NIH Research Performance Progress Report

Directions for University of Maryland
Contact your Contract Administrator with any questions.

Special thanks to Dr. Goupell for assistance in creating these materials.

Table of Contents

The RPPR will replace the eSNAP tool in NIH eRA Commons. More detailed instructions can be found at http://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf.

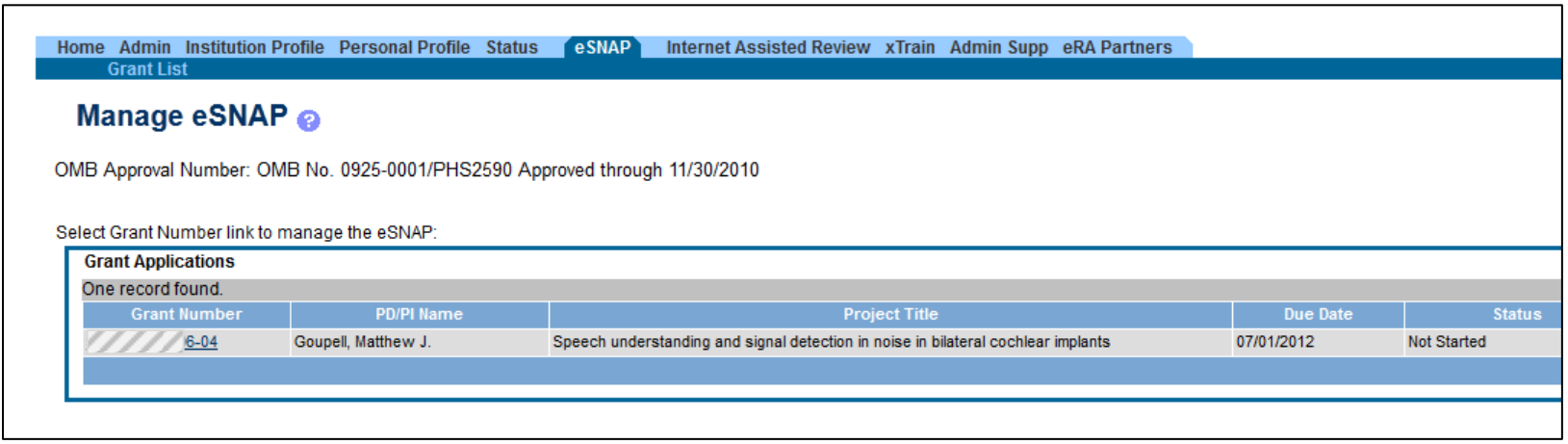
General notes:
The use of the RPPR Module for submitting Streamlined Noncompeting Award Process (SNAP) and Fellowship progress reports will be required for awards with start dates on or after July 1, 2013 (i.e., due dates on or after May 15, 2013, for SNAP awards and May 1, 2013, for Fellowships). The functionality of the RPPR is also expanding on April 18, 2013 to include requests from the awarding Institutes and Centers (ICs) for additional materials following submission of an RPPR and electronic submission of the additional materials by the grantee. Either a RPPR or eSNAP may be submitted during the early access phase, but not both. Attachments to the RPPR must be in PDF format and any data fields/text boxes must be completed with ASCCII characters only.

UM delegates the authority to submit RPPRs and eSNAPs to the PD/PI. These reports do not need to be routed to your Contract Administrator for submission in NIH eRA Commons **unless there is a reduction in the level of effort of any senior/key person by 25% or more as documented in D.2 Personnel Updates**. In this case, the RPPR must be routed to the Contract Administrator for approval and submission.

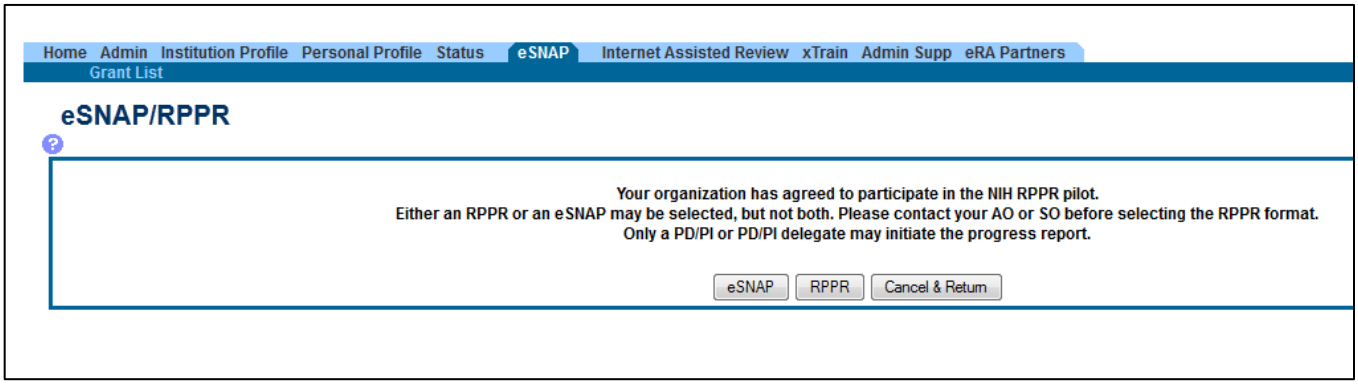
For applications with multiple PD/PIs (MPI applications), only the Contact PD/PI has access to the Edit feature unless the Contact PD/PI has granted progress report authority to other PD/PIs. Without this authority, MPIs can only view the RPPR PDF and its routing history.

Depending on the type of award, the required content of the RPPR may vary.
Accessing the RPPR

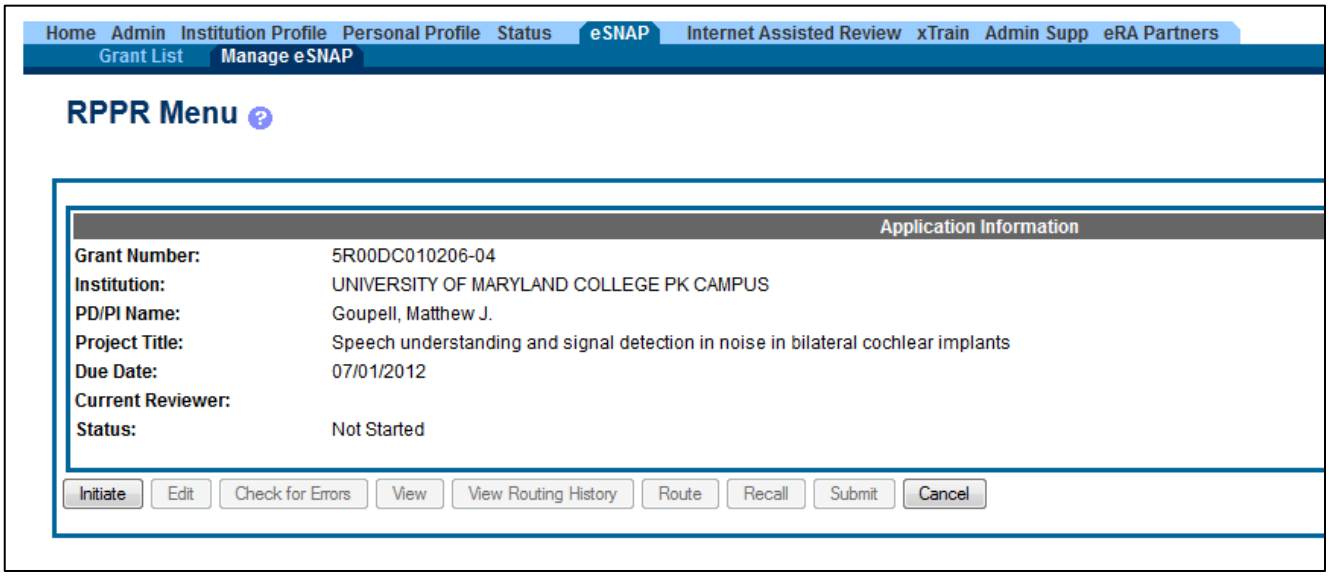
Log into Commons.
Select the eSNAP menu.
Select the Grant Number link for the Award.



Select RPPR.



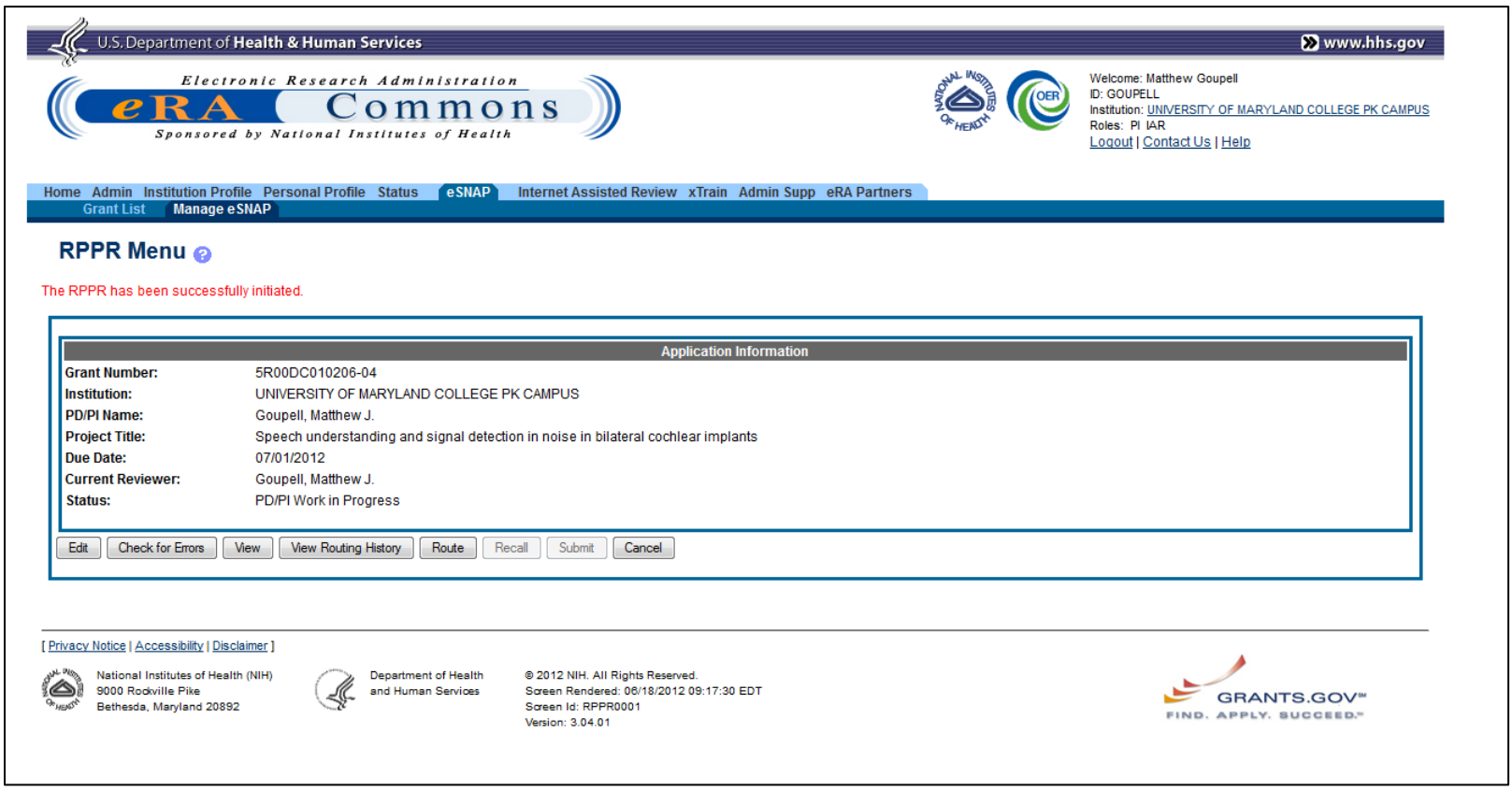
Click on Initiate to begin the RPPR.
Once you have initiated the process, select Edit to begin to enter data.



