



UNIVERSITY of MARYLAND
BALTIMORE

**Sponsored Programs Administration (SPA)
NIH Research Performance and Progress Report (RPPR)
Checklist**

[RPPR Instruction Guide](#)

[eRA Help_RPPR](#)

[eRA Training Videos](#)

[RPPR FAQs](#)

Cover Page Tab-A

- Ensure Gregory Sorensen is listed as Administrative Official.
- Ensure Kenneth Fahnestock is listed as Signing Official.

Accomplishments Tab-B

- B.3 If you received a supplement for the current period, which is the period you are reporting on, be sure to report each supplement.
- B.4 Upload an Individual Development Plan (IDP) if students (graduate, undergraduate, postdoctoral, or fellows) are working on the project.
 - Assure the students listed in D.1 (Participants Tab) are also listed in the IDP.

Products Tab-C

- C1 Check for Non-Compliant Publications. NIH will issue an email (immediately) after submission of the RPPR if there are non-compliant publications.
 - Go to your NCBI account and correct this in MyBibliography. If you are able to get the publication compliant, that is great, but if not, you can disassociate the grant with the publication in MyBibliography.
 - You must correct non-compliant publications within two weeks of the submission of the RPPR.
 - [How to Report Publications](#)
 - [UMB Guidance](#)
- C4 Inventions
 - Report inventions, patent applications and/or licenses that resulted from the award during the current period, which is the period you are reporting on.
 - Refer to [UMVENTURES](#)

- C.5.c. NIH now requires an update on Data Management and Sharing Plans in the RPPR if applicable. [DMSP Notice](#)
 - If there are no updates, the PI must report why there are no updates.

□ **Participants Tab-D**

- Ensure all Key Personnel have a Commons ID including graduate and undergraduate students, postdoctoral students, fellows, and individuals supported on reentry or diversity supplements. [UMB Instruction Reference](#)
- Ensure all eRA Commons profiles are completed with contact and degree information. [How to Update your Profile in eRA Commons](#)
- If this is the first RPPR for the project, compare Key Personnel reported in the RPPR with the proposed Key Personnel in the application.
 - If the Key Personnel has changed, why and has a prior approval request been submitted?
- If this is an RPPR for year 2 and beyond, compare the Key Personnel listed in the previous RPPR with the Key Personnel listed in the current RPPR.
 - If they changed, why and has a prior approval request been submitted?
- The effort listed for Key Personnel should not equal a cumulative reduction of 25% or more from the last approved adjustment (see the previous RPPR).
 - If there was a reduction during the current reporting period of more than 25% for any Key Personnel, was the reduction reported to the NIH?
 - [NIH Prior Approval Requests](#)
 - [Change in Scope](#)
- Upload current versions of Bio sketches and Other Support Documents for Key Personnel and ensure they are completed correctly and digitally signed.
 - [Other Support](#)
 - [Common Forms-use on and after May 25, 2025](#)
 - An overlap statement should always be provided.
 - The overlap statement should address the possibility of overlap when the current and pending effort go over 12 Calendar Months effort.
 - Effort tables should reflect the current period's effort and future years. Delete previous years.

□ **Impact Tab-E**

- E.4 Report currently obligated funds for foreign components such as subrecipients, costs for travel, service contracts, consultants, and the purchase of materials and equipment.

□ **Changes Tab-F**

- F.2 Describe challenges and delays impacting carryover or project implementation. This should support any reported estimated carryover in G.10.

❑ Special Reporting Requirements Tab-G

- Check for special reporting requirements in NoA.
 - Training Awards and SBIR/STTR awards have special uploads.
 - See Section 7 Supplemental Instructions for Specific Grant RPPR Types In the [RPPR Instruction Guide](#).
- G.4 Human Subjects
 - Ensure the Human Subjects form is completed if required.
 - A warning will appear if enrollment dates are not updated.
 - A warning will appear if the status is not marked ready for submission.
 - The enrollment template must be used to enter updates to enrollment data.
 - PIs should use the eRA Online Help for Editing Studies at the link [HERE](#) as a guide. Contact SPA for more resources if needed.
 - Recipients must complete Section 6 - for all studies involving clinical trials. The anticipated dates entered must be future dates. All actual dates must be the current date or a later date.
- G.8 Project/Performance Sites
 - Make sure UEI and congressional information is included for each performance site.
 - List all performance sites where work is done for IDC purposes.
 - Delete duplicate performance sites.
- G.9 Foreign Component
 - [Foreign Component Definition](#)
 - Align foreign components and performance sites with G.8.
- G.10 Estimated Unobligated Balance
 - G.10a. Check to ensure that what is being reported in terms of carryover aligns with what is in Quantum Analytics Award Detail. The LTD billed amount in Quantum is the same as total payments. Total Budget – LTD Billed = Funds Available.
 - Connect with SPA-Grants to confirm the carryover amount.
 - If there is a projected carryover of 25% or more in QA, reach out to the PI to confirm the actual expenditures plus projected expenses.
 - Carryover is based on the current year's total award (includes supplement(s) awarded that budget period) plus approved carryover from the prior year.
 - Note that the NIH considers an encumbered subcontract amount as unliquidated. They are looking at what will be spent by the end of the current budget year. NIH views spending in the PMS system so UMB needs to assume what will be spent through the end date of the current budget year ONLY.
 - Anything that the GMS cannot see in the PMS may trigger a question in response to the RPPR, where the GMS may request a spending plan from the PI.
 - G10.b and c.– Must make sure we have a good explanation for why there are extra funds (G10b) and how we intend to spend it (G10c).

❑ **Budget Tab-H (If applicable)**

- To develop your budget, use the amount committed for the next budget period that is listed in the first NoA.
- Include committed supplement amounts for the next budget period, exclude carryover.
- Upload subrecipient budgets and justifications separately.
- Total consortium costs for the main UMB budget **MUST** be added up and input manually into budget line-item F.5.