

## QUICK GUIDE

### SUBMITTING NIH Research Performance Progress Report (RPPR)

Please note that RPPRs will continue to be completed in ERA Commons. However, a summary budget will need to be routed along with any necessary subcontract documents to the Office of Pre-Award Services (OPAS) via Kuali.

**STEP 1** - When creating a RPPR in Kuali, for the **Proposal Type**, select **Continuation**. Enter the *upcoming budget period* for the **Project Dates**. Be sure to use the same title as the original proposal for the **Project Title**.

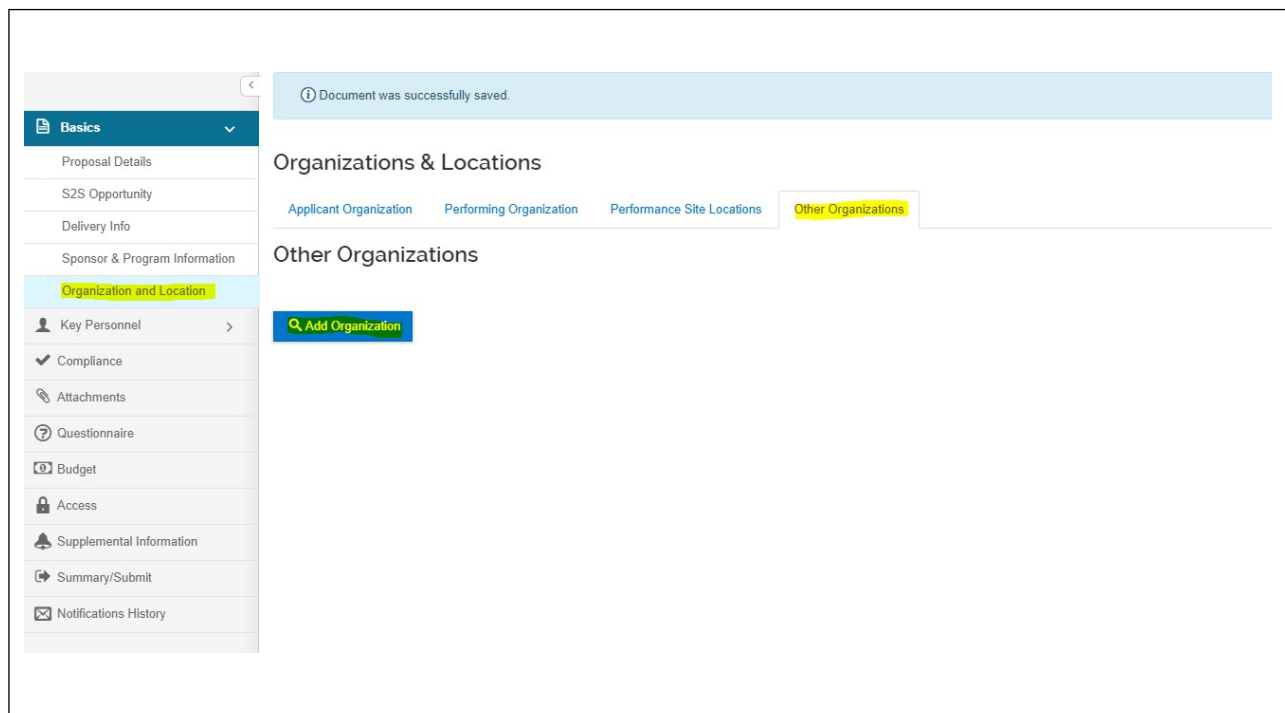
**STEP 2** - Click **Save and Continue**. On the **Proposal Details** screen, you will enter the Kuali parent **Award ID – ending in 00001** this field will tie the RPPR to the original award and establish funding for the upcoming year.