The RPPR consists of 8 sections.

A: Cover Page
B. Accomplishments
C. Products
D. Participants
E. Impact
F. Changes
G. Special Reporting Requirements
H. Budget

Complete each section and SAVE before moving on to the next section.
Once complete, click on Manage eSNAP.
Click on the Check for Errors button. If there are any errors, they must be corrected. Be certain to save the changes.
Once there are no more errors, click the Route button to route to Contact Administrator in ORA (only required if 25% or more reduction of effort for Senior/Key Personnel) or Submit to submit directly to NIH.
More detailed instructions can be found at http://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf.

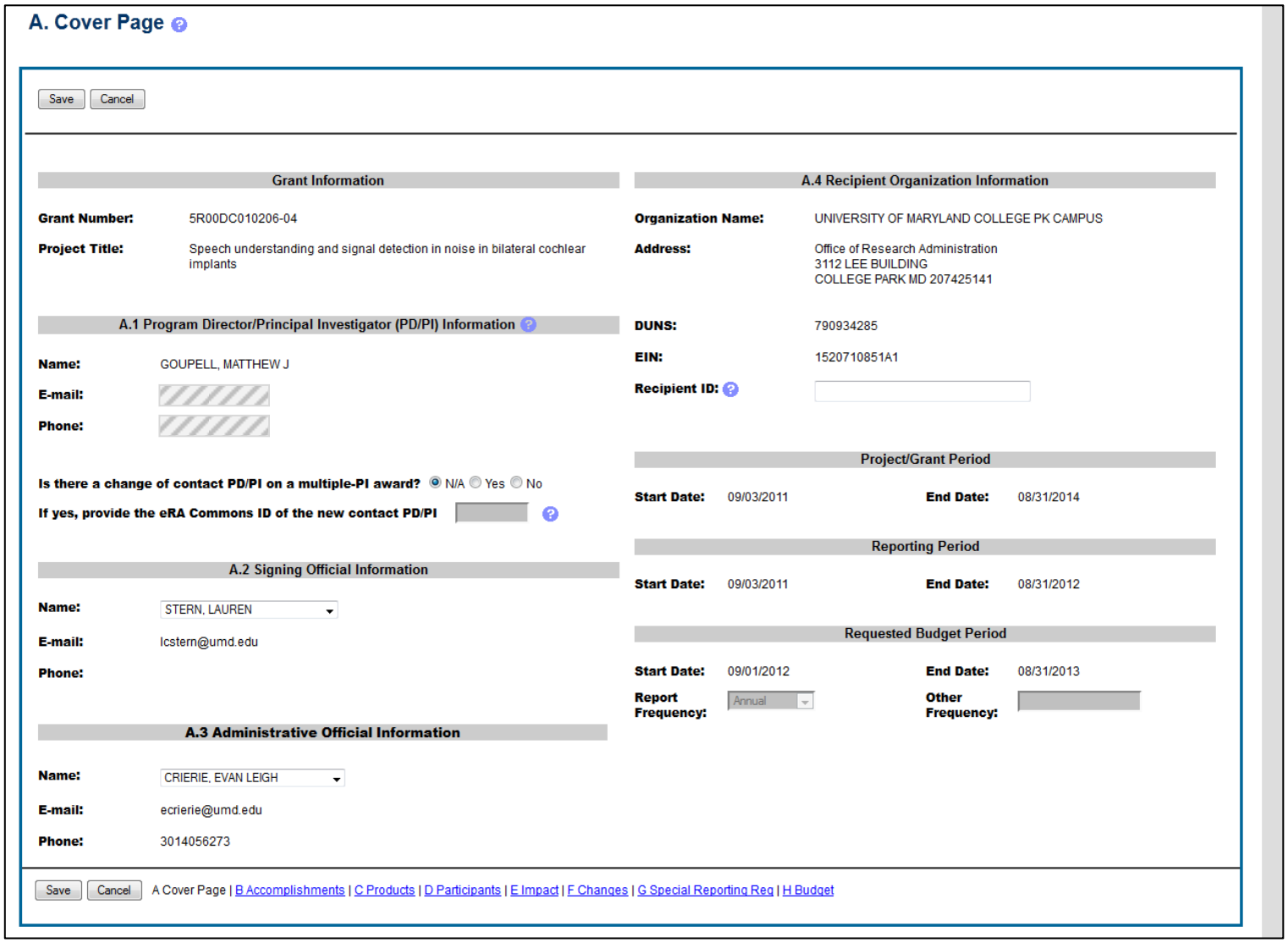


A. Cover Page:

Confirm Data.

Add Signing Official and Administrative Official – select ORA Contract Administrator and Assistant Director for drop down lists.

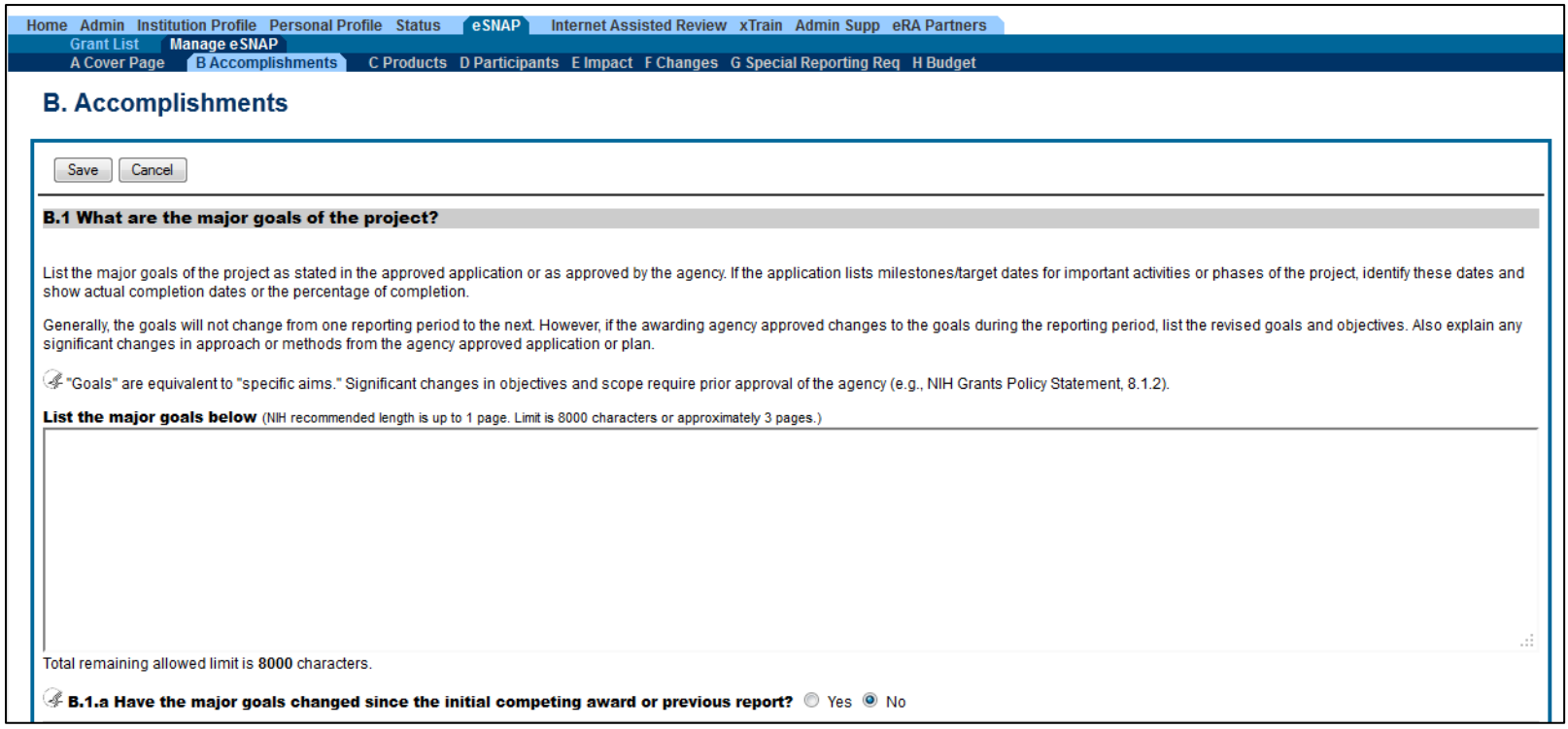
Recipient ID can be left blank.



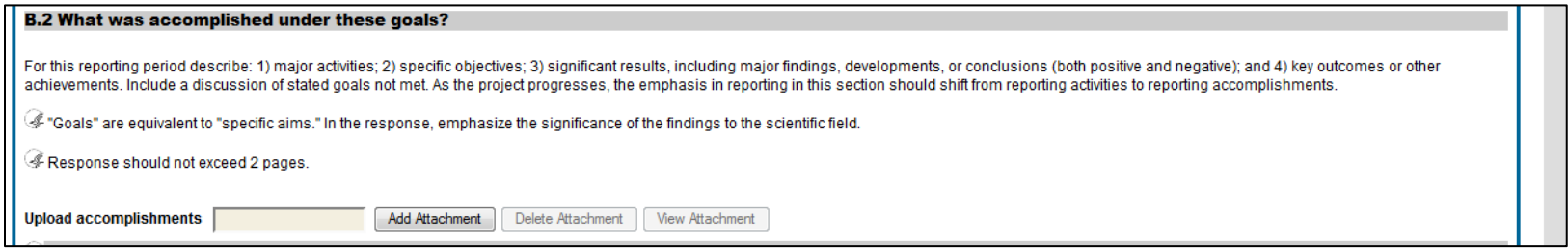
SAVE.

