

Grant Progress Reporting and Research Performance Progress Report Guidance for Sea Grant Programs

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Overview

All NOAA grants come with periodic progress reporting requirements. Beginning in FY 2019, the Research Performance Progress Report (RPPR) replaced the Performance Progress Report (PPR) for all new Sea Grant awards and funded amendments of existing awards. The RPPR is a government wide, OMB-approved form developed to establish a uniform format for reporting performance on federally-funded research and research related activities.

This document provides supplementary guidance on how to submit information for Sea Grant programs’ multi- and single-project awards. The RPPR instructions, report template, and Grants Online user guide from the Department of Commerce (DOC)/NOAA, and this supplementary guidance for Sea Grant programs, are linked on the [Inside Sea Grant](#) website.

During the reporting process, grantees are required to provide updated information on projects and data management plans. Sea Grant programs may utilize the Planning, Implementation, and Evaluation Resources (PIER) system to update project level details. If there have been changes to data management plans since the initial application, programs should provide updates in PIER. Additional information on updating both projects and data management plans is provided below. Please also take this time to ensure other award obligations are up to date (e.g., Special Award Conditions; Award Action Requests).

Note the RPPR is separate and distinct from “[annual reporting](#)” due in June. For the latter, Sea Grant programs submit information such as performance measures, metrics, impacts, and

accomplishments in PIER; however, programs can use annual reporting information to assist in completing their RPPR. Annual reporting is largely focused on telling project by project impact and success stories, quantitatively and narratively. While there are overlaps, RPPR reporting is primarily focused on accountability for progress under the award, and that calls for full and frank reflection on the status of the entire award.

The National Sea Grant Office (NSGO) will continue to work with Sea Grant programs to create further efficiencies between the RPPR and annual reporting in PIER. DOC has identified a new grants management system that is planned for implementation in 2023. This will affect the possible mechanisms and timing to streamline reporting requirements. In the interim, we will continue to collect annual reporting information and RPPRs using the same processes that have been in place since this guidance was initially distributed in 2019.

Detailed Grant Progress Reporting Guidance

1) Research Performance Progress Report (RPPR)

The RPPR is an OMB-approved form to standardize research reporting across the federal government. Reporting is completed in [Grants Online](#). Some fields are pre-populated with basic grant information. Information entered by the grantee remains from year to year, making updates to multi-year awards easier.

The due date is based on the start date of the award. The initial report covers the first nine months after the award start date, with subsequent reports due yearly from that date. The deadline to submit the report is 30 days after the reporting period ends. Grants Online will send reminders one month prior to the report due date to the Principal Investigator-Project Director(s) listed on the Award-related Personnel page on each separate grant award (or Authorized Representatives and Recipient Administrators if the former are not listed). Please work with your office of sponsored programs if you do not receive Grants Online notifications or if you would like them to add other personnel to this list to receive the notifications.

As noted above, the RPPR instructions, template, and Grants Online user guide from DOC/NOAA, and this supplementary guidance for Sea Grant programs, are linked on the [Inside Sea Grant](#) website. Please note while the template is provided, the actual reporting must be done directly in Grants Online.

Multi-Project Awards (e.g., 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 questions for the award as a whole. Grantees must also provide updates on progress made

towards each project in the award. Information on individual projects of a multi-project award (all M/, R/, A/, E/, C/, and P/) should be included as separate documentation that is attached to the RPPR in Grants Online using the attachment feature. The attachment can be in any format (e.g., the PIER Grant Progress Report - preferred and see further guidance below; a collection of individual reports; or other appropriate format for each project in the award).

Single-Project Awards

Each award will need to complete a RPPR. The grantee may choose to complete the RPPR without attaching supplemental information. Should they choose to attach supplemental information, they may use the PIER Grant Progress Report or their own supplemental information in any appropriate format.

2) Updates to PIER Projects and Data Management Plans (aka Data Sharing)

Each year, grantees must update project information and data management plans, as appropriate. Sea Grant programs may choose to utilize the PIER Grant Progress Report feature (preferred) to generate a project level report, which may then be attached to the award's RPPR in Grants Online. Instructions on completing these various actions are provided below.

A. Updates to PIER Projects

First, ensure all projects in the award were entered into PIER by NSGO. If any are missing, contact oar.sg.info-admin@noaa.gov to confirm project uploading needs or timing.

During the review of the RPPRs, the federal program officer is required to review progress made towards each project in the grant. Impacts and accomplishments may 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 update in PIER. When the PIER Grant Progress Report is generated, it will include all impacts, accomplishments, 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: As stated above, a single completed Grants Online RPPR for the overall award is still required for each award. The PIER Grant Progress Report attached to the RPPR will provide the necessary project level information.

Listed below are the steps for providing the project updates.

1. Click “Project Updates” listed in the left navigation bar below "Implementation - Project Management Elements”. The webpage shows all project updates for the program and will either have a status of “Not Submitted” or “Submitted”.
2. A user can either "Add New Record”, by clicking the button above the records table, or modify a “Not Submitted” project update, by clicking “Select”. Please note that “Submitted” project updates cannot be revised within PIER by programs once submitted; however, your federal program officer can make edits as needed with appropriate time before RPPR submission.
3. There are two tabs to fill out: “General Information” (Step 4) and “Associated Projects” (Step 5).
4. General Information 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.
 - “Canned Responses” include:
 - "Project is completed” - In the “Narrative” text box, programs must include the date the project was completed.
 - "Project is on track" - In the “Narrative” text box programs must include a brief discussion of what actions have been completed to date towards project goals/objectives.
 - "Project is on track, except for" - In the “Narrative” text box programs must include a brief discussion of any actions that have not been completed to date.
 - "Project has issues" - In the “Narrative” text box programs must include a brief discussion of any issues or concerns with the project that may prevent the project from on time completion or ability to complete project goals/objectives.
 - The Date field allows programs to tag a submitted update. The Date and the updated Title are coupled for each entry, which is very useful in tracking the timeline of project updates.
5. Associated Projects Tab
 - 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. Click “Save” when done.
6. When a record (“Not Submitted”) is ready for submission, click “Submit to the NSGO for Review”. These fields permanently lock when submitted (despite the button for

“Return for Revisions”, this is an artifact from other PIER modules, and will be removed).

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

During RPPR reporting, grantees should also provide any updates or changes to project data management plans (aka data sharing), as relevant. 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 “Data Sharing Plans Updates”. Grantees are not required to submit annual updates to data management plans if there are none to report.

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

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

3) PIER Grant Progress Report

Sea Grant programs may choose to use the Grant Progress Report feature in PIER to generate their project-level attachment for RPPR reporting to Grants Online. The report will organize the award by project and note progress made to date.

Listed below are the steps for creating and downloading the PIER Grant Progress Report:

1. Click “Grant Progress Report” listed in the left navigation bar below “Resources - Reports”.
2. Select the “Grant” and input the appropriate “For Date Range” for the reporting period (within the RPPR Grants Online notification, not the award dates). Click “Refresh Report”.
3. Create a report by copy and pasting text into a word document, or use “Ctrl+P”/ “Command+P” (depending on the operating system) to print/save as a PDF.

As noted above, 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 use the “Project Updates” function described above to provide information on the project status (preferred), or copy and paste the report into word and type in an update for that project.