

NIH Research Performance Progress Report (RPPR) Checklist

Section A: Cover Page

- Ensure SO and AO are listed as the [OSP Award Manager](#)

Section B: Accomplishments

B.1.a

- Have the major goals changed since the initial competing award or previous report?
- If answered “yes” verify that written approval was obtained from the GMS/GMO and that the approval has been uploaded into the Proposal Tracking (PT) record.

Section D: Participants

Verify Trainings for existing and newly added personnel have been completed as appropriate:

- [Federal Agency Research Security Required Training](#) for all Senior/Key Personnel.
 - [Patent Policy Acknowledgement & Agreement](#) for all newly named individuals.
 - [Conflict of Interest](#) (for all individuals identified by the PI as responsible for the design, conduct or reporting of research.
 - [VA Administration Memorandum of Understanding](#) for all faculty identified by department administration as having a joint appointment with Yale and the VA and effort devoted to the award.
- ☐ Review the effort for all key personnel named on the Notice of Award (NOA).
- If the effort was reduced by 25% or more, verify this reduction was approved by the awarding agency (either as a prior approval request or as part of the RPPR from the previous year).
- ☐ Ensure new Postdoctoral Associates have a Commons ID and have completed their profile in eRA Commons.
- ☐ **D.2.a** If an explanation of a reduction in effort for the *previous* year is included, ensure that the prior approval letter was submitted to NIH with approval and signed off by OSP and is included in the IRES record or the statement of an effort reduction for the subsequent year of funding was included in the last RPPR.
- ☐ **D.2.c** Review Other Support for Key personnel and ensure calendar months do not exceed 12 PM per period for the Yale appointment. (Faculty that hold a dual-appointment with the VA can exceed 12 PM between their VA and Yale appointments but never more than 12 PM at either institution).

- ☐ **D.2.e**
 - Request to change from a Multiple Principal Investigator (MPI) to a single PI or from a single PI to MPI (if applicable).
 - Not included in the RPPR as it must be submitted separately as a prior approval request.

Section G: Special Reporting Requirements

- ☐ **G.1**
 - Ensure any S/K participants that **did not** include a CPOS has included an MFTRP attachment in the correct file naming format "MFTRPcert_[S.K Name].pdf
 - Review NOA to identify any terms and conditions that should be addressed in the RPPR and verify that any required additional information is included.
 - Examples may include identifying if research with a Highly Pathogenic Agent or Select Agent has been performed or is planned to be performed under the grant or including a copy of Advisory Committee Meetings.
- ☐ **G.4**
 - Ensure tables are completed and approved in ASSIST (if applicable).
- ☐ **G.9**
 - Ensure all **foreign components** are included.
 - If a new foreign component has been added, ensure the foreign component has been approved through a prior approval request.
- ☐ **G.10**
 - Confirm estimated unobligated balance is less than 25% or provide appropriate explanation as required.
 - If over 25%, confirm the underlying reason for the unobligated balance is provided and explained.

Section H

If non-SNAP, ensure direct and indirect costs match the most recent notice of award. Any significant deviation from line items should be carefully reviewed and explained in the submitted budget justification. A change in a line-item budget of more than 25% does not constitute a prior approval request except for equipment purchases of \$25,000 or greater not previously included in the budget.

Resources

- [RPPR Instructions](#)
- [eRA Commons ID Request](#)