B. Accomplishments

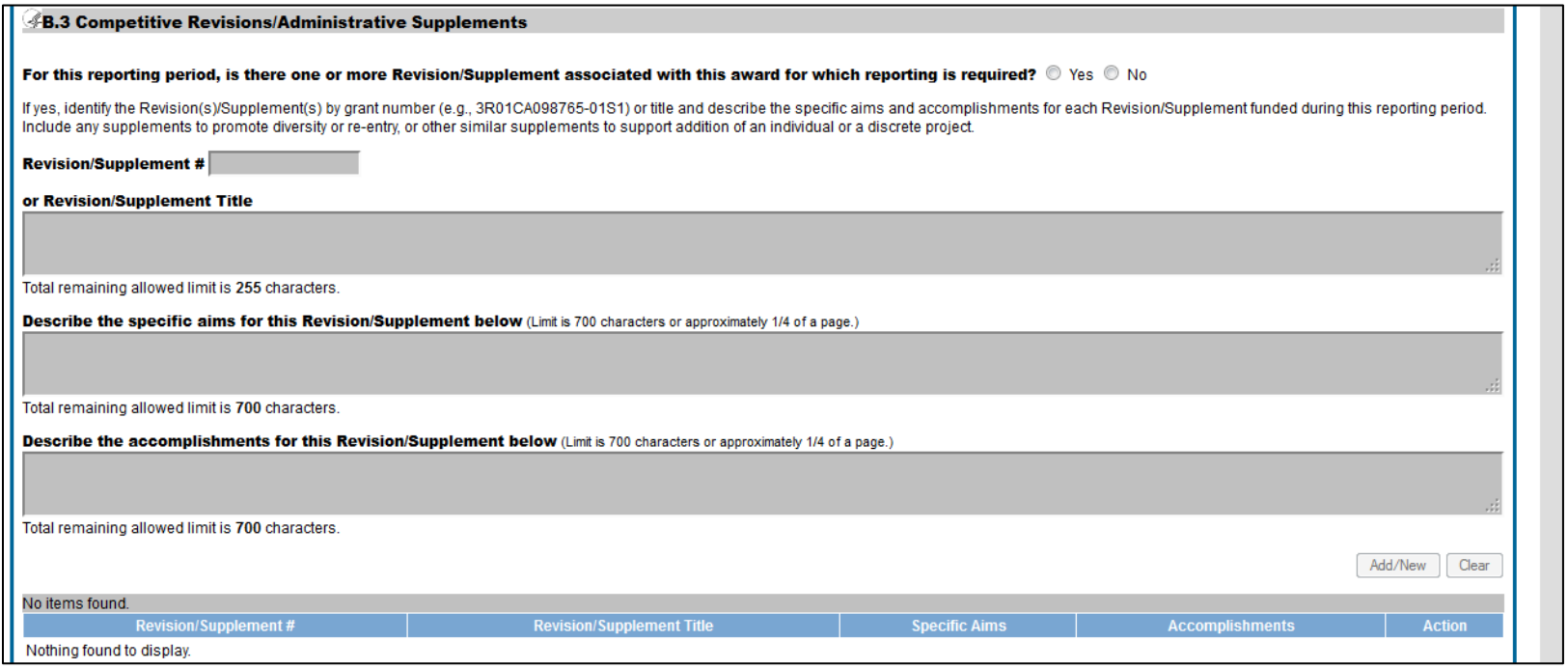
B. 1 Major goals: list goals/specific aims as stated in the approved application. Significant changes in objectives and scope require prior approval of agency. Major goals must be provided in the initial RPPR and will pre-populate in subsequent reports. Goals may be amended by answering Yes to B.1.a.



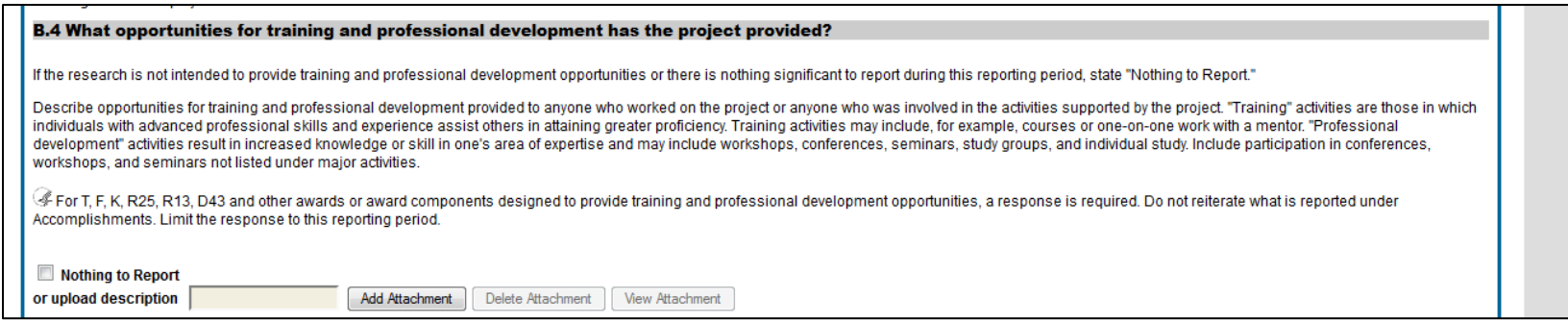
B.2. Upload a PDF attachment listing accomplishments towards goals. (PDF file name must not contain spaces or special characters.)



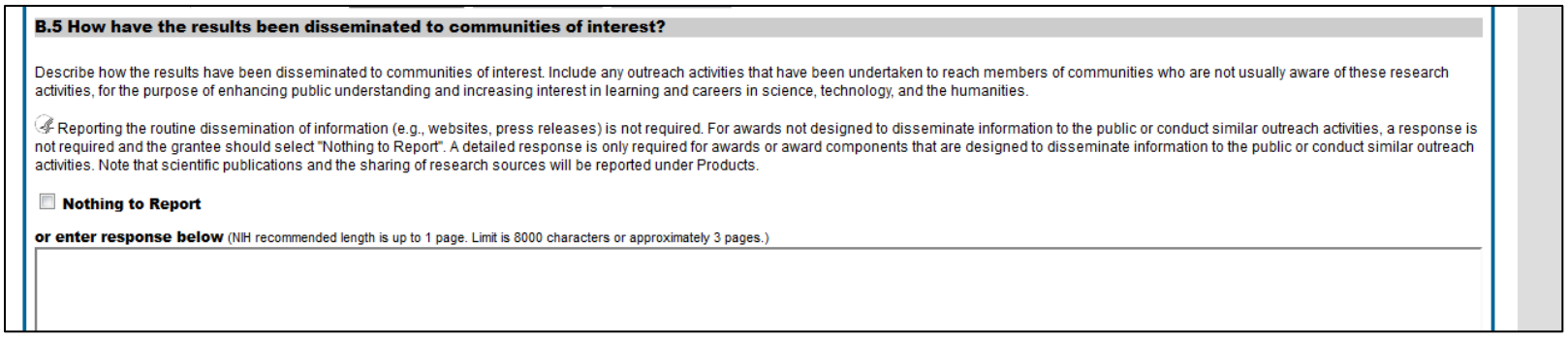
B. 3. If Revision or Supplement has been submitted for the award, answer Yes and complete data. For more than one Revision or Supplement, click on Add New.



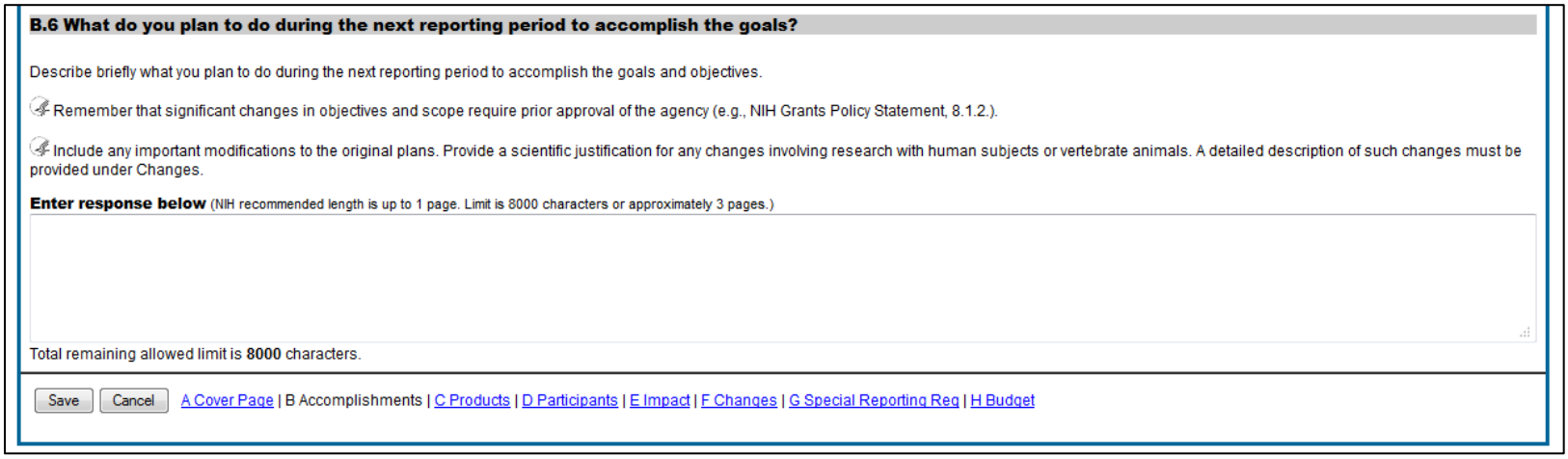
B.4 Training and Professional Development. Select Nothing to Report or upload PDF listing training and professional development opportunities. (PDF file name must not contain spaces or special characters.)



B.5 Dissemination of results. Select nothing to report or add text as to how results have been disseminated (max 8000 characters; NIH recommends 1 page length).



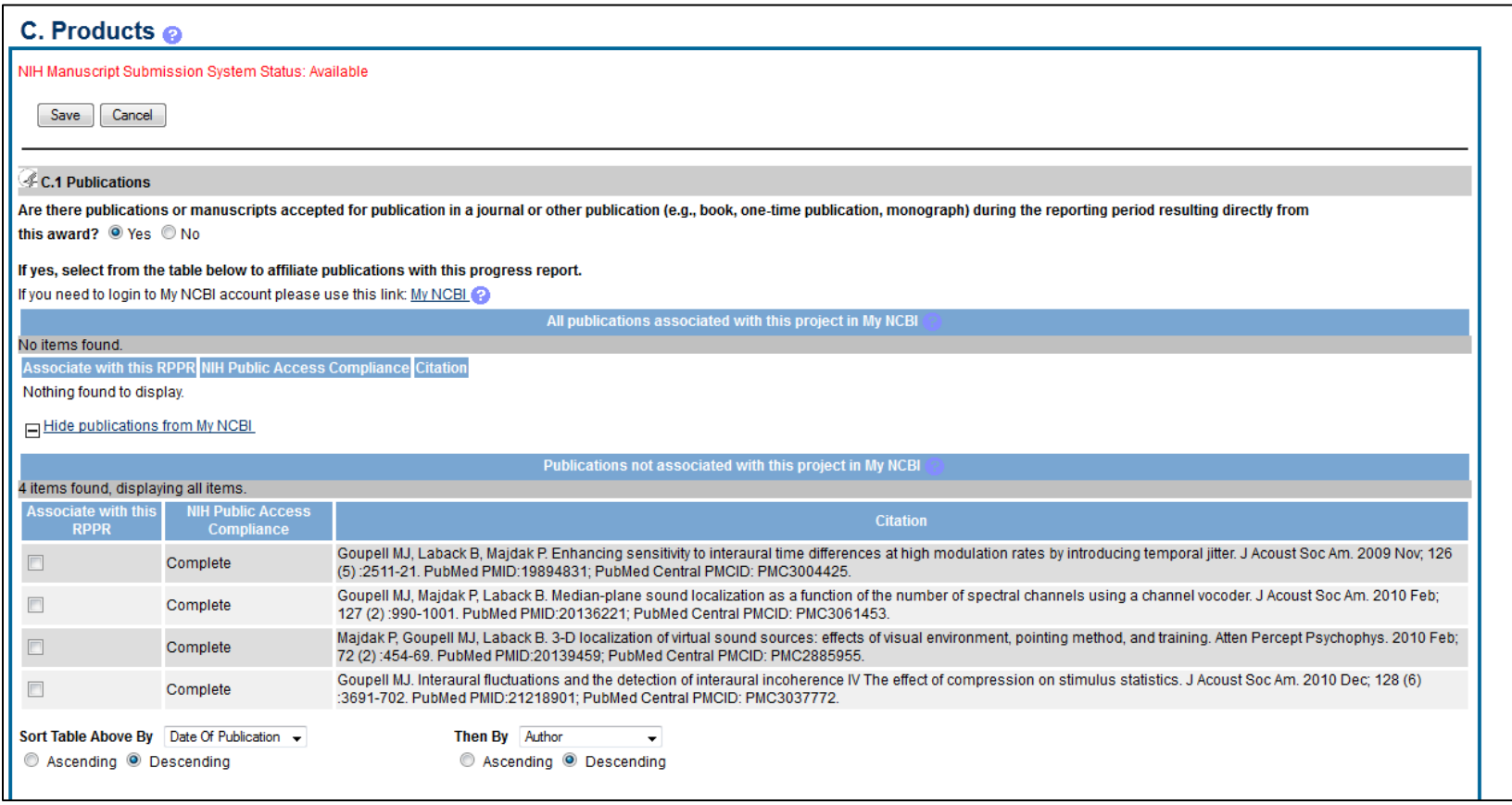
B.6 Next reporting period.
Add text as to plans for next reporting period (max 8000 characters; NIH recommends 1 page length).
Significant changes in objectives and scope require prior approval of the agency.