**NOTE:** Skip over **S2S Opportunity** and continue to **Delivery Info**.

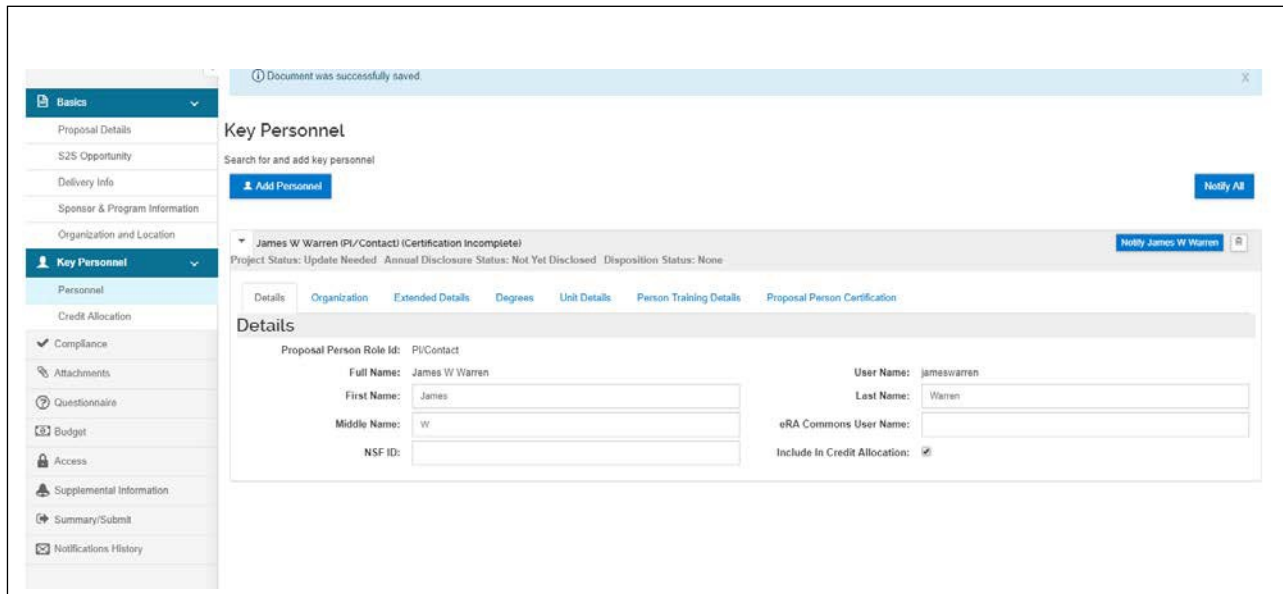
**STEP 3** - Navigate to the **Delivery Info** screen. On this screen, select **OPAS** from the **Submission By** drop-down menu. For **Submission Type**, select **Web Portal**. In the **Submission Description** box, enter **ERA Commons**. Click **Save and Continue**.

**STEP 4** - On the **Sponsor & Program Information** screen, complete all highlighted data fields. Leave **Subawards** unchecked if not applicable. Everything else on this screen may be left blank. Click **Save and Continue**.

**STEP 5** - On the **Organization & Location** screen, click the **Other Organizations** tab, and click **Add Organization** to add any subcontractor organizations. See the [Kuali Proposal Development – Subcontracts Guide](#) for more information. Click **Save and Continue**.

