



Interim Supplemental Information for Submitting Sea Grant Research Performance Progress Reports (RPPRs)

(March 2024)

Overview

All National Oceanic and Atmospheric Administration (NOAA) awards come with grant progress reporting requirements. For research awards, as used by the NOAA National Sea Grant Office (NSGO), NOAA requires reporting through the Research Performance Progress Report (RPPR). While the RPPR is a generally standardized and Office of Management Budget (OMB) approved form, there are different versions used within the federal government.

In Fall 2023, NOAA transitioned its grant management platform from Grants Online to the new Grants Enterprise Management System (GEMS)/eRA Commons platform. During this transition the format and frequency for the RPPR changed for all NOAA research awards. This includes additional questions, differing methods of entering data, and a semi-annual cycle. The Department of Commerce (DOC) and NOAA are in the process of updating the *Financial Assistance Standard Terms and Conditions* and the *Grants and Cooperative Agreements Manual*, as well as various process guides for the new system.

This document provides interim question by question supplemental information (e.g., guidance and tips) for submitting RPPR responses for **Sea Grant** multi- and single-project awards. This document does not apply to other DOC/NOAA awards. Please note, this interim information may change as agency guidance is finalized. NSGO will do our best to maintain continuity in supplemental information where we can, while also ensuring we are meeting agency and programmatic reporting needs. The NSGO will provide updated RPPR information as agency guidance is finalized.

This supplemental document and additional information is provided on the [Sea Grant website](#) at the bottom (as well as [here](#) for Sea Grant programs). Please note NOAA is allowing streamlining of RPPR reporting for the 4/30/2024 deadline with regard to multiple RPPRs that may be due for any particular award ([see 12/14/2023 Update](#)).

Specifically for Sea Grant programs

Sea Grant programs utilize the Planning, Implementation, and Evaluation Resources (PIER) system for project level tracking, and annual reporting due in June (guidance on [Inside Sea Grant](#)). Note the RPPR is a separate but related mechanism for award-level reporting. NSGO will continue to work with Sea Grant programs to advance efficiencies between the RPPR and annual reporting in PIER.

General Information

The RPPR is completed as an embedded form within the GEMS/eRA system. Below is information on timing, accessing, and submitting of RPPRs, followed by question by question supplemental information. DOC/NOAA are still finalizing some agency specific documentation as noted above. However, the following include current step by step guidance documents to support submission.

While the RPPR form is embedded in eRA, and must be submitted through eRA as directed for each question, [here](#) are downloadable templates for the semi-annual and final RPPRs, as helpful for your planning and communication with others. Please note these templates do not currently reference the entirety of the RPPR within eRA.

Timing

The RPPR is required to be submitted semi-annually and the due period is based on the start date of the award. The initial report covers the first six months after the start date, with subsequent reports generally due at the end of January and July with some caveats. The deadline to submit the report is 30 days after the reporting period ends, and the report opens for submission at the beginning of the 30 day due period. eRA will send reminders one month prior to the deadline/end of the due period. See Appendix A for an RPPR notification email example. See Appendix B for more timing details and example reporting schedules.

Accessing and Submitting

- Only the program director/principal investigator (PD/PI) can initiate a semi-annual RPPR and only a signing official (SO) can submit it. When there are multiple PIs (MPI), only the Contact PD/PI can initiate the RPPR.
 - If you do not see awards, depending on the situation, you may need to take some action(s) in eRA or connect with the [help desk](#).
 - If you need to assign or change the PD/PI, see [revision request](#) guidance.
 - Currently only a SO can submit a revision request.
 - Currently delegations cannot be used for DOC awards.
- To complete the RPPR, log into eRA Commons at <https://public.era.nih.gov/commonsplus> on or after the report availability date/beginning of the due period.
- The following resources may help with RPPR initiation and submission.
 - These are included in the RPPR notification email (Appendix A).
 - [For Program Directors/Principal Investigators to initiate an RPPR](#)
 - The link above goes directly to DOC specific guidance; and the link in the RPPR notification email (Appendix A) goes first to general eRA guidance (which applies to other agencies), and contains the link above.