SAVE.

C. Products

C.1. Publications: PD/PIs are required to report all publications that arise from their NIH award in this section.
If there are no publications to report, select No.
Publications listed in other parts of the RPPR will not be tracked as award products. Table is pre-populated with My NCBI account information. Select products to be associated with this progress report.
More information on My NCBI: http://www.ncbi.nlm.nih.gov/books/NBK3842/#MyNCBI.Getting_Started



C. Products

NIH Manuscript Submission System Status: Available

Save Cancel

C.1 Publications

Are there publications or manuscripts accepted for publication in a journal or other publication (e.g., book, one-time publication, monograph) during the reporting period resulting directly from this award? Yes No

If yes, select from the table below to affiliate publications with this progress report.

If you need to login to My NCBI account please use this link: My NCBI

All publications associated with this project in My NCBI

No items found.

Associate with this RPPR | NIH Public Access Compliance | Citation

Nothing found to display.

Hide publications from My NCBI

Publications not associated with this project in My NCBI

4 items found, displaying all items.

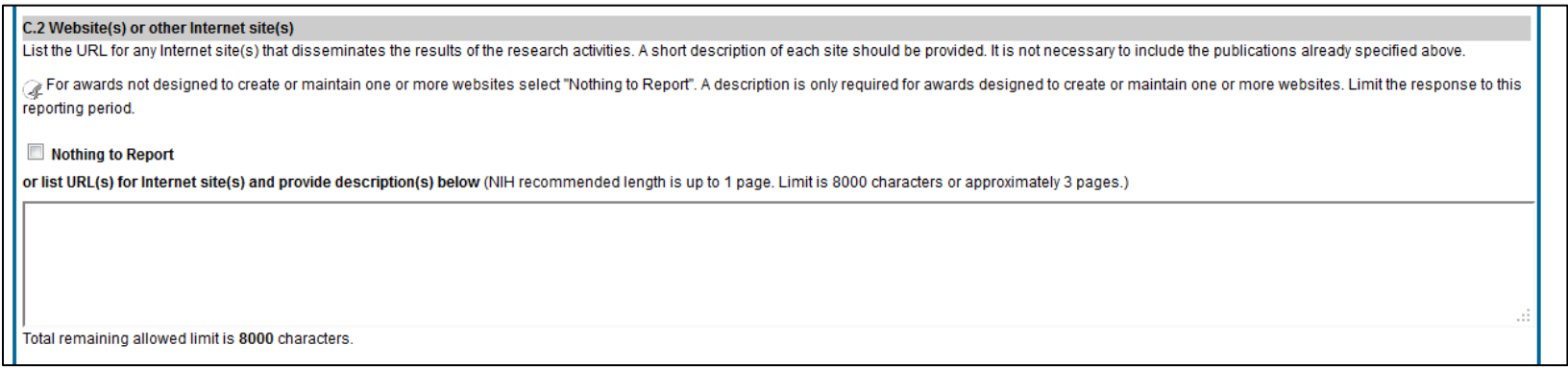
Associate with this RPPR	NIH Public Access Compliance	Citation
	Complete	Goupell MJ, Laback B, Majdak P. Enhancing sensitivity to interaural time differences at high modulation rates by introducing temporal jitter. J Acoust Soc Am. 2009 Nov; 126 (5) :2511-21. PubMed PMID:19894831; PubMed Central PMCID: PMC3004425.
	Complete	Goupell MJ, Majdak P, Laback B. Median-plane sound localization as a function of the number of spectral channels using a channel vocoder. J Acoust Soc Am. 2010 Feb; 127 (2) :990-1001. PubMed PMID:20136221; PubMed Central PMCID: PMC3061453.
	Complete	Majdak P, Goupell MJ, Laback B. 3-D localization of virtual sound sources: effects of visual environment, pointing method, and training. Atten Percept Psychophys. 2010 Feb; 72 (2) :454-69. PubMed PMID:20139459; PubMed Central PMCID: PMC2885955.
	Complete	Goupell MJ. Interaural fluctuations and the detection of interaural incoherence IV The effect of compression on stimulus statistics. J Acoust Soc Am. 2010 Dec; 128 (6) :3691-702. PubMed PMID:21218901; PubMed Central PMCID: PMC3037772.

Sort Table Above By Date Of Publication Then By Author

Ascending Descending Ascending Descending

C.2. Websites

Select Nothing to Report, or list URLs that disseminate the results of the research activities.



C.2 Website(s) or other Internet site(s)

List the URL for any Internet site(s) that disseminates the results of the research activities. A short description of each site should be provided. It is not necessary to include the publications already specified above.

For awards not designed to create or maintain one or more websites select "Nothing to Report". A description is only required for awards designed to create or maintain one or more websites. Limit the response to this reporting period.

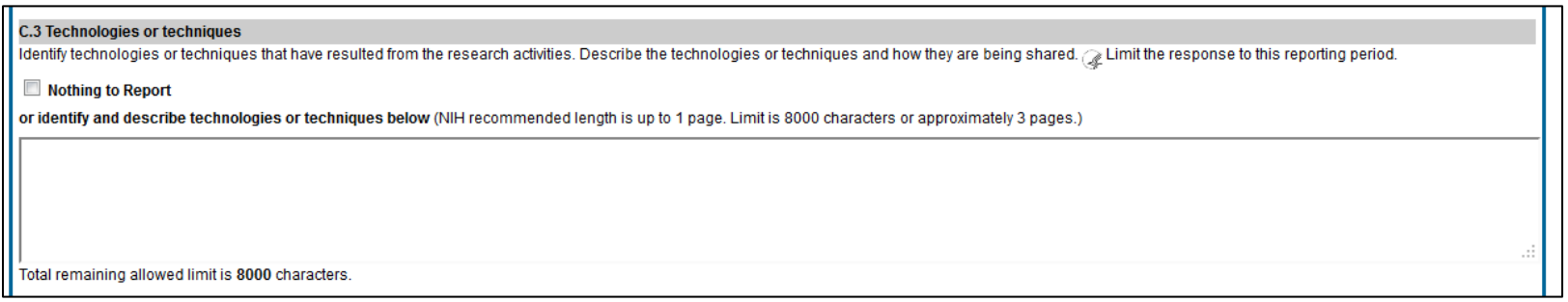
Nothing to Report

or list URL(s) for Internet site(s) and provide description(s) below (NIH recommended length is up to 1 page. Limit is 8000 characters or approximately 3 pages.)

Total remaining allowed limit is 8000 characters.

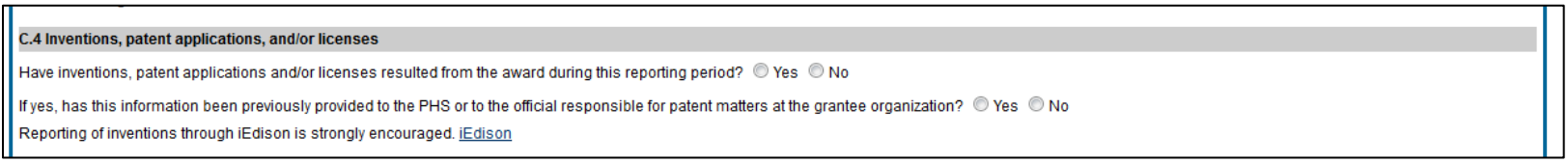
C.3. Technologies

Select Nothing to Report, or list technologies that have resulted from the research activities.



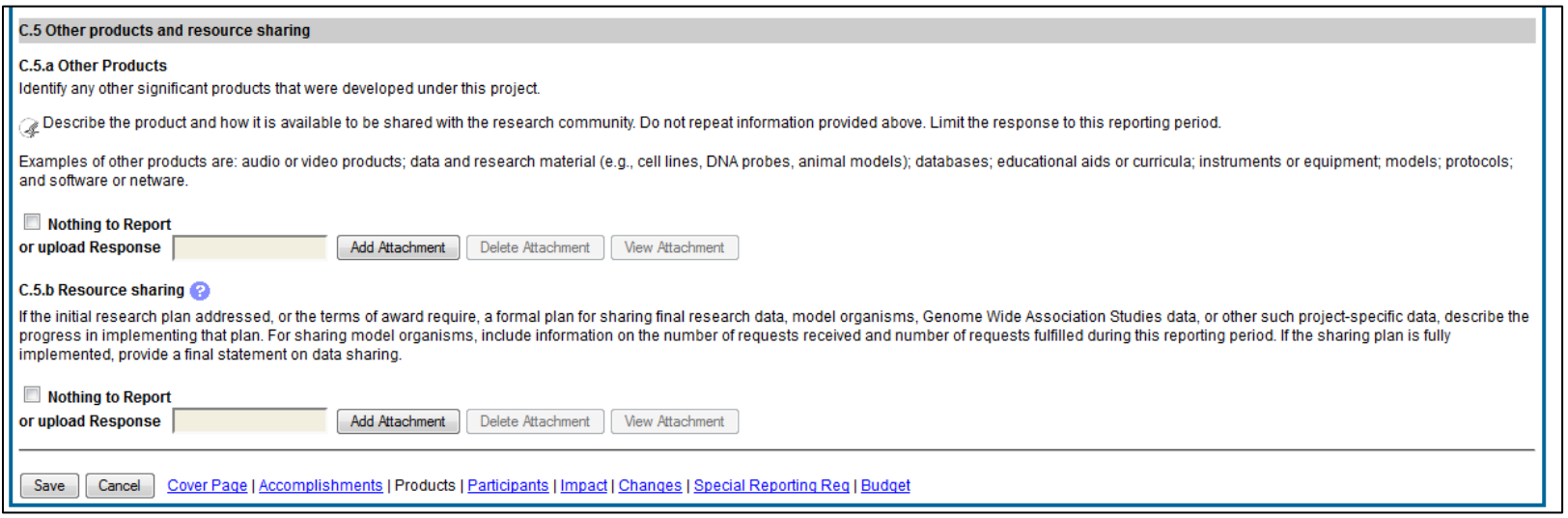
C.4 Inventions

Answer questions about inventions.