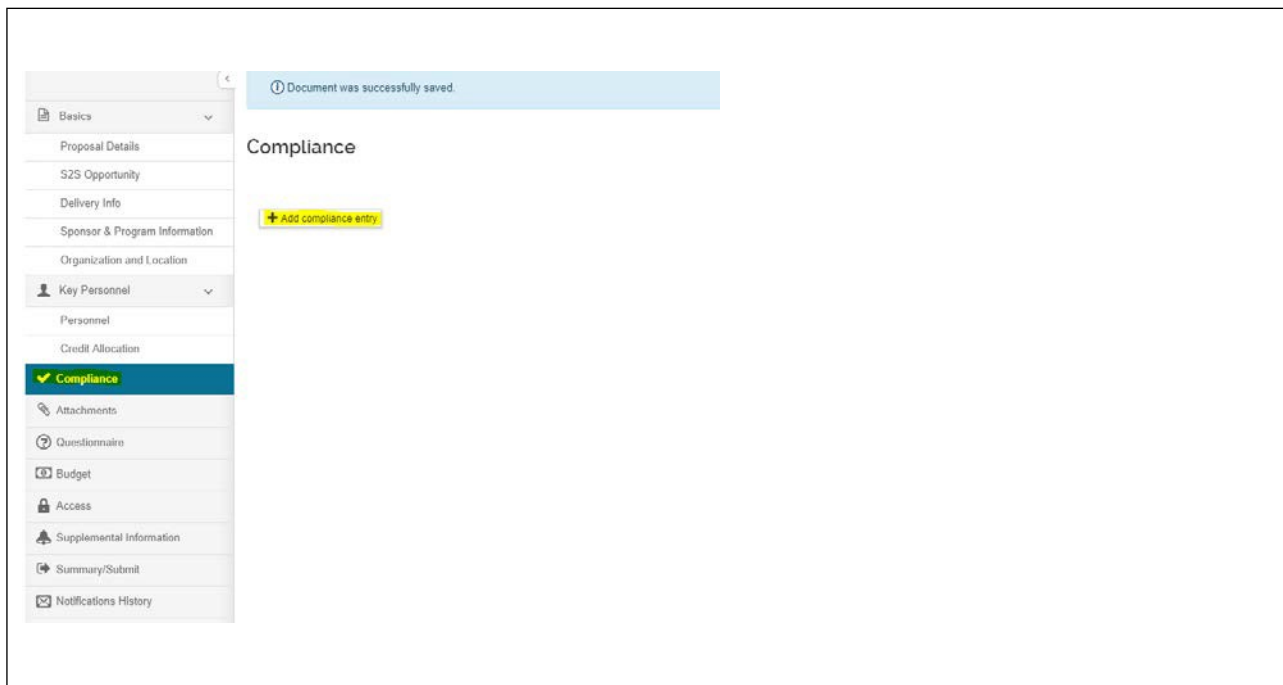


**STEP 6** - On the **Key Personnel** screen, add UMass Principal Investigator(s) and Co-Investigators. This is also where you will add any Centers and Institutes for routing, and the RTF Distribution (Credit Allocation). Anyone listed in the routing map of the original proposal must be listed here on the RPPR – this includes Institutes and Centers such as IALS Models to Medicine. Please see the [Kuali Proposal Development – Basics Guide Key Personnel](#) section for more information on adding Institutes and Centers as well as Routing, RTF Distribution, etc. Click **Save and Continue** when you are finished.



**NOTE:** Be sure to complete the **Credit Allocation** section to populate **RTF and Intellectual Credit distribution**.

**STEP 7-** On the **Compliance** screen, select **Add compliance entry** to add any relevant compliance items such as human subjects, vertebrate animals, etc. For more information on compliance, please see the [Kuali Proposal Development – Basics Guide](#) compliance section.



**STEP 8** - On the **Attachments** screen, select the **Internal** tab. Click **+ Add** or drag and drop to upload any relevant documents. Label the documents you have uploaded appropriately and mark them as final.

**Relevant RPPR documents to load to Internal Attachments:**

- RPPR downloaded from eRA Commons (draft)
- Notice of Award
- If applicable,
  - Up-to-date IRB or IACUC approval letter
  - Subcontract RPPR Documentation:
    - [Form Page 1](#) – Grant Progress Report
    - [Form Page 5](#) – Progress Report Summary
    - [Form Page 7](#) – All Personnel Report
    - RPPR Questionnaire for Subrecipients (see RPPR reminder email)
  - [NIH Salary Cap Excel Spreadsheet](#), or other spreadsheet with NIH Salary cap calculations
  - Memo waiving summer salary over NIH cap

For more information on uploading attachments, please see the [Kuali Proposal Development – Basics Guide](#) attachments section.

When you are finished, click **Save and Continue**.

**STEP 9** - On the **Questionnaire** screen, please answer all questions as they apply to your research. Be sure to scroll down and answer all questions before clicking **Save and Continue**.

Questionnaire

Proposal Questions (Incomplete)

Does your project involve Human Subjects?

Yes

No

Does your project involve Vertebrate Animals?

Yes

No

Does your project involve custom antibodies?

Yes

No

Does your project involve biological materials, recombinant or synthetic nucleic acids, human pathogens, biological toxins, human blood, unfixed human tissue, human cell culture, unfixed tissue from non-human primates?

Yes

No

Does your project involve Biosafety level 2 or higher?

Yes

No

Does your project involve particularly hazardous or carcinogenic substances?

Yes

No

**STEP 10** - On the **Budgets** screen, select **Add Budget**

Document was successfully saved.

Budgets

The following budgets are linked to this proposal.

+ Add Budget

For most NIH awards, a detailed budget is not required. Detailed budgets should only be built in Kuali for award types like Cooperative Agreements (e.g. U01s, etc), Training Grants (e.g. T32s, etc) and Program Projects (e.g. P01s and P20s, etc). Check the Notice of Award (NOA) when in doubt or check with the [OPAS administrator assigned](#) to the NIH for your School/College. Unless the sponsor is AHRQ, all other award mechanisms (e.g. R01, R21, R03, etc) do not require a detailed budget – only build a **Summary Budget** in Kuali.

❖ **Summary Budgets**

Select **Add Budget** and enter a budget name, then select **Start a summary budget**. Answer **No** to the modular budget question. Click **Create Budget**.

