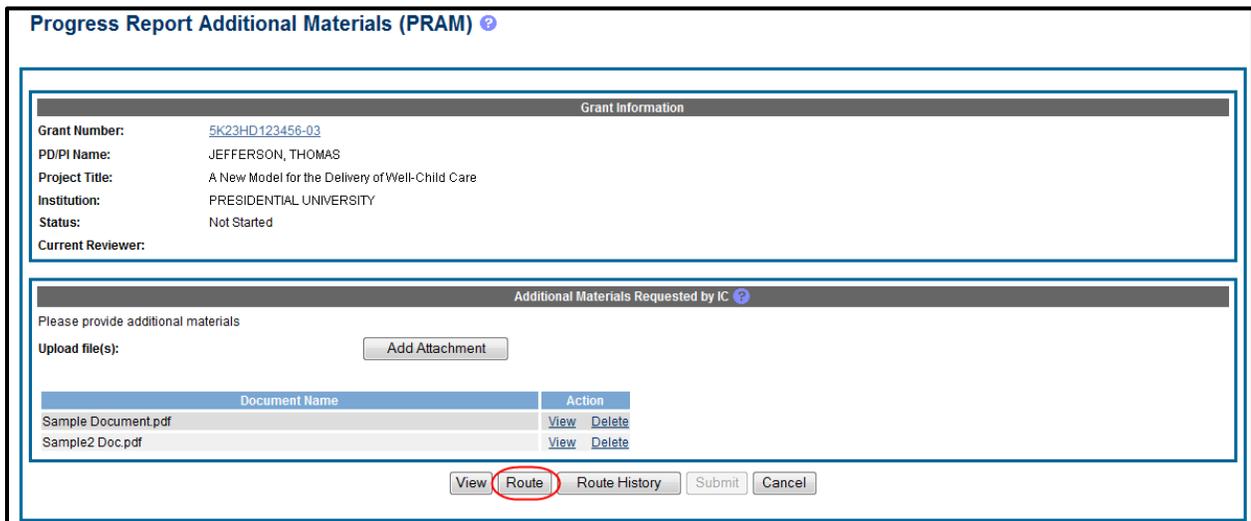
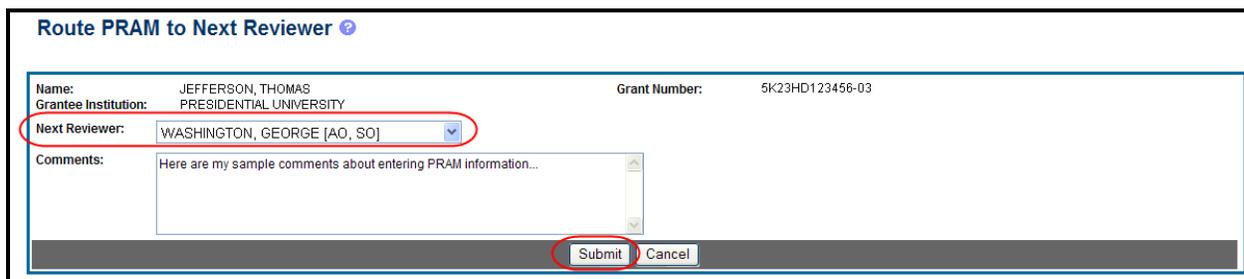


Figure 39: Routing the Agency (R&D Service within VA-ORD) Requested PRAM

When the **Route** button is selected, the *Route PRAM to Next Reviewer* screen displays. A list of all available reviewers exists in the drop-down for **Next Reviewer**.

8. Select a name from the **Next Reviewer** drop-down list.
9. Enter text into the **Comments** field as necessary. This is not a mandatory field.
10. Select the **Submit** button to continue.

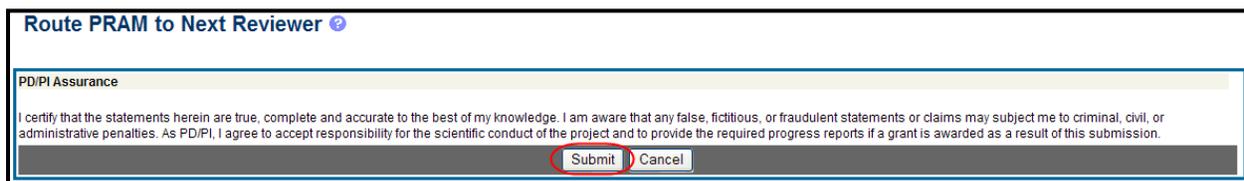


The screenshot shows a web form titled "Route PRAM to Next Reviewer". At the top, it displays "Name: JEFFERSON, THOMAS" and "Grantee Institution: PRESIDENTIAL UNIVERSITY". To the right, it shows "Grant Number: 5K23HD123456-03". Below this, there is a "Next Reviewer" dropdown menu currently showing "WASHINGTON, GEORGE [AO, SO]". Underneath is a "Comments" text area with the text "Here are my sample comments about entering PRAM information...". At the bottom right, there are two buttons: "Submit" and "Cancel", with the "Submit" button circled in red.