C. 5. Other Products and Resource Sharing

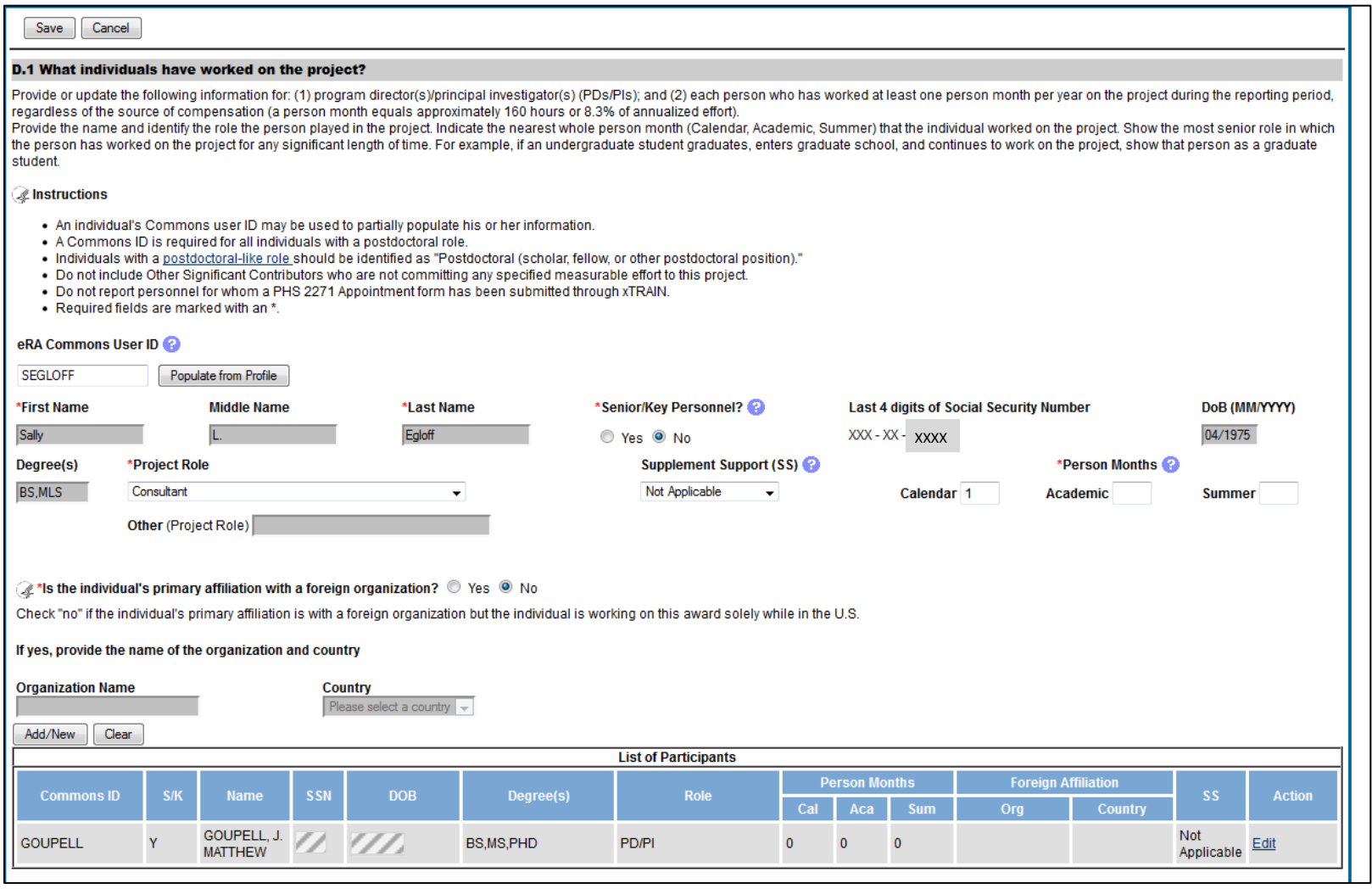
Select Nothing to Report or upload PDF response. (PDF file name must not contain spaces or special characters.)



SAVE.

D. Participants

Provide information for PD/PI and each person who has worked at least 1 person month on the project.
To add person months for PI, select Edit next to PI name and edit information. Click Add/New to commit these changes and then Save.
Click Add New to add other individuals as needed.
Enter in Commons ID for other individuals to populate information from his/her Commons profile. Indicate the nearest whole person month (Calendar, Academic, Summer) that the individual worked on the project.



Save Cancel

D.1 What individuals have worked on the project?

Provide or update the following information for: (1) program director(s)/principal investigator(s) (PDs/PIs); and (2) each person who has worked at least one person month per year on the project during the reporting period, regardless of the source of compensation (a person month equals approximately 160 hours or 8.3% of annualized effort).
Provide the name and identify the role the person played in the project. Indicate the nearest whole person month (Calendar, Academic, Summer) that the individual worked on the project. Show the most senior role in which the person has worked on the project for any significant length of time. For example, if an undergraduate student graduates, enters graduate school, and continues to work on the project, show that person as a graduate student.

Instructions

- An individual's Commons user ID may be used to partially populate his or her information.
- A Commons ID is required for all individuals with a postdoctoral role.
- Individuals with a postdoctoral-like role should be identified as "Postdoctoral (scholar, fellow, or other postdoctoral position)."
- Do not include Other Significant Contributors who are not committing any specified measurable effort to this project.
- Do not report personnel for whom a PHS 2271 Appointment form has been submitted through xTRAIN.
- Required fields are marked with an *.

eRA Commons User ID SEGLOFF Populate from Profile

*First Name	Middle Name	*Last Name	*Senior/Key Personnel?	Last 4 digits of Social Security Number	DoB (MM/YYYY)
Sally	L.	Egloff	Yes No	XXX - XX - XXXX	04/1975

Degree(s)	*Project Role	Supplement Support (SS)	*Person Months		
BS,MLS	Consultant	Not Applicable	Calendar 1	Academic	Summer

Other (Project Role)

*Is the individual's primary affiliation with a foreign organization? Yes No

Check "no" if the individual's primary affiliation is with a foreign organization but the individual is working on this award solely while in the U.S.

If yes, provide the name of the organization and country

Organization Name Country (Please select a country)

Add/New Clear

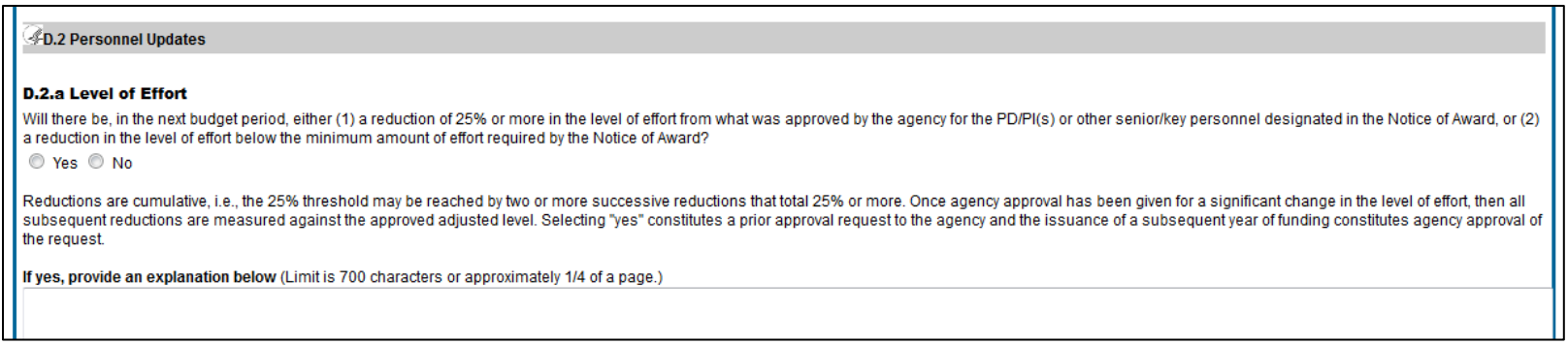
List of Participants

Commons ID	S/K	Name	SSN	DOB	Degree(s)	Role	Person Months			Foreign Affiliation		SS	Action
							Cal	Aca	Sum	Org	Country		
GOUPELL	Y	GOUPELL, J. MATTHEW			BS,MS,PHD	PD/PI	0	0	0			Not Applicable	Edit

D.2.a Level of Effort

Answer question and provide explanation.

If there is a reduction of effort of any senior/key person by 25% or more the PD/PI must route this RPPR to ORA for approval and submission to NIH eRA Commons.

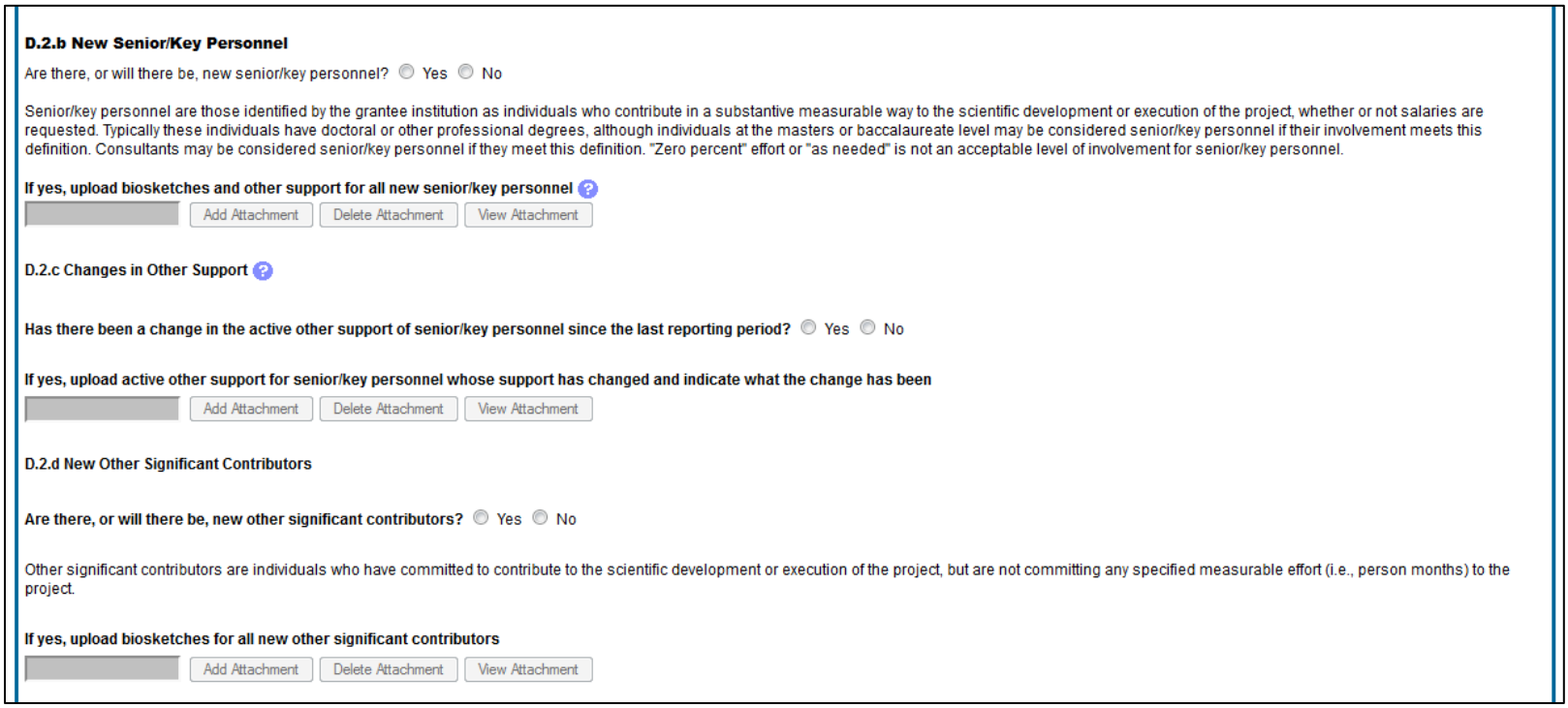


D.2.b New Senior/Key Personnel

Answer question and upload biosketch for individual. This field will accept only 1 attachment, for multiple new senior/key personnel, combine the PDFs outside of Commons and upload together.

D.2c-e

Answer questions and upload attachment as needed. Attachments must be in PDF format; PDF file name must not contain spaces or special characters.