- As you are going through the initiation steps, at Step 3 from the link above, use Flat View when viewing the list of Applications/Awards (top right of the table).
- At the bottom of the link there is a section called Related Topics - these may link to mostly non-DOC specific guidance, so recommend you do not use or use with caution, and always look out for DOC specific guidance.
- [For Signing Officials to submit an RPPR in eRA Commons](#)
- In addition, the step by step/screenshot guidance below is available on the GEMS/eRA training website.
 - Semi-annual RPPR
 - [Award Acceptance & Post-Award \(Pt.1\)](#) (near the bottom)
 - [Recording](#) (minute 36:00)
 - [Presentation](#) (section near the end)
 - Final RPPR
 - [Post-Award & Grant Closeout](#) (at the bottom)
 - [Recording](#) (minute 22:35)
 - [Presentation](#) (section near the end)
 - Remember to submit the final RPPR via the [Closeout Module](#).
 - Both PD/PIs and SOs can initiate a final RPPR, but only a SO can submit. Currently delegations cannot be used for DOC awards.
 - If you had previously submitted through the Term and Conditions Module (TCM), it is necessary to resubmit via the Closeout Module. We understand you can also contact the GEMS PMO (GEMSProgram@doc.gov) for a copy of the original attachments that you previously submitted, if needed.

Note: There is a guide developed by the National Institutes of Health (NIH): [“NIH and Other PHS Agency Research Performance Progress Report Instructional Guide”](#) to support submitting an RPPR in eRA. However, this guide is not specific for DOC/NOAA and should not be followed.

INTERIM QUESTION BY QUESTION INFORMATION

FOR SUBMITTING A SEA GRANT RPPR IN eRA

This interim supplemental document supports all recipients of federal financial assistance awards granted by the NOAA NSGO. For most awards, applicants should generally follow the question by question RPPR instructions in eRA (noted below for each question with abbreviated language as Instructions) and submit information when and where appropriate. There are instances where interim NSGO information (noted below for each question in *italics*) will help grantees resolve errors that may incur and/or bypass questions that do not pertain to the programmatic reporting needs of the NSGO. Again please note, this interim information may change as agency guidance is finalized.

Specifically for Sea Grant programs

NSGO issues specific types of awards that have unique structures, making RPPR reporting in the new system more complex. Specifically for those awards, explicit information is provided for each question below. These awards include:

- *Omnibus: These are multi-year, multi-project awards that provide base and merit funding to Sea Grant programs. Only one RPPR per omnibus award is required, and reporting covers all revisions/supplements (aka amendments) associated with the award.*
- *Knauss: These are the awards issued to Sea Grant programs to provide salary and support funding to the National Sea Grant Knauss fellows.*
 - *For 2023 awards, it appears the system may only request a FINAL report due 06/28/2024 (or 120 days following the end of the award). Upload the RPPR collected in November 2023 as a PDF in the sections that require an upload (B2 & B4). For all other sections follow the guidance below.*
 - *Appendix C has further detailed guidance for anticipated RPPR reporting for the 2024 and future awards. For many of the questions, Knauss fellows will need to provide a response to the programs. The appendix will act as a guide for both the programs and Knauss fellows during reporting. NSGO will provide updated RPPR information as agency guidance is finalized.*

Before getting started:

There are several instances in the RPPR module where a PDF must be uploaded. Applicants should have the following PDFs prepared prior to starting the RPPR in eRA.

- A PDF that outlines the major accomplishments of the project from the reporting period (see Question B.2 below). Please save with the filename format: AWARD#_MONTHYEAR(of submittal)_RPPRB2.pdf (or see below for the filename for the following award types).
 - *Specifically for Omnibus awards - Sea Grant programs must use the Grant Progress Report feature in PIER for the PDF attachment requirements in this question. The report will organize the award by project and note progress made*

to date. If there is a project that does not have any impacts or accomplishments (i.e., no record of progress to date), add an update on what progress has been made on that project, under the Project Updates section. Please save with the filename format: AWARD#_MONTHYEAR(of submittal)_RPPR.pdf

- 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 RPPR reporting period, 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.
- Please note that some records within PIER may still be in the NSGO validation process, and we appreciate your patience. If a record for a project is not validated and included in the PIER Grant Progress Report that is fine for RPPRs due by 4/30. Also please continue to submit any relevant projects through the [90-2 webform](#) that haven’t been submitted.
- Specifically for Knauss awards - Sea Grant programs upload the RPPR collected in November 2023 as a PDF. Please save with the following filename format: AWARD#_MONTHYEAR(of submittal)_RPPR.pdf
- A PDF of training and professional development that the project has provided (see Question B.4 below). Please save with the filename format: AWARD#_MONTHYEAR(of submittal)_RPPRB4.pdf (or see above for the filename for the following award types).
 - Specifically for Omnibus awards - The PIER Grant Progress Report PDF created above will also be used for this question. A second PDF is not required.
 - Specifically for Knauss awards - The PDF noted above (from November 2023) will also be used for this question. A second PDF is not required.