Figure 40: *Route Agency (R&D Service within VA-ORD) Requested PRAM to Next Reviewer*

The *Route PRAM to Next Reviewer* screen displays the PD/PI Assurance statement.

11. Read the assurance statement and select the **Submit** button to agree to the content and continue routing the PRAM to the next reviewer.



The screenshot shows the same "Route PRAM to Next Reviewer" form, but now it displays a "PD/PI Assurance" section. The text in this section reads: "I certify that the statements herein are true, complete and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. As PD/PI, I agree to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of this submission." At the bottom right, the "Submit" and "Cancel" buttons are visible, with the "Submit" button circled in red.

Figure 41: *Agency (R&D Service within VA-ORD) Requested PRAM PD/PI Assurance Statement*

The *Progress Report Additional Materials (PRAM)* screen displays with a message indicating that the PRAM was successfully routed to the selected reviewer. Additionally, the status is updated and shown as *Reviewer Work in Progress*. At this point, the PD/PI can only view the PRAM, the attachments, and the Route History; the PD/PI may not edit the PRAM. To be able to allow the PD/PI to edit the PRAM, the SO needs to route the PRAM back to the PD/PI using routing steps similar to those above.

At the time of routing, an email is sent to the PD/PI and the selected SO (or other Next Reviewer) to notify them of the event.

Progress Report Additional Materials (PRAM) ?

The PRAM was successfully routed to WASHINGTON1, George Washington

Grant Information	
Grant Number:	5K23HD123456-03
PD/PI Name:	JEFFERSON, THOMAS
Project Title:	A New Model for the Delivery of Well-Child Care
Institution:	PRESIDENTIAL UNIVERSITY
Status:	Reviewer Work in Progress
Current Reviewer:	Washington, George

Additional Materials Requested by IC ?

Please provide additional materials

Upload file(s):

Document Name	Action
Sample Document.pdf	View
Sample2 Doc.pdf	View

Figure 42: Successfully Routed Agency (R&D Service within VA-ORD) Requested PRAM

7.11.2 Recall Agency (R&D Service within VA-ORD) Requested PRAM

Agency (R&D Service within VA-ORD) Requested PRAM that has been routed to a reviewer can be recalled by the person who performed the routing action up until the submission of the current PRAM attachment(s) to the Agency (to the R&D Service within VA-ORD). This is useful in situations when the report was routed to the wrong person or the reviewer is unavailable. The last reviewer of the report is able to recall it; however, Signing Officials (SOs) at the VAMC and the Contact PD/PI who are not the last reviewer can also recall the report when it is in a status of *Reviewer Work in Progress (WIP)*.

NOTE: A PD/PI delegate does not have the ability to recall the PRAM.

To recall Agency (R&D Service within VA-ORD) Requested PRAM, select the **Recall** button from the *Progress Report Additional Materials (PRAM)* screen.

Progress Report Additional Materials (PRAM) ?

Grant Information	
Grant Number:	5K23HD123456-03
PD/PI Name:	JEFFERSON, THOMAS
Project Title:	A New Model for the Delivery of Well-Child Care
Institution:	PRESIDENTIAL UNIVERSITY
Status:	Reviewer Work in Progress
Current Reviewer:	Washington, George

Additional Materials Requested by IC ?

Please provide additional materials

Upload file(s):

Document Name	Action
PRAM_sampledocument.pdf	View

Figure 43: Recall Button for Agency (R&D Service within VA-ORD) Requested PRAM

A message displays on the screen indicating: *The PRAM has been successfully recalled. You have been set as the Current PRAM Reviewer.*

NOTE: Only items which have not already been submitted can be recalled. If prior Agency (R&D Service within VA-ORD) Requested PRAM submissions to the R&D Service within VA-ORD exist, these attachments are not included in the recall.

The status of the PRAM is updated to *PD/PI Work in Progress* if recalled by the PI or *Reviewer Work in Progress* if recalled by the SO; the reviewer from whom the PRAM is recalled receives an email informing him of the action; and the PRAM routing audit history is updated to reflect the action.

Additionally, the ability to delete the attachment is restored and the **Add Attachment** and **Route** buttons are enabled, providing the current reviewer the ability to update the PRAM and route it again.