D.2.e Multi-PI (MPI) Leadership Plan
Will there be a change in the MPI Leadership Plan for the next budget period? N/A Yes No
Change in status of PD/PI requires prior approval of the agency (e.g., NIH Grants Policy Statement, 8.1.2.6).
If yes, upload a revised MPI Leadership Plan that includes a description of the change(s)
Add Attachment
Delete Attachment
View Attachment
Save
Cancel
A Cover Page | B Accomplishments | C Products | D Participants | E Impact | F Changes | G Special Reporting Req | H Budget

SAVE.

E. Impact

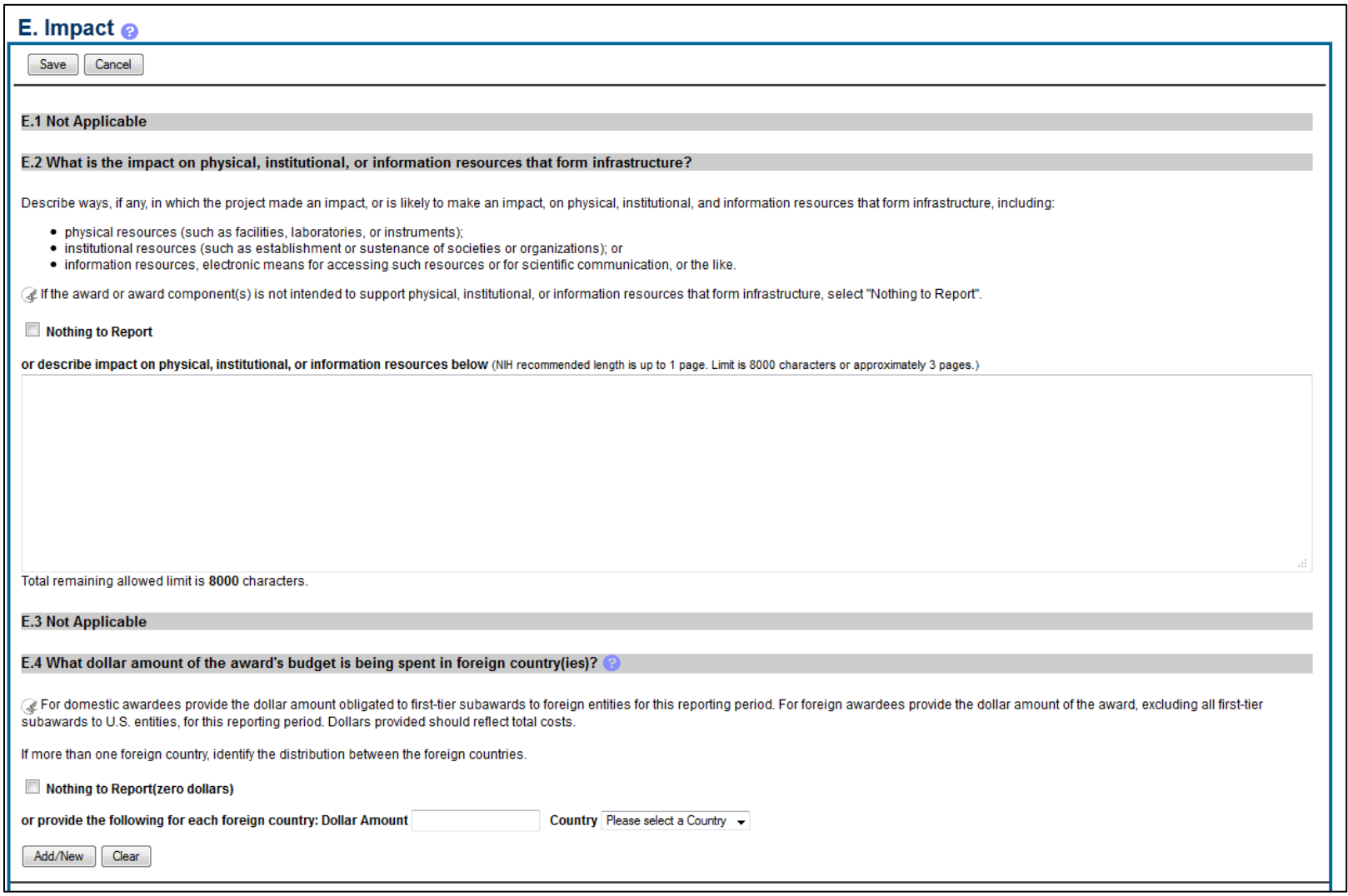
Section E Impact will be used to describe ways in which the work, findings, and specific products of the project have had an impact during this reporting period.

E1 – Not applicable for most awards.

E2 – Impact on infrastructure resources – Select nothing to report or add text of description. Limit of 8000 characters, NIH recommends 1 page.

E3. Not applicable for most awards

E4. Award budget spent in foreign countries. Select nothing to report, or add dollar amount and country. Click Add New to add additional lines.



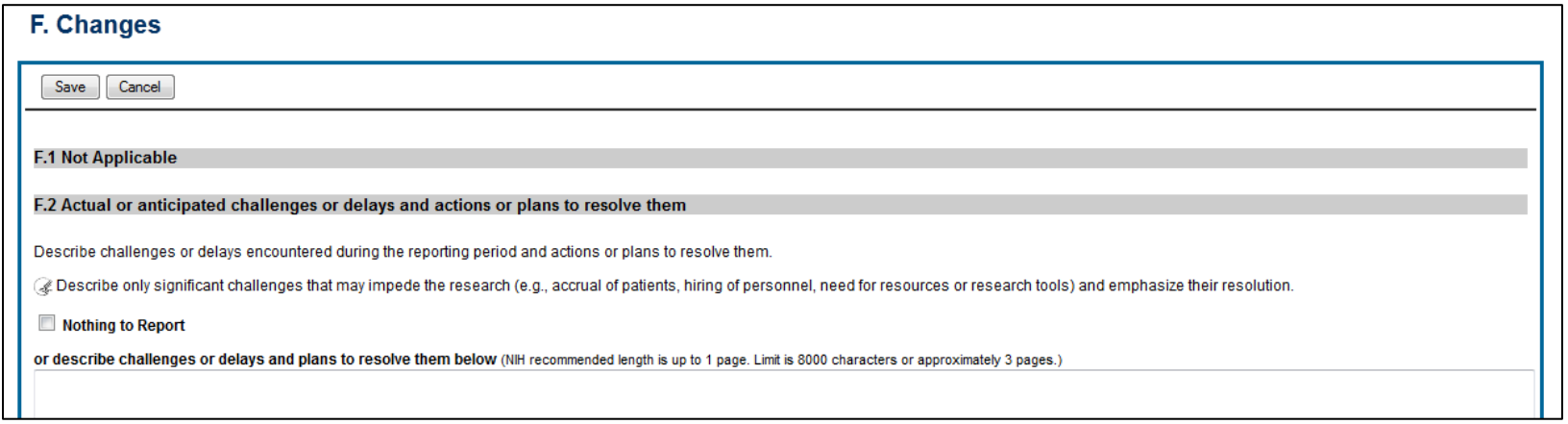
SAVE.

F. Changes

The RPPR Section F addresses Changes. Grantees are reminded that significant changes in objectives and scope require prior approval of the agency.

F1 – Not applicable for most awards.

F.2. Challenges - Select nothing to report or add text of description. Limit of 8000 characters, NIH recommends 1 page.



F. 3a-d

Changes to Human Subjects, Vertebrate Animals, Biohazards, and/or Select Agents

Select no change or add attachment as needed. Attachments must be in PDF format; PDF file name must not contain spaces or special characters.

F.3.a Human Subjects

If human subject protocols are or will be different from the previous submission, 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 competing application instructions.

☐ **No Change**
or upload description of change Add Attachment | Delete Attachment | View Attachment

F.3.b Vertebrate Animals

If there are or will be significant changes to the uses of vertebrate animals from the previous submission, provide a description of the changes. Examples of changes considered to be significant include, but are not limited to, changing animal species, changing from noninvasive to invasive procedures, new project/performance site(s) where animals will be used, etc. If studies involving live vertebrate animals are planned and were not part of the originally proposed research design, provide a new or revised Vertebrate Animal Section as described in the competing application instructions.

☐ **No Change**
or upload description of change Add Attachment | Delete Attachment | View Attachment

F.3.c Biohazards

If the use of biohazards is or will be different from the previous submission, provide a description and explanation of the difference(s).

☐ **No Change**
or upload description of change Add Attachment | Delete Attachment | View Attachment

F.3.d Select Agents

If the possession, use, or transfer of Select Agents is or will be different from that proposed in the previous submission, including any change in the select agent research location and/or the required level of biocontainment, provide a description and explanation of the differences. If the use of Select Agents was proposed in the previous submission but has not been approved by regulatory authorities, provide an explanation. If studies involving Select Agents are planned and were not part of the originally proposed research design, provide a description of the proposed use, possession, transfer, and research location as described in the competing application instructions.

U.S. Select Agent Registry information: http://www.selectagents.gov/Select%20Agents%20and%20Toxins.html

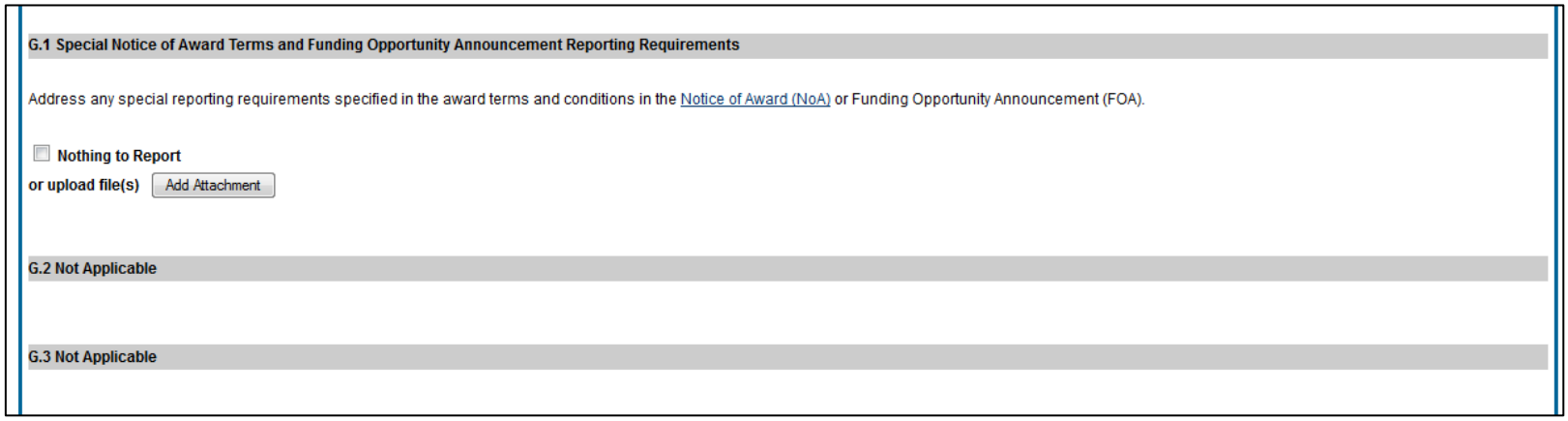
SAVE.

G. Special Reporting Requirements

G.1 Special NOA or FOA reporting requirements.

Select nothing to report or add attachment as needed. Attachments must be in PDF format; PDF file name must not contain spaces or special characters.