**Enter Direct Costs and Indirect Costs** – draw from the Notice of Award (NOA) for the coming year. Please be sure to upload the NOA to Kuali Attachments>Internal.

Period Start Date	Period End Date	Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit	Actions
09/01/2019	08/31/2020	12.0	300,000.00	200,000.00	100,000.00	0.00	0.00	0.00	0.00	[Icon]
Total:			300,000.00	200,000.00	100,000.00	0.00	0.00	0.00	0.00	

Mark the Budget **Complete** in the **Action** column, click **Save**, and then **Return to Proposal**.

- Provide **Access** as needed, click **Save and Continue**.
- **Supplemental Information** – complete Proposal and Post-Award contact info, click **Save and Continue**.
- At **Summary Submit**, select **Submit for Review** to initiate routing to the PI.

❖ **Detailed Budgets**

For assistance in building detailed budgets, consult with the [Kuali Proposal Development Budgeting](#) resource.

**RPPRs - NIH Salary Cap – and budgeting**

If a detailed budget is required, follow the steps as outlined in the [NIH Salary Cap Guide](#).

If a detailed budget is not required, there are two options:

1. **Create a summary budget** consisting of the total direct costs and total indirect costs and cost share. Upload the [NIH Salary Cap Excel Spreadsheet](#) to the **Internal** tab of the **Attachments** screen or the worksheet used to determine the excess salary above the NIH cap and then follow the steps below for Option 1.
2. **Create a detailed budget without all the details**. Add personnel to the budget who are above the NIH Salary Cap and follow the [NIH Salary Cap Guide](#) to show the cost share and relevant accounts in the **Institutional Commitments/Cost Sharing** section of the **Budget** module. You may then lump all of your non-personnel costs into **Other Direct – with F&A** or **Other Direct – No F&A** as applicable.

If following **Option 1**, select **Add Budget** and enter a budget name, then select **Start a summary budget**. Answer **No** to the modular budget question. Click **Create Budget**.

### Create a Budget Version ✕

**Proposal:**  
921

**Budget Name: \***

**Would you like to create a detailed budget or enter a summary only?: \***

Start a detailed budget

Start a summary budget

**Will this be a modular budget?: \***

Yes  No

On the **Periods and Totals** section, complete the following fields:

- **Direct Cost** – see NIH Notice of Award (NOA) for amount to enter for the coming year.
- **F&A Cost** – (same as above)
- **Cost Sharing** – determine amount of salary above the NIH salary cap for all personnel above the cap and enter that value here. This will then populate the **Institutional Commitments/Cost Sharing** section of the proposal – see left side menu when the budget is open and the budget menu is engaged.

Period Start Date	Period End Date	Months	Total Sponsor Cost	Direct Cost	F&A Cost	Unrecovered F&A	Cost Sharing	Cost Limit	Direct Cost Limit	Actions
09/01/2019	08/31/2020	12.0	300,000.00	188,088.00	111,912.00	0.00	10,000.00	0.00	0.00	
<b>Total:</b>			12.00	300,000.00	188,088.00	111,912.00	0.00	10,000.00	0.00	0.00

Click **Save**. Then select **Institutional Commitments** on the menu at the left.



Select **Cost Sharing** and complete the following fields:

- **Source Account** – enter the speed type number. AY is normally the department account #; summer salary is PI or Co-PI RTF.
- **Unit Details** – enter the Department ID for Academic or Calendar year effort.
- **Cost Share Type** – select from the drop-down.
- The **Salary and Fringe** must be entered on a separate line item than the **F&A costs**.
- The name of the **Approver** for the Source Account needs to be entered in the Comment section.

Once done, click **Save and Continue** and mark the budget **Complete**.

Click the **Is this budget ready to be submitted to the sponsor?** check box, then **OK**.

Follow the **Summary/Submit** instructions in the [Kuali Proposal Development – Basics Guide](#) to finish the RPPR and send to OPAS for review.

When following **Option 2**, select **Add Budget** and enter a budget name, then select **Start a detailed budget**. Answer **No** to the modular budget question. Click **Create Budget**.

Follow the instructions in the [Kuali Proposal Development - Budgeting Guide](#) and the **Kuali Proposal Development – NIH Salary Cap Guide** to add personnel to your budget and correctly account for the salary and fringe in excess of the NIH salary cap.

When you are finished, click **Non-Personnel Costs** on the left side of the screen. Then select **Assign Non-Personnel** at the top right.

In the **Add Assigned Non-Personnel** box, select **Other Direct – with F&A** from the **Object Code Name** drop-down menu, and enter your total direct costs in the **Total Base Cost** box. Then click **Add Non-Personnel Item to 1**.