7.11.3 Submit Agency (R&D Service within VA-ORD) Requested PRAM

When the Agency (R&D Service within VA-ORD) Requested Progress Report Additional Materials (PRAM) is in *Reviewer Work in Progress (WIP)* status, the Signing Official (SO) can submit it to VA-ORD. PD/PIs may also submit the information if they have been delegated *Submit Progress Report* authority by the SO.

To submit the PRAM:

1. Access the **Status** screen on eRA Commons.
2. Enter the appropriate query parameters to locate the award and select the **Search** button.

The *Status Result – General Search* screen displays with the matching information.

3. From the **Action** column, select the link for **IC (R&D Service within VA-ORD) Requested PRAM**.

Application ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Budget Start Date	FFATA	Show All Prior Errors	Action
5K23HD123456-03		A New Model for the Delivery of Well-Child Care	JEFFERSON, THOMAS	Pending	05/01/2013	Yes		RPPR IC Requested PRAM

Figure 44: Agency (R&D Service within VA-ORD) Requested PRAM Link for SO

The *Progress Report Additional Materials (PRAM)* screen displays. The screen displays **Grant (Award) Information** on top and the files attached by the PD/PI in the **Additional Materials Requested by Agency (R&D Service within VA-ORD)** portion at the bottom. The attached files may be viewed or removed and additional PDF files may be added if necessary.

4. **IMPORTANT:** Select the document’s **View** link in the **Action** column to view the attachment prior to final submission.

The PDF file must be a ‘flat file’ – one that is not editable and does not have comments associated with it. To save a flattened PDF document: File, Save As Other, Optimized PDF, ‘Check/Mark’ Discard Objects (i.e., make sure it is selected so that objects will be removed), OK. If you do not have the appropriate rights/permissions to edit a file in your PDF creating software, you may print, scan and then re-upload the file in order to flatten it (although this is not recommended as scanning can create other format issues). When selecting a PDF to attach, Save As and select the ‘Restrict Editing’ box. Click ‘View’ to review the PDF for content prior to final submission.

5. *Optional*: Select the document’s **Delete** link in the **Action** column to remove the attachment.
6. *Optional*: Select the **Add Attachment** button to attach additional files. Up to 100 PDF files may be attached.

Before submitting, the **SO is STRONGLY EXCOURAGED** to **View** the PRAM as a PDF to ensure all data is viewable, **Route** it to another reviewer (or back to the PD/PI), and view the **Route History**. Select any of the appropriate buttons to perform these actions. Follow the steps below to continue submitting the PRAM.

7. Select the **Submit** button.

Progress Report Additional Materials (PRAM)

Grant Information

Grant Number: [5k23HD123456-03](#)
 PD/PI Name: JEFFERSON, THOMAS
 Project Title: A New Model for the Delivery of Well-Child Care
 Institution: PRESIDENTIAL UNIVERSITY
 Status: Reviewer Work in Progress
 Current Reviewer: Washington, George

Additional Materials Requested by IC

Please provide additional materials

Upload file(s):

Document Name	Action
Sample Document.pdf	View Delete
Sample2 Doc.pdf	View Delete

Figure 45: Submitting Agency (R&D Service within VA-ORD) Requested PRAM

The *Submit PRAM to Agency (R&D Service within VA-ORD)* screen displays. By continuing from this screen, the SO certifies that the submitting VAMC is in compliance with the terms and conditions specified in the VA-ORD Notice of Intent to Award or Funding Letter. The SO also verifies that the information provided in the PRAM is valid and accurate.

8. Read certification agreement. Select the **I Agree** button to continue submitting the information. (Selecting the **Cancel** button closes the screen and returns the *Progress Report Additional Materials* screen without submitting the material.)

Submit PRAM to Agency

In submitting these Progress Report additional materials, the SO (or PD/PI with delegated authority), certifies that the grantee organization is in compliance with the terms and conditions specified in the Notice of Award and Grants Policy Statement, and verifies the accuracy and validity of all administrative, fiscal, and scientific information in the progress report. The SO (or PD/PI with delegated authority) further certifies that the grantee organization will be accountable for the appropriate use of any funds awarded and for the performance of the grant-supported project or activities resulting from the progress report. Deliberate withholding, falsification, or misrepresentation of information could result in administrative actions such as withdrawal of a progress report, suspension and/or termination of an award, debarment of individuals, as well as possible criminal penalties. The grantee institution may be liable for the reimbursement of funds associated with any inappropriate or fraudulent conduct of the project activity.