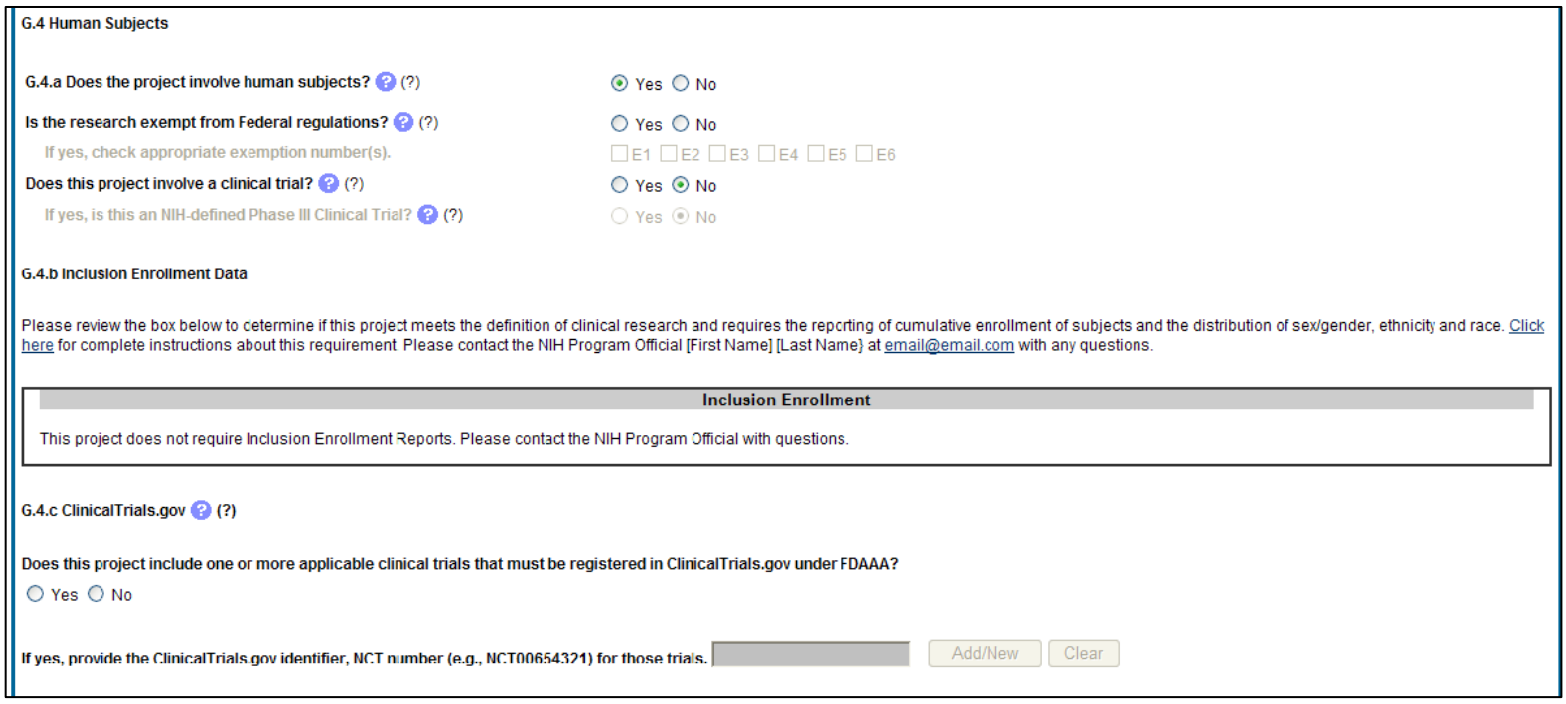
G.2-3 Not applicable to most awards



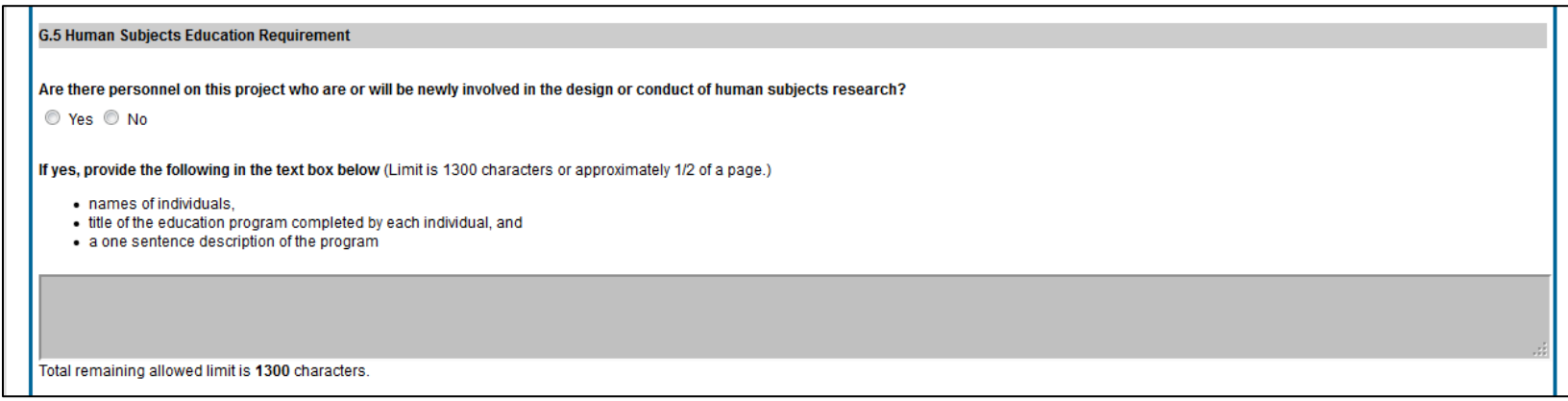
G.4 Human subjects

G.4.a Involvement of Human Subjects

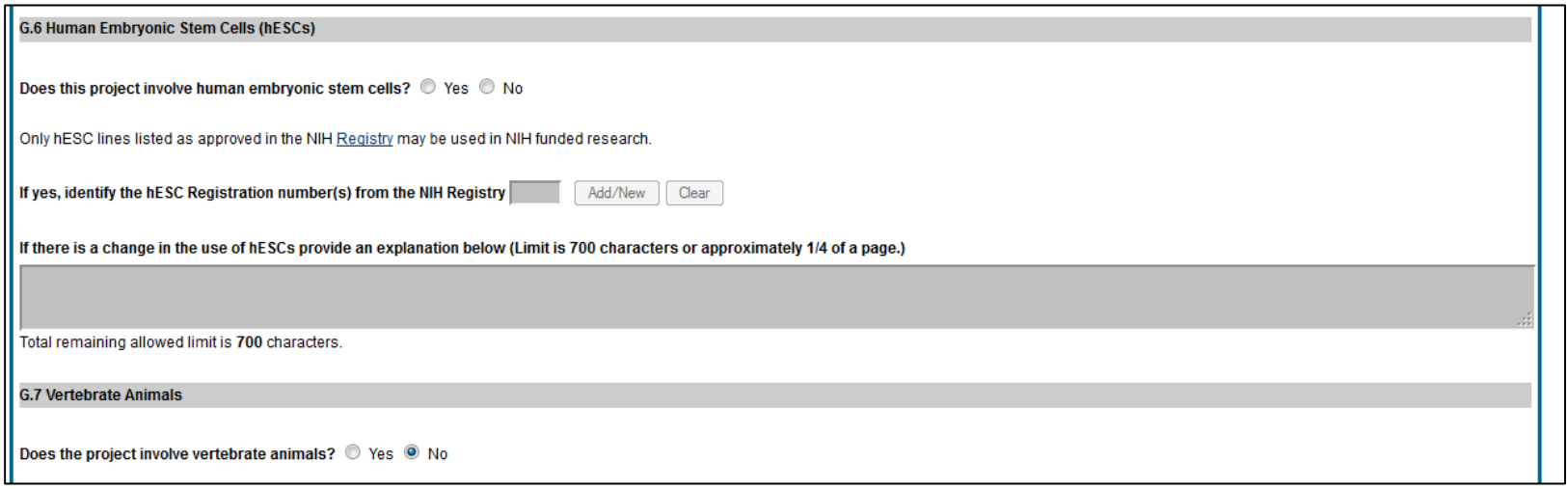
If activities involving human subjects are planned at any time during the next budget period at the grantee organization or at any other project/performance site or collaborating institution, select **Yes**. Select **Yes** even if the project is exempt from the Regulations for the Protection of Human Subjects. Select **No** if activities involving human subjects are not planned at any time during the next budget period.



G.5 Human Subjects Education Requirement



G.6 Human Embryonic Stem Cells



G.7 Vertebrate Animals
If there are changes, edit as needed.

G.8 Project/Performance Sites
If there are changes, edit as needed.

G.8 Project/Performance Sites

If there are changes to the project/performance site(s) displayed below, edit as appropriate.

*Required field(s)

***Organization Name**	
***DUNS or DUNS+4**	
***Address 1**	
Address 2	
***City**	
***State**	Please select a state
Province	Please select a province
County	
***Country**	UNITED STATES
***Zip Code**	
* Congressional District (e.g. MD-08 for Maryland, 8th District)	

***Is this the primary Project/Performance Site?** Yes No

Add/New Clear

Project/Performance Sites

Organization Names	DUNS	Congrssional District	Address	Action
UNIVERSITY OF MARYLAND	790934285		Office of Research Administration 3112 LEE BUILDING, COLLEGE PARK MD, 207425141,UNITED STATES	Edit Delete

G.9 Foreign Component
Select No Foreign Component or provide information as needed.

G.9 Foreign Component

"Foreign component" is defined as significant scientific activity that was performed outside of the United States, either by the grantee or by a researcher employed by a foreign organization, whether or not grant funds were expended. The following grant-related activities are significant and must be reported:

- involvement of human subjects or research with live vertebrate animals;
- extensive foreign travel by grantee project staff to collect data, or conduct surveys or sampling activities; or
- any grantee activity that may have an impact on U.S. foreign policy.

Examples of other grant-related activities that *may* be significant are:

- collaborations with investigators at a foreign site anticipated to result in co-authorship;
- use of facilities or instrumentation at a foreign site; or
- receipt of financial support or resources from a foreign entity.

Foreign travel for consultation does not meet the definition of foreign component.

☐ **No foreign component**

or provide the organization name, country, and description of each foreign component

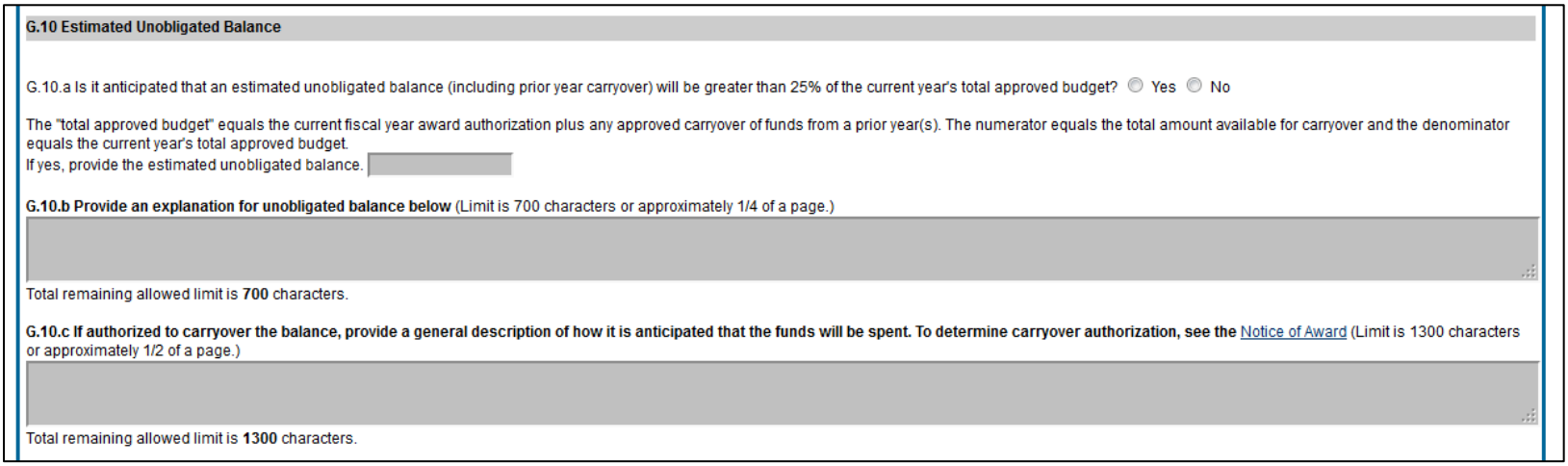
Organization Name **Country** Please select a country

Description of Foreign Component (Limit is 700 characters or approximately 1/4 of a page.)

