

Grants Progress Reporting Guidance for Sea Grant Programs
(Last Updated 2/14/2019)

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Overview

All NOAA grants come with periodic progress reporting requirements. Beginning in FY 2019, the Research Performance Progress Report (RPPR) will replace the Performance Progress Report (PPR) for new awards and funded amendments of existing awards in Grants Online.

The RPPR is a new OMB-approved uniform format to be used in submission of reporting grant progress that support research and research-related activities. The objective of this initiative was to establish a uniform format for reporting performance on federally-funded research projects. This document provides guidance on what to use for various awards and how to submit information.

Sea Grant programs are required to provide updated information on projects and data management plans in PIER per the federal award conditions in grants issued by Sea Grant. Additional information on updating both projects and data management plans is provided below.

Process

All research grants issued or amended by NOAA in FY 2019 and beyond must use the RPPR reporting tool in Grants Online for annual grants progress reporting. Information entered into the RPPR one year remains in the form the following year, which speeds up reporting for multi-year awards.

The RPPR instructions and report template are linked on the [Inside Sea Grant](#) website for your convenience.

The grants reporting due date is based on the start date of your award. Grants Online will send reminders one month prior to the report due date to the authorized representative of the grant and the grant principal investigator (PI). Please work with your office of sponsored programs if you do not received Grants Online reminders and notifications.

Omnibus Awards

All funded amendments in FY 2019 should include an administrative special award condition that describes the new reporting requirement. Sea Grant programs will need to complete a Sea Grant annual report in PIER in June 2019 using the Sea Grant annual reporting guidance found on [Inside Sea Grant](#). When grant progress reports are due, programs will log on to Grants Online and complete a single RPPR form for the overarching omnibus.

Each award must have a completed RPPR for the overall award package. For multi-project awards, like the Sea Grant omnibus awards, the RPPR should provide an overview, answering each question for the award as a whole. Information on individual projects of a multi-project award should be included as separate documentation that is attached to the RPPR in Grants Online using the attachment feature on the RPPR reporting template. The attachment can be in any format (e.g., the PIER Grants Progress Report, a collection of individual reports in RPPR or other format for each project).

Aquaculture and Other Research Awards with one Project

All funded actions in FY 2019 should include an administrative special award condition that describes the new reporting requirement. Grantees will need to complete a Sea Grant annual report in PIER in June 2019 using the Sea Grant annual reporting guidance found on [Inside Sea Grant](#). In addition, when the grant progress report is due the applicant will need to complete a single RPPR in Grants Online by the appropriate deadline. The applicant may elect to complete the RPPR without attaching supplemental information. Attachments for single project awards are optional. Should they choose to attach supplemental information, they may use a PIER generated Grant Progress Report (which is created from the information submitted during the annual reporting period) or their own supplemental information.

Grant Progress Reporting Instructions

These step-by-step instructions are for program staff who prepare, approve, or submit to Grants Online.

Each year, Sea Grant grantees must update projects and data management plans in PIER as appropriate. Sea Grant grantees may choose to utilize the PIER grants progress report feature to generate a project level report, which may then be attached to the award's RPPR in Grants Online. Instructions on doing both are provided in this section.

1) Updates to PIER Projects and Data Management plans

A. Updates to PIER Projects

During the review of the grant progress reports, the federal program officer is required to review progress made towards each project in the grant. Often, impacts and accomplishments provide the level of detail needed to assess if reasonable progress has been made on the grant. However, if a project does not have an associated impact or accomplishment statement, the program must provide an update to the status of that project. Programs can do this by providing a project "Project Update" in PIER. When the PIER "Grant Progress Report" is generated, it will include all Impacts, accomplishment, and project updates (for each individual project in the grant), which can be uploaded to Grants Online as supplemental attachment(s) to the RPPR.

NOTE: A single Grants Online RPPR is still required for each award.

Reporting Guidance:

Listed below are the steps for providing the updates on projects, and generating the Grant Progress Report.

1. The "Updates" page is listed in the left navigation bar below "Implementation - Project Management Elements."
2. To get started, click the button "Add New Record" or click "Select" to edit or view details for an existing update.
3. General Information Tab *Some Records Lock after Submitted*
 - a. On this tab, you can select from a list of "Canned Responses" which provide a DRAFT Title and Narrative regarding the update. You will need to edit the information to tailor the canned response to be appropriate for the project(s). Alternatively, you can input a custom Title and Narrative. These fields lock for editing when the project is submitted to the NSGO.
4. Canned Responses include:
 - a. "Project is completed"
 - i. In the "Narrative" text box, programs must include the date the project was completed.
 - b. "Project is on track"
 - i. In the "Narrative" text box programs must include what actions have been completed to date towards project goals/objectives.
 - c. "Project is on track, except for"

- i. In the “Narrative” text box programs must include any actions that have not been completed to date.
 - d. "Project has issues"
 - i. In the “Narrative” text box programs must outline any issues or concerns with the project that may prevent the project from on time completion or ability to complete project goals/objectives.
- 5. Associated Projects Tab
 - a. Projects currently associated with a specific update are at the top of the workspace. Associate the update with one or more projects using the checkboxes on the right side of the table. Projects can be filtered by Award #, Project ID, or Title.

B. Updates to PIER Data Management Plans (aka Data Sharing Plan)

During the annual reporting and grant progress reporting timeframe, programs should also provide any updates or changes to project data management plans (or data sharing plans). If programs are made aware of any changes to data management plans they should submit the updated plans to the NSGO via PIER using the new “Data Sharing Plans Updates” feature in the PIER database. Programs are not required to submit annual updates to data management plans, if there are none to report.

Reporting Guidance:

Listed below are the steps for providing data sharing plan updates.

1. The “Data Sharing Plan Updates” page is listed in the left navigation bar below "Implementation - Project Management Elements."
2. To get started, you can use the filters to find a project in which you want to add an update to. Or, you can select a project by scrolling down the page and clicking on the “select” button.
3. Provide an update in the ‘Data Sharing Update’ text box.
4. Click “Update Data Sharing Plan” button at the bottom of the page to submit your update.

2) PIER Grants Progress Report

Sea Grant programs may choose to use the Grants Progress Report feature in PIER to generate their project-level attachment for RPPR reporting to Grants Online. As stated above, the format of the attachments, or supplemental information, added to RPPRs is flexible. The PIER-generated grants progress report will organize the omnibus award by project and note progress made to date.

Reporting Guidance:

If you use the PIER generated grant progress report when reporting to Grants Online, please go to PIER and click on the link for 'Grant Progress Report' under 'Resources' on the left navigation bar. Make sure you put in the correct date range for the reporting period.

If there is a project that does not have any impacts or accomplishments (i.e. no record of progress to date), you need to add an update on what progress has been made on that project. You can either use the PIER 'Update' function to provide information on the project status, or copy and paste the report into word and just type in an update for that project (see section below).

3) Research Performance Progress Report (RPPR)

The RPPR is a 50-question form meant to standardize research reporting across the federal government. The questions include both mandatory and optional components. Many fields are pre-populated with basic grant information. Information entered by the grantee remains from year to year, making updates easier.

Templates and additional instructions regarding the RPPR may be found at http://www.osec.doc.gov/oam/grants_management/policy/default.htm (scroll to bottom of page). Please note that this is a template, the actual reporting must be done directly in grants online. This information is also linked from [Inside Sea Grant](#).