Application Information			
Grant Number:	5K23HD123456-03	Due Date:	2013-03-15
Institution:	PRESIDENTIAL UNIVERSITY	Current Reviewer:	Washington, George
PD/PI Name:	JEFFERSON, THOMAS	PRAM Status:	Reviewer Work in Progress
Project Title:	A New Model for the Delivery of Well-Child Care		

Figure 46: SO Certification of PRAM

The *Progress Report Additional Materials (PRAM)* screen displays with a message indicating that the PRAM was successfully submitted. The current reviewer is updated to VA-ORD, the PRAM status is updated to *Submitted to Agency (VA-ORD)*, and the PRAM submission date is recorded. The routing history is updated to reflect the submission to Agency (to VA-ORD).

Progress Report Additional Materials (PRAM) ?

The progress report IC requested additional materials have been successfully submitted to PHS.

Grant Information	
Grant Number:	5K23HD123456-03
PD/PI Name:	JEFFERSON, THOMAS
Project Title:	A New Model for the Delivery of Well-Child Care
Institution:	PRESIDENTIAL UNIVERSITY
Status:	Submitted to Agency
Current Reviewer:	NIH

Additional Materials Requested by IC ?

Please provide additional materials

Upload file(s):

Figure 47: Agency (R&D Service within VA-ORD) Requested PRAM Submitted to Agency

When PRAM is submitted to Agency (R&D Service within VA-ORD), an email notification is sent to the PD/PI (Contact PI) on the award, the submitting SO, the SO assigned to the RPPR, and AO assigned to the RPPR.

Once the Agency (R&D Service within VA-ORD) Requested PRAM is submitted, the **View** button remains on the PRAM screen to provide a preview of the latest PRAM submission; however, the ability to view or delete the individual attachments is removed. The ability to upload and submit additional attachments remains until the progress report is approved. Follow the steps provided in the *Initiate IC Requested PRAM* section to add additional attachments ([starting with Step 3](#)).

NOTE: If multiple PRAM submissions were completed, selecting the **View** button only provides a preview of the latest PRAM submission. To view all submissions as one document,

access the *Status Information* screen for the award and select the PRAM link. For more information, refer to the [View IC Requested PRAM from Status Information](#) below.

7.11.4 View Agency (R&D Service within VA-ORD) Requested PRAM from Status Information

After submitting Agency (R&D Service within VA-ORD) Requested PRAM, Commons users with access to the award information may view the PRAM via the *Status Information* screen. The *Status Information* is accessed by selecting the **Grant Number** hyperlink from the *Progress Report Additional Materials (PRAM)* screen or by selecting the **Application ID** hyperlink from *Status Result – General Search (SOs)* and *Status Result – List of Applications/Grants (PIs)* screens.