Considerations to note during data entry in eRA:

- Most text entry boxes have an 8,000 character limit (~3 pages).
- All uploads must be in PDF format.
- PDF file uploads (attachments) do not have page limits, but may not be more than 6 megabytes (6MB) and they must be flattened.
- Scanned documents that are uploaded as a PDF may not work.

COVER PAGE

Data Entry: Form fillable fields or drop down selections

Instructions: Cover Page includes information about the award, PD/PI, organization, and project/reporting/budget periods. Much of this information is pre-populated from data in eRA, but certain fields are editable. You will need to select the signing official and administrative official. Please make sure all fields are completed and accurate.

SECTION B ACCOMPLISHMENTS

B.1 What are the major goals of the project?

Data Entry: Form fillable field

Instructions: List the major goals of the project as stated in the approved application.

For this question refer to the award application and copy the proposed major goals of the project.

Specifically for Omnibus awards - Please provide programmatic level goals as stated in the application package.

Specifically for Knauss awards - Input the following text: "Provide a unique educational and professional experience to graduate students who have an interest in ocean, coastal, and Great Lakes resources and in the national policy decisions affecting those resources."

B.1.a Have the major goals changed since the initial competing award or previous report?

Data Entry: Form fillable field

Instructions: List changes to the goals.

Note if goals have changed; but remember, if the scope of work is being changed, you must submit an eRA revision request for the change in scope of work, and it should be noted in this question that this request was submitted.

Specifically for Knauss awards - Input the following text: "N/A".

B.2 What was accomplished under these goals?

Data Entry: PDF upload

Instructions: 1) major activities; 2) specific objectives; 3) significant results, including major findings, developments, or conclusions (both positive and negative); and 4) key outcomes or other achievements. Include a discussion of stated goals not met. As the project progresses, the emphasis in reporting in this section should shift from reporting activities to reporting accomplishments.

Upload a PDF that includes the information requested. Reminder that PDFs are not page limited but are size limited to 6MB and must be flattened. And please save with the filename format:

AWARD#_MONTHYEAR(of submittal)_RPPRB2.pdf (or see below for the filename for the following award types).

Specifically for Omnibus awards - As noted above, upload the PIER Grant Progress Report, as this includes project level information for the award. Please save with the filename format: AWARD#_MONTHYEAR(of submittal)_RPPR.pdf

Specifically for Knauss awards - As noted above, upload the RPPR collected in November 2023. Please save with the filename format: AWARD#_MONTHYEAR(of submittal)_RPPR.pdf

B.3 For this reporting period, is there one or more Revision/Supplement associated with this award for which reporting is required?

Data Entry: Radio button and subsequent table to generate

Instruction: Select Y or N if there have been Revisions(s)/Supplements (previously referred to as amendments in Grants Online during this reporting period). These will be noted in the grant file. If the Y, click the +add/new table and input information on the revision/supplement.

Refer to the grant file and select Y or N if there was a revision/supplement (previously referred to as an amendment in Grants Online) during this reporting period. We are not requiring at this time that you complete the table with all of the revisions/supplements. If you select Y then use the guidance below to generate a line in the table so you do not incur an error at this stage.

If Y, select +Add/New and input the following information into the fields:

- *Revision/Supplement#*
 - *Input the text "SEE THE GRANT FILE."*
- *Describe the specific aims for this Revision/Supplement below*
 - *Input the text "SEE THE GRANT FILE."*
- *Describe the accomplishments for this revision/supplement*
 - *Input the text "SEE FILE UPLOADED IN B.2."*

B.4 What opportunities for training and professional development has the project provided?

Data Entry: Radio button for nothing to report, or PDF upload

Instructions: If there is nothing significant to report during the reporting period, select "Nothing to Report." If there is information to report please describe opportunities for training and professional development provided to anyone who worked on the project or anyone who was involved in the activities supported by the project. Training activities are those in which individuals with advanced professional skills and experience assist others in attaining greater proficiency. Professional development activities result in increased knowledge or skill in one's area of expertise and may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.

Upload a PDF that includes the information requested. Reminder that PDFs are not page limited but are size limited to 6MB and must be flattened. And please save with the filename format:

AWARD#_MONTHYEAR(of submittal)_RPPRB4.pdf (or see below for the filename for the following award types).

Specifically for Omnibus awards - As noted above, upload the PIER Grant Progress Report, as this includes project level information for the award, as well as performance measures and metrics. Please save with the filename format: AWARD#_MONTHYEAR(of submittal)_RPPR.pdf

Specifically for Knauss awards - As noted above, upload the RPPR collected in November 2023. Please save with the filename format: AWARD#_MONTHYEAR(of submittal)_RPPR.pdf

B.5 How have results been disseminated to communities of interest?