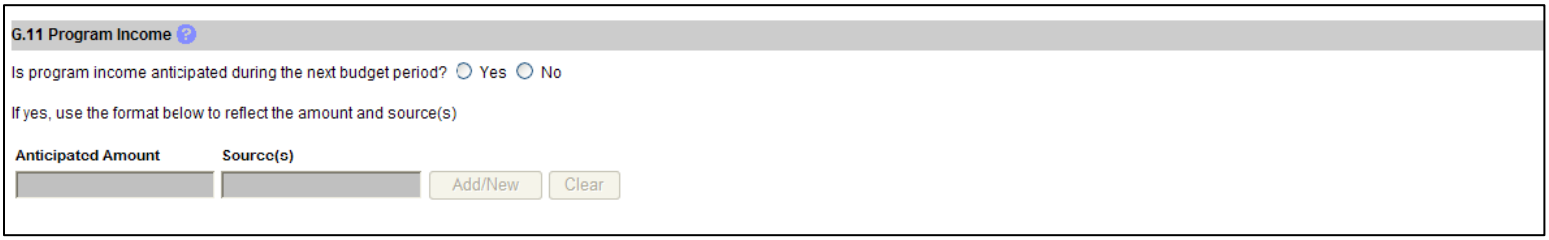
Total remaining allowed limit is **700** characters.

Add/New Clear

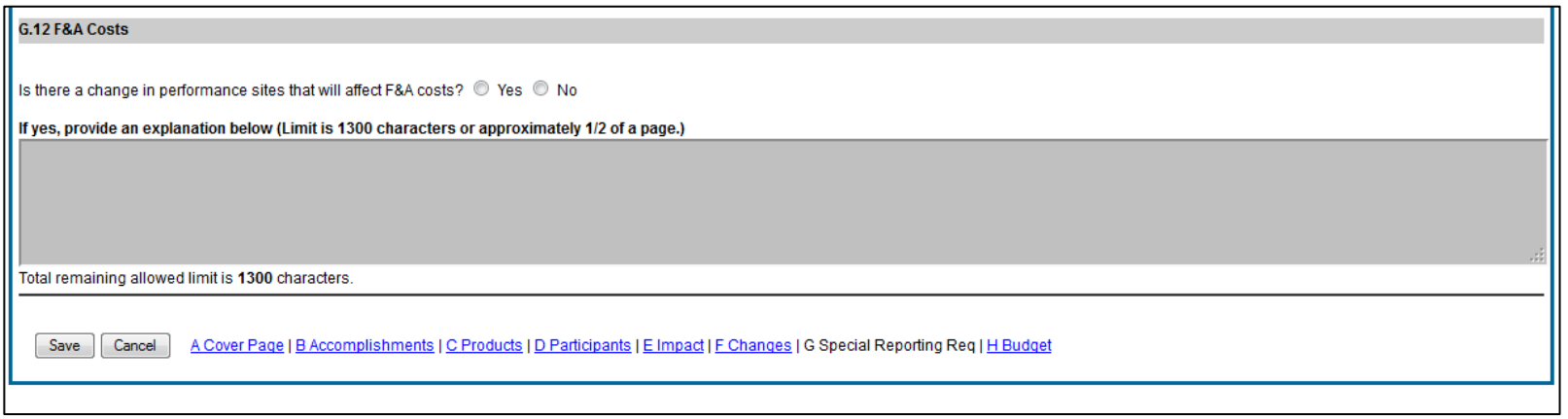
G.10 Estimated Unobligated Balance
Answer and provide information as required.



G.11 Program Income
Answer yes if program income is anticipated in the next budget period, and provide amount and source(s).



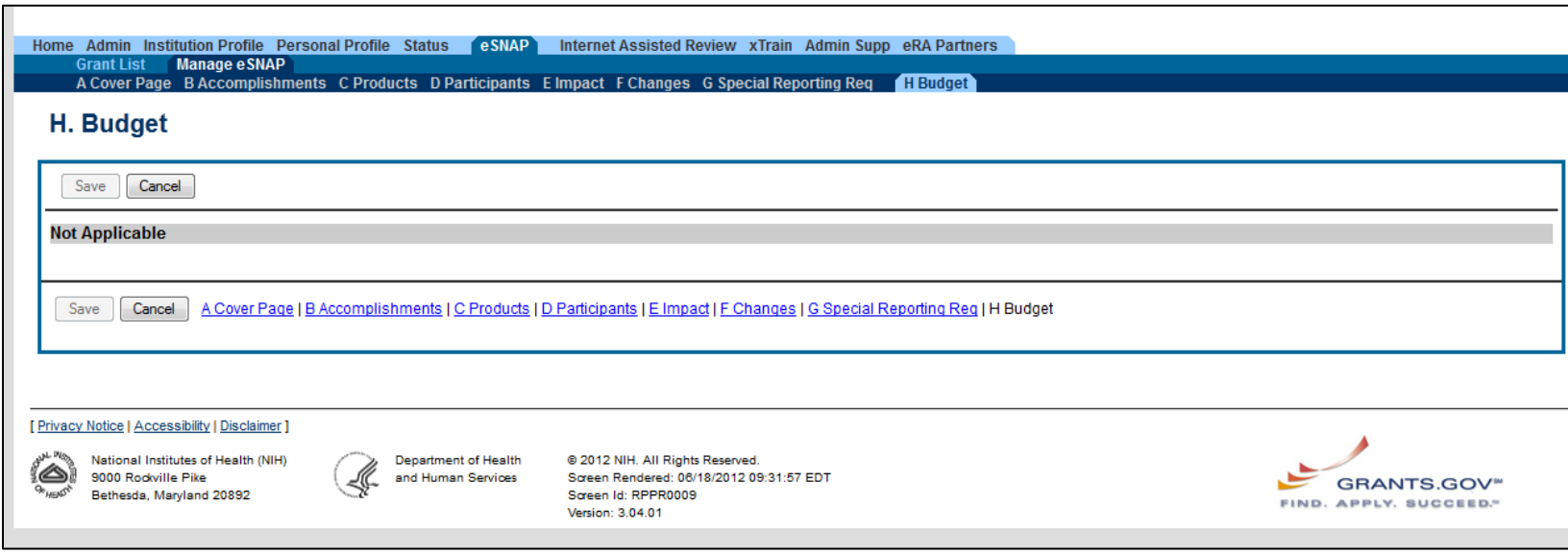
G.12 F&A Costs
Answer and enter explanation as needed.



SAVE.

H. Budget

Applicable to non-SNAP awards only.



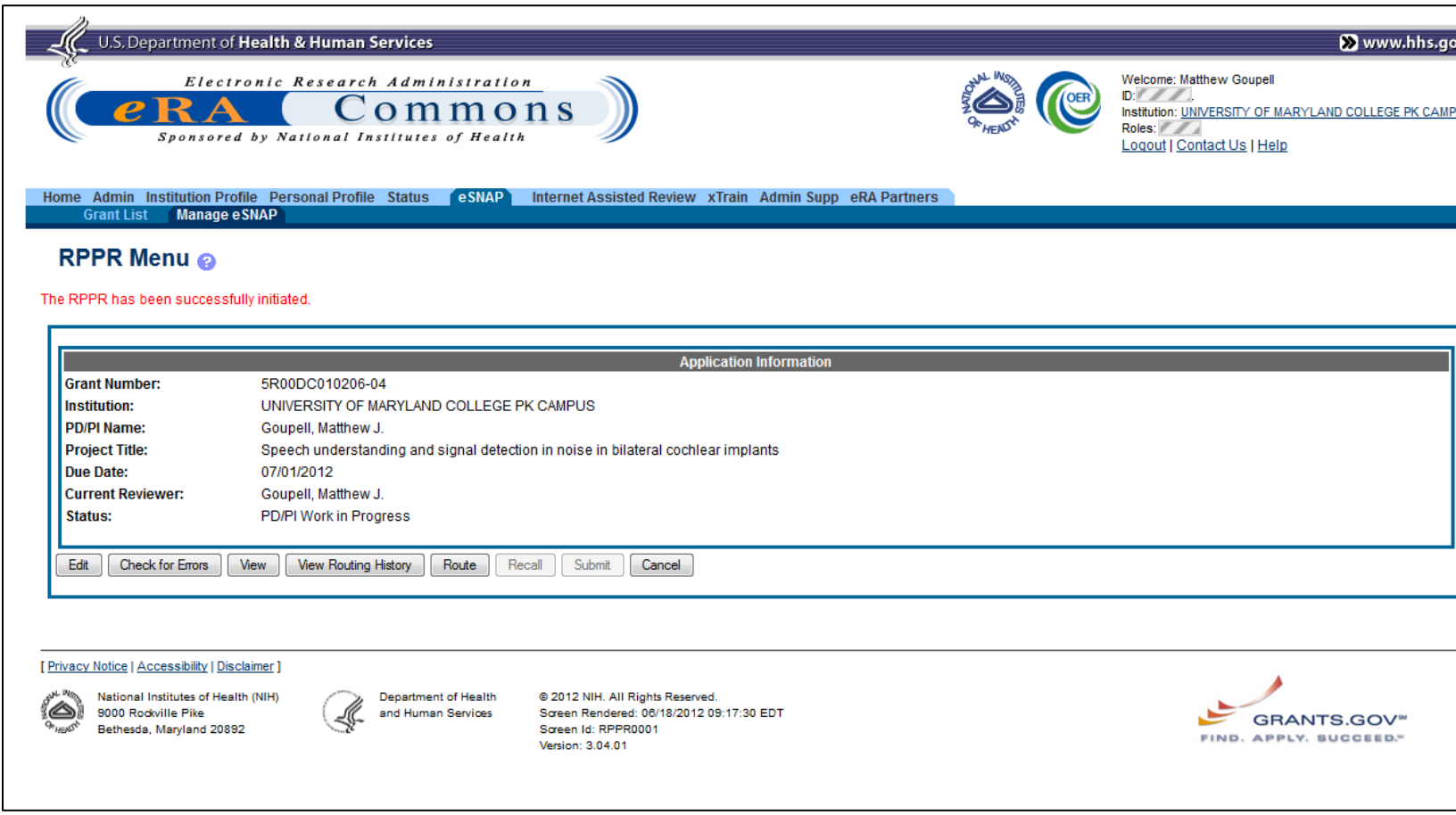
SAVE.

Complete and Submit RPPR

Once complete, click on Manage eSNAP.

Click on the Check for Errors button. If there are any errors, they must be corrected. Be certain to save the changes.

Once there are no more errors, click the Route button to route to Contact Administrator in ORA (only required if 25% or more reduction of effort for Senior/Key Personnel) or Submit to submit directly to NIH.



If you do not have access to Submit to NIH directly, please contact or Contract Administrator and/or email oraaera@umd.edu to request this access.