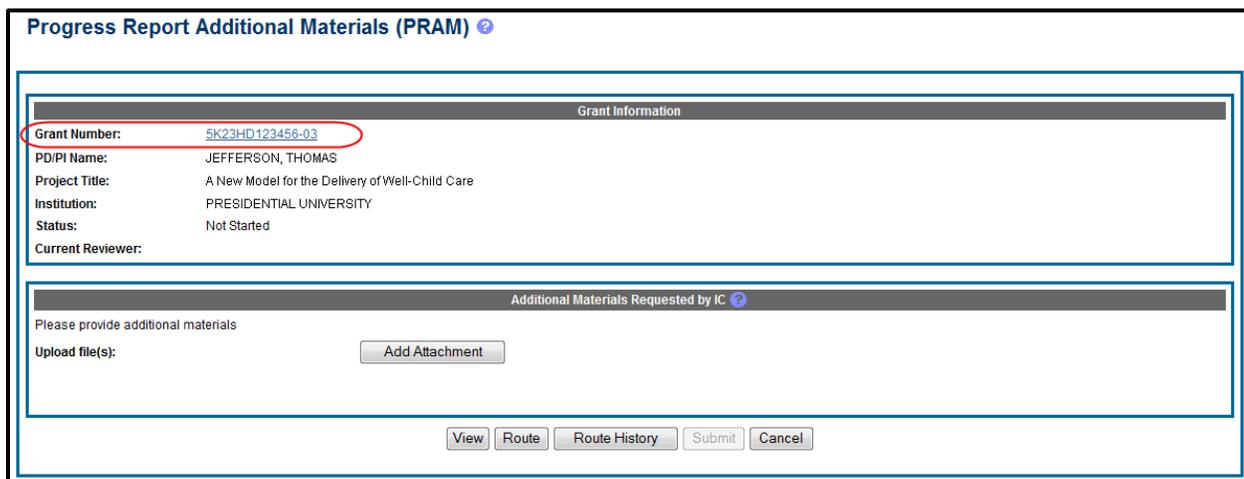


Figure 48: Grant Number Hyperlink on PRAM Screen

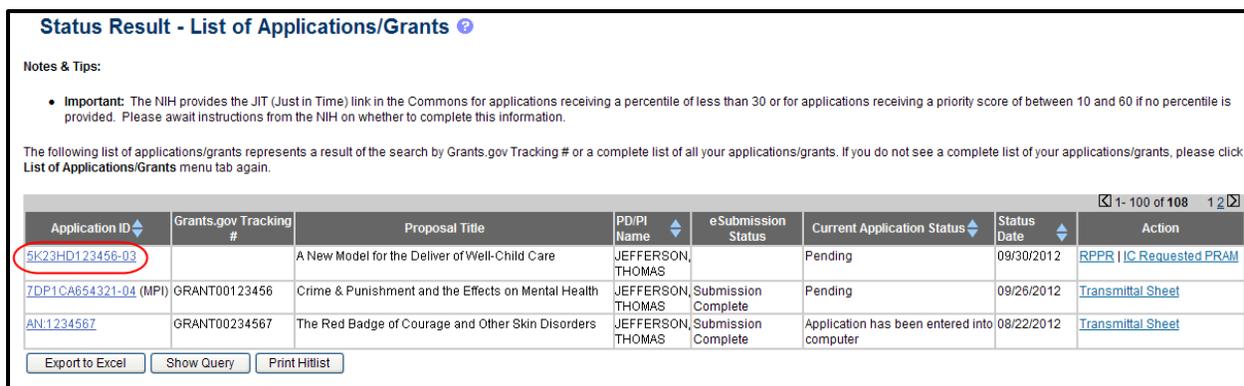


Figure 49: Application ID Hyperlink on Status Result for PIs

Part 1: Format and Navigation

Status Result - General Search

Tips and Notes:

- PD/PI column shows Contact PI for multi-PI grants.

Application ID	Grants.gov Tracking #	Proposal Title	PD/PI Name	Application Status	Budget Start Date	FFATA	Show All Prior Errors	Action
5K23HD123456-03		A New Model for the Delivery of Well-Child Care	JEFFERSON, THOMAS	Pending	05/01/2013	Yes		RPPR IC Requested PRAM

Export to Excel Show Query Print Hitlist

Figure 50: Application ID Hyperlink on Status Result for SOs

From the *Status Information* screen, select the hyperlink in the area marked **Progress Report Additional Material (PRAM)** in the **Other Relevant Documents** section.

Status Information

General Grant Information Status: Pending administrative review. Refer any questions to Program Official or Grants Management Specialist. Institution Name: PRESIDENTIAL UNIVERSITY School Name: SCHOOL OF MEDICINE School Category: SCHOOLS OF MEDICINE Division Name: NONE Department Name: SURGERY PI Name: Jefferson, Thomas Application ID: 5K23HD123456-03 Proposal Title: A New Model for the Delivery of Well-Child Care Proposal Receipt Date: 03/18/2013 Last Status Update Date: 07/20/2012 Budget Start Date: 07/01/2013 Budget End Date: 06/30/2014 Progress Report Due Date: 05/15/2013 Current Award Notice Date: Application Source: RPPR Project Period Begin Date: 07/20/2012 Project Period End Date: 06/30/2014 eApplication Status: FOA: [PA00-123] - Biomarkers for Early Detection NIH Appl. ID: 1234567		Other Relevant Documents e-Application Institute/Center Progress Report Additional Material Request Progress Report Additional Material (PRAM) 04/08/2013 Times Revised (2) Additions for Review (0 documents)											
Correspondence Referral <table border="1"> <thead> <tr> <th>Date</th> <th>Description</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Date	Description	Action									
Date	Description	Action											
Status History <table border="1"> <thead> <tr> <th>Effective Date</th> <th>Status Message</th> <th>Institute or Center</th> <th>Assignment Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td>CHILD HEALTH AND DEVELOPMENT (Primary)</td> <td>07/20/2012</td> </tr> </tbody> </table>		Effective Date	Status Message	Institute or Center	Assignment Date			CHILD HEALTH AND DEVELOPMENT (Primary)	07/20/2012				
Effective Date	Status Message	Institute or Center	Assignment Date										
		CHILD HEALTH AND DEVELOPMENT (Primary)	07/20/2012										
Application Information Award Document Number: RHD123456A FSR Accepted Code: N Snap Indicator Code: Y Impact Score: Percentile: Early Stage Investigator Eligible: New Investigator Eligible: Eligible for FFATA Reporting: Yes													
Study Section Scientific Review Group: ABCD Council Meeting Date(YYYY/MM): 2013/00													
Advisory Council(AC) Information													
Reference Letter(s) This list shows Reference Letters associated with this particular Grant Application. Principal Investigator can see a list of all Reference Letters within Personal Profile - Reference Letters section on eRA Commons													
Contacts <table border="1"> <thead> <tr> <th>Administration</th> <th>Name</th> <th>Phone</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td>Grants Management Specialist(GMS)</td> <td>Franklin, Benjamin</td> <td>301-555-1234</td> <td>Franklin@email.com</td> </tr> <tr> <td>Program Official(PO)</td> <td>Ross, Betsy</td> <td>301-555-4567</td> <td>Ross@email.com</td> </tr> </tbody> </table>		Administration	Name	Phone	Email	Grants Management Specialist(GMS)	Franklin, Benjamin	301-555-1234	Franklin@email.com	Program Official(PO)	Ross, Betsy	301-555-4567	Ross@email.com
Administration	Name	Phone	Email										
Grants Management Specialist(GMS)	Franklin, Benjamin	301-555-1234	Franklin@email.com										
Program Official(PO)	Ross, Betsy	301-555-4567	Ross@email.com										