### Add Assigned Non-Personnel ✕

Category Type:

Category:

**Object Code Name: \***

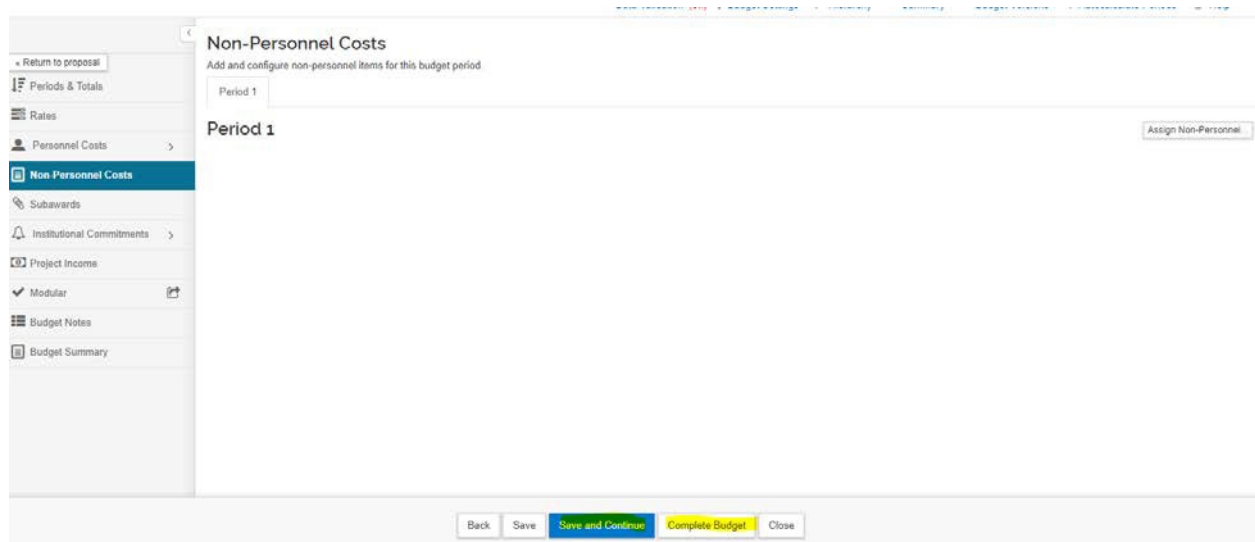
**Total Base Cost:**

Quantity:

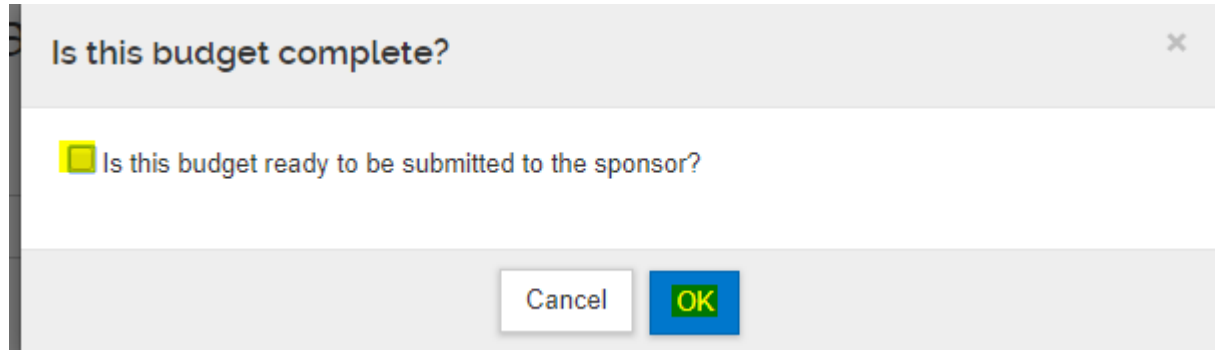
Description:

If you have costs excluded from F&A, repeat the step above, but select **Other Direct – No F&A** as the **Object Code Name**. This includes costs like tuition, equipment, etc.

Click **Save and Continue**. Then **Complete Budget**.



Click the **Is this budget ready to be submitted to the sponsor?** check box, then **OK**.



Follow the **Summary/Submit** instructions in the [Kuali Proposal Development – Basics Guide](#) to finish the RPPR and send to OPAS for review.

**NOTE: Be sure to route the RPPR to the appropriate OPAS Reviewer in the ERA Commons as well.**