NIH CLOSEOUT - Final Research Performance Progress Report Submitting Your Final Research Performance Progress Report (F-RPPR) in Commons
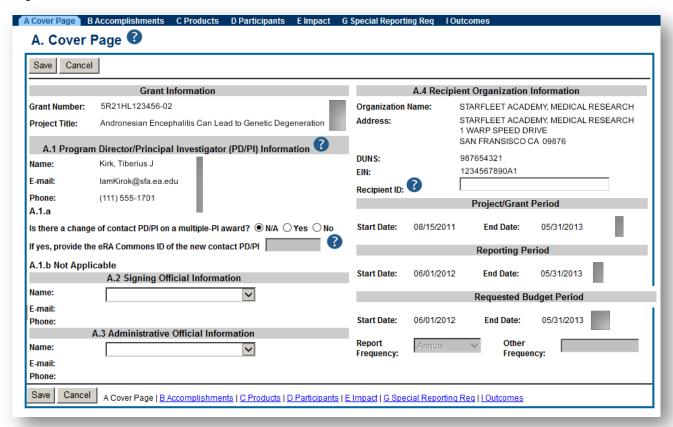
A Final Progress Report is required for any grant that has ended and any grant that is not to be extended through award of a new competitive segment. The report is due within 120 days of the end of the project period. The format is now the same as the current annual RPPR (effective 01/01/2017; NOT-OD-17-022, NOT-OD-18-107).

Initiating your F-RPPR in Commons

- Log into Commons (https://commons.era.nih.gov/) using your ERA Commons ID
- Click on "List of Applications/Grants", select the applicable grant and click the "Requires Closeout" link
- Click "Process Final RPPR", then click "Initiate"
- Click "Initiate". Once initiated, the editing process can begin.

Editing/Completing your F-RPPR in Commons:

The F-RPPR has the same format as the annual RPPR. There are separate tabs for each reporting component. Navigate through each tab and complete the applicable sections. Be sure to click the "Save" button at the bottom of each tab as you go along.

A. Cover Page
- ✓ Select your RPM's name on the drop down menu for both the Signing & Administrative Official. All other areas are pre-populated.

B. Accomplishments
- ✓ Answer all fields
- ✓ **B.2 WHAT WAS ACCOMPLISHED UNDER THESE GOALS?** Upload final progress report here
- ✓ **B.3 COMPETITIVE REVISIONS/ADMINISTRATIVE SUPPLEMENTS** If any supplemental funding was received during this reporting period, you will need to report on them here. Enter the grant # (e.g., 3R01CA098765-01S1) and describe accomplishments for each supplement funded.

C. Products
- ✓ **C.1 PUBLICATIONS** Indicate any publications or manuscripts accepted for publication during the reporting period.

✓ Answer questions in all fields

D. Participants

✓ Answer question D.1 only (D.2 is not applicable). Check with your applicable department finance contact for this information.

✓ List any individuals who have worked on the project for <u>1 or more</u> calendar months. **This includes all individuals who have devoted effort to the project even if they are being paid from other sources.** Be sure to round the calendar months to the nearest whole number. For example, if the individual worked 2.25 person months, indicate 2 person months.

✓ Note: **All Postdocs and Grad Students <u>must</u> have a Commons ID.** For those who don't have an ID please let your RPM know (be sure to check with the postdocs and grad students first before contacting your RPM). **Postdocs and Grad Students must complete their entire profile in Commons** (DOB, gender, Race/Ethnicity, Citizenship status, degree, etc.). If their profile is incomplete please contact them to complete this prior to routing to your RPM. An incomplete profile will result in an error message and will prevent us from being able to submit the final progress report.

E. Answer E.4 (E.1, E.2 and E.3 are not applicable)

G. Special Reporting Requirements

✓ Answer questions in all fields (G.8, G.10, G.11, and G.12 are not applicable)

H. Outcomes

This section is used to provide information regarding the cumulative outcomes or findings of the project. Outcomes will be made publicly available to provide the general public with a concise summary of the cumulative outcomes or findings of the project at the end of a competitive segment.

The summary of outcomes or findings of the award should not exceed half a page and must be written in the following format:
• Written for the general public in clear, concise, and comprehensible language;
• Suitable for dissemination to the general public, as the information may be available electronically;
• Does not include proprietary, confidential information or trade secrets

Sample Project Outcomes Summary for Final RPPR
https://grants.nih.gov/grants/rppr/sample_project_outcomes_RPPR.htm.

Once you have completed all sections of the final progress report, click "Manage F-RPPR" then click on the "Check for Errors" button (correct any errors). Once all errors are corrected, click "Route". The final progress report will then route to your RPM for review and submission.

<mark>**Do NOT click Submit. This will submit the FRPPR directly to NIH without SO review.**</mark>