[Close](#)

Figure 51: Status Information with PRAM Link

The Progress Report Additional Materials (PRAM) file opens as a PDF document. The file is formatted to provide an information header section for each PRAM submission followed by the attached documents provided during that submission. If multiple submissions of Agency (R&D Service within VA-ORD) Requested PRAM were completed, the additional materials are separated in the document with the most recent submission displayed first followed by earlier submissions in reverse chronological order. Information in the document can be navigated using the provided bookmarks on the left.

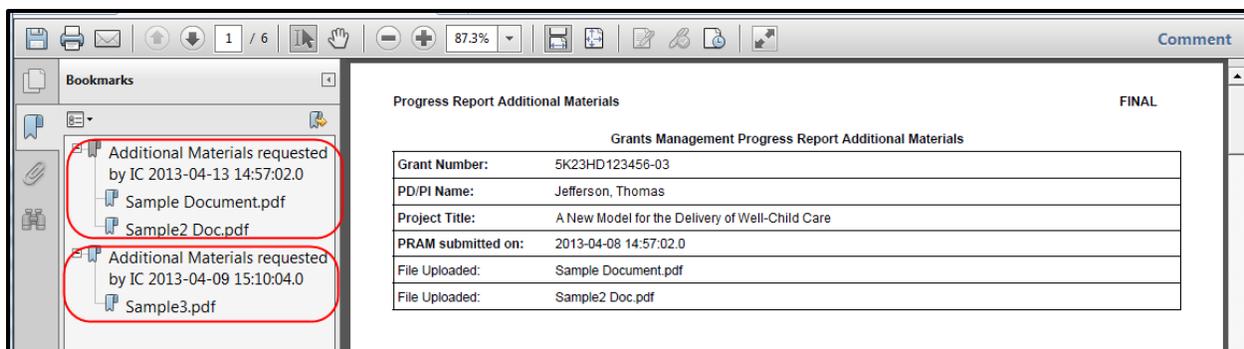


Figure 52: PDF of Multiple Submitted PRAM

7.12 Final Report Additional Materials (FRAM)

The *Final Progress Report Additional Materials* (FRAM) feature provides a means for awardees to enter, review, route, and submit information in response to specific request(s) by the R&D Service Program Official (PO) for additional information related to the Final RPPR.

While reviewing a submitted Final RPPR, the R&D Service PO may determine that additional materials related to the submitted report are required. In this case, the PO will submit a request for this information referred to as a FRAM request. When a FRAM request is made, the PI is notified via email; Final RPPR status on *Closeout Status* is updated to *FRAM Requested*; and a **FRAM Update** link appears in the *Closeout Status* screen. The link is located as an action on the **Final RPP Report** line for **Closeout Submission Requirement**.

Uploading Final Report Additional Materials

When FRAM is requested by the reviewing PO, an email notification will be sent to the PI (and SO) describing the additional information being requested. It is the PI who is responsible for uploading this requested FRAM via the Closeout module in Commons.

To upload FRAM:

1. Navigate to the *Closeout Status* screen.
2. Locate the **Final RPPR** line item under the **Closeout Submission Requirement** column.

If a PO has requested additional material related to the Final RPPR, the **Status** will show *FRAM Requested*, the **Result of Action** column will show *FRAM Requested By <PO Name>*, and the **FRAM Update** link will appear in the **Action** column of this line item. If this information is not there, the request was not made.

3. Select the **FRAM Update** link.

Closeout Status ?

Form Approved OMB No. 0925-0002

Application Information					
Grant Number:	1R15MH123456-01	PD/PI Name:	AUDEN, W.H.		
Closeout Contact Name:	EMMA STREST	Closeout Contact Email:			
Closeout Contact Phone:	301-555-1234	Project Period:	08/01/2010 to 10/31/2014		
Proposal Title:	The Age of Anxiety Disorders				

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR / FSR	For FFR / FSR submission, you must have the Commons FSR role	Not Started			
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	FPR Received FRAM Requested	Submitted by W.H. AUDEN (PI)	09/18/2014	View FRAM Update
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution	Not Received			Process Final Invention Statement

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Figure 53: FRAM Screen in Closeout

The *Final Progress Report Additional Materials (FRAM)* screen appears. From this screen, the PI has the ability to upload an attachment meeting the requirements of the requested information.

Tip: You can view the original request for information from the *Status Information* screen. The **Closeout Final Report Additional Materials Request (FRAM)** link located in **Other Relevant Documents** section of *Status Information* will show the original request.

4. Use the **Add Attachment** button to search for and select the appropriate document from your local computer. The attached document must be in a PDF ‘flat file’ format and no larger than 6MB.

Final Progress Report Additional Materials (FRAM) ?

Grant Information	
Grant Number:	1R15MH123456-01
PD/PI Name:	Auden, W.H.
Project Title:	The Age of Anxiety Disorders
Institution:	UNIVERSITY OF LITERATURE

FRAM	
Please provide additional Materials	
Upload Attachment:	<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<input type="button" value="View"/> <input type="button" value="Submit"/> <input type="button" value="Back"/>	

Figure 54: FRAM Add Attachment

After passing system validations, the screen will display a message as follows: *FRAM was successfully uploaded and is ready for processing by the SO in your institution.*

FRAM attachments can be viewed at any time using the **View Attachment** or **View** button on the screen. Before being submitted to Agency (to VA-ORD), FRAM attachments can be deleted using the **Delete Attachment** button.

Final Progress Report Additional Materials (FRAM) ?

FRAM was successfully uploaded and is ready for processing by the SO in your institution.

Grant Information

Grant Number: 1R15MH123456-01
 PDI/PI Name: Auden, W.H.
 Project Title: The Age of Anxiety Disorders
 Institution: UNIVERSITY OF LITERATURE

FRAM

Please provide additional Materials

Upload Attachment: Sample Document.pdf Add Attachment Delete Attachment View Attachment

View Submit Back

Figure 55: FRAM Successfully Updated for Processing by SO

When FRAM is attached, the *Closeout Status* screen updates to show *FRAM Updated* in the **Status** column and *FRAM Updated By* <PI Name> in the **Result of Action** column. You will notice that the **FRAM Update** link remains as an available action. Attachments for additional requests can be uploaded using this link and following the same steps described above. Subsequent uploads will be appended in the stored PDF document viewable in Status Information.

Closeout Status ? Form Approved OMB No. 0925-0002

Application Information

Grant Number: 1R15MH123456-01 PDI/PI Name: AUDEN, W.H.
 Closeout Contact Name: EMMA STREST Closeout Contact Email:
 Closeout Contact Phone: 301-555-1234 Project Period: 08/01/2010 to 10/31/2014
 Proposal Title: The Age of Anxiety Disorders

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR / FSR	For FFR / FSR submission, you must have the Commons FSR role	Not Started			
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	FPR Received	Submitted by AUDEN, W.H. (PI)	09/18/2014	View
		FRAM Uploaded	FRAM Uploaded by Auden, W.H. (PI)	10/02/2014	FRAM Update
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution	Not Received			Process Final Invention Statement

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Figure 56: SO to Submit FRAM to VA-ORD

The SO is now able to submit FRAM. Refer to the steps in the section titled Submitting FRAM for details on how an SO submits FRAM to Agency (to VA-ORD).

IMPORTANT: Please note that after the SO submits FRAM, the **FRAM Update** link on *Closeout Status* will be replaced by the **View FRAM** link and updates can no longer be made.

Submitting FRAM

Once a response to a FRAM request has been uploaded by the PI using the *Final Progress Report Additional Materials (FRAM)* screen, the SO can submit the material to Agency (to VA-ORD). Only those with an SO role in Commons can submit FRAM.

To submit FRAM:

1. Navigate to the *Closeout Status* screen for the specific grant.
2. Locate the Final Research Performance Progress Report line item under the **Closeout Submission Requirement** column.

If the PI has uploaded the additional material successfully, the **Result of Action** column will show *FRAM Updated By <PI Name>*. The **FRAM Update** link will appear in the **Action** column of this line item.

3. Select the **FRAM Update** link.

Closeout Status Form Approved OMB No. 0925-0002

Application Information					
Grant Number:	1R15MH123456-01	PI/PI Name:	AUDEN, W.H.		
Closeout Contact Name:	EMMA STREST	Closeout Contact Email:			
Closeout Contact Phone:	301-555-1234	Project Period:	08/01/2010 to 10/31/2014		
Proposal Title:	The Age of Anxiety Disorders				

Closeout Submission Requirement	Instruction	Status	Result of Actions	Date	Action
FFR / FSR	For FFR / FSR submission, you must have the Commons FSR role	Not Started			
Final Progress Report	Only the SO or the PI of the Grant may process the Final Progress Report	FPR Received FRAM Uploaded	Submitted by AUDEN, W.H. (PI) FRAM Uploaded by Auden, W.H. (PI)	09/18/2014 10/02/2014	View FRAM Update
Final Invention Statement	For Submission, Final Invention Statement requires verification by the Signing Official of the Institution	Not Received			Process Final Invention Statement

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Figure 57: FRAM Update Link

The *Final Progress Report Additional Materials (FRAM)* screen appears with the **Submit** button enabled.

4. *Optional:* To view the FRAM response before submitting it, select the **View Attachment** button.
5. To submit the FRAM, select the **Submit** button.

Final Progress Report Additional Materials (FRAM) ?

Grant Information	
Grant Number:	1R15MH123456-01
PD/PI Name:	Auden, W.H.
Project Title:	The Age of Anxiety Disorders
Institution:	UNIVERSITY OF LITERATURE

FRAM

Please provide additional Materials

Upload Attachment:

Figure 58: FRAM Submit Link

6. Before the submission is completed, a certification message will appear on the screen. Select the **I Agree** button to confirm this certification and to complete the process.

Submit FRAM to Agency

In submitting these Final Progress Report additional materials, the SO (or PD/PI with delegated authority), certifies that the grantee organization is in compliance with the terms and conditions specified in the Notice of Award and Grants Policy Statement, and verifies the accuracy and validity of all administrative, fiscal, and scientific information in the progress report. The SO (or PD/PI with delegated authority) further certifies that the grantee organization will be accountable for the appropriate use of any funds awarded and for the performance of the grant-supported project or activities resulting from the progress report. Deliberate withholding, falsification, or misrepresentation of information could result in administrative actions such as withdrawal of a progress report, suspension and/or termination of an award, debarment of individuals, as well as possible criminal penalties. The grantee institution may be liable for the reimbursement of funds associated with any inappropriate or fraudulent conduct of the project activity.

Application Information	
Grant Number:	1R15MH123456-01
Institution:	UNIVERSITY OF LITERATURE
PD/PI Name:	Auden, W.H.
Project Title:	The Age of Anxiety Disorders

Figure 59: FRAM Certification Agreement

After a successful submission, the screen will display a message as follows: *The final progress report additional materials have been successfully submitted to Agency [to VA-ORD].* The *Closeout Status* screen will show *FRAM Submitted By <SO Name>* in the **Result of Action** column, and the **FRAM Update** link available before the submission is replaced by the **View FRAM** link. FRAM cannot be edited after submission to Agency (to VA-ORD).

Final Progress Report Additional Materials (FRAM) ?

The final progress report additional materials have been successfully submitted to Agency.

Grant Information	
Grant Number:	1R15MH123456-01
PDI/PI Name:	Auden, W.H.
Project Title:	The Age of Anxiety Disorders
Institution:	UNIVERSITY OF LITERATURE

FRAM	
Please provide additional Materials	
Upload Attachment:	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<input type="button" value="View"/> <input type="button" value="Submit"/> <input type="button" value="Back"/>	

Figure 60: FRAM Successfully Submitted

Additionally, email notification is sent to both the SO who submitted the FRAM and to the PI of the award. A separate notification is sent to the R&D Service PO of the award. Commons will generate a PDF document containing all documents added for the FRAM request. This document can be accessed within the *Status Information* screen under **Other Relevant Documents**.

NOTE: The PO may rescind the approval of the Final RPPR submission at any time. If this event occurs, the **FRAM Update** link will be made available for submitting FRAM.

IMPORTANT: SOs can continue to add additional attachments even after submission to Agency (to VA-ORD) before acceptance of the final report. Any subsequent documents will be added to the PDF generated by Commons.

See the VA-ORD RPPR Instruction Guide – Part 2: Completing a Report, for instructions for completing the content of a RPPR and Final RPPR, Sections A-I.