Data Entry: Form fillable field

Instructions: Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities, for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities.

Specifically for Omnibus awards - Include award level information, not project level reporting.

Specifically for Knauss awards - N/A is an acceptable response, unless you choose to add additional detail.

B.6 What do you plan to do for the next reporting period to accomplish the goals?

Data Entry: Form fillable field

Instructions: Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives.

Input the text "SEE AWARD APPLICATION."

SECTION C – PRODUCTS

C.1 Publications

Data Entry: Radio button and subsequent table to generate

Instruction: Select Y or N if there are publications to report. If Y, click the +add/new table and input information on the revision/supplement.

Specifically for Omnibus awards - Select Y, and then click +New; under title input text "SEE NOAA LIBRARY SEA GRANT COLLECTION." This will create an entry in the table so you do not incur an error.

Specifically for Knauss awards - N/A is an acceptable response, unless you choose to add additional detail.

C.2 Website(s) or other internet site(s)

Data Entry: Radio button and subsequent table to generate

Instructions: Select “Nothing to Report” or “+New Web/INternet Site” if there are websites to report. If there are websites to report then click the +add/new table and input information as requested. Note that you must list the URL for any Internet site(s) that disseminates the results of the research activities. A short description of each site should be provided. A description is only required for awards designed to create or maintain one or more websites.

If website or internet site development or maintenance is part of a major activity of the award or subaward, include it in the table. Otherwise select “Nothing to Report.”

Specifically for Omnibus awards - At a minimum you must include the program website.

C.3 Technologies or techniques

Data Entry: Radio button and subsequent table to generate

Instructions: Select “Nothing to Report” or “+New Technology/Technique” if there are technologies or techniques that have resulted from the research activities. If there are technologies to report, then click the +add/new table and input information as requested. Describe the technologies or techniques and how they are being shared. Categories include: Audio or video/ Data or Databases; Research Material; Educational aids or Curricula; Evaluation Instruments; Instruments or equipment; models; Physical Collections; Protocols; Software; Survey Instruments; Interventions; New Business Creation; Other.

Specifically for Omnibus awards - Select Y and click the +add/new table. Select “Other” and for the description enter text: “SEE PDF UPLOAD WITH QUESTION B.2.”

Specifically for Knauss awards - “Nothing to Report” is an acceptable response, unless you choose to add additional detail.

C.4 Inventions, patent applications, and/or licenses. Have inventions, patent applications and/or licenses resulted from the award during this reporting period? If Y, has this information been previously provided to the PHS or to the official responsible for patent matters at the grantee organization?

Data Entry: Radio button

Instructions: Select Y or N if there are inventions, patent applications, and/or licenses that have resulted from the research activities.

Specifically for Omnibus awards - Select Y and click the +add/new table. Select “Other” and for the description enter text: “SEE PDF UPLOAD WITH QUESTION B.2.”

Specifically for Knauss awards - N/A is an acceptable response, unless you choose to add additional detail.

C.5 Other products and resources

C.5.a Other products

Data Entry: Radio button and subsequent table to generate

Instructions: Select “Nothing to Report” or “+New Product/Resource” if there are other products or resources that have resulted from the research activities. If there are new products, then click the +add/new table and input information as requested. Categories include: Audio or video/ Data or Databases; Research Material; Educational aids or Curricula; Evaluation Instruments; Instruments or equipment; models; Physical Collections; Protocols; Software; Survey Instruments; Interventions; New Business Creation; Other.

Specifically for Omnibus awards - Select Y and click the +add/new table. Select ‘Other’ and for the description enter text: “SEE PDF UPLOAD WITH QUESTION B.2.”

Specifically for Knauss awards - N/A is an acceptable response, unless you choose to add additional detail.

SECTION D – PARTICIPANTS

D.1 What individuals have worked on the project?

Data Entry: Table generated in eRA

Instructions: Provide or update the information for: (1) program director(s)/principal investigator(s) (PDs/Pis); and (2) each person who has worked at least one person month per year on the project during the reporting period, regardless of the source of compensation (a person month equals approximately 160 hours or 8.3% of annualized effort). Provide the name and identify the role the person played in the project. Indicate the person months, rounded to the nearest one-tenth (Calendar, Academic, Summer) that the individual worked on the project.

For this question, you must enter data into the table so you do not incur an error. So we are asking that you add at least one line of data to the table, and complete the requested information for the lead PI on the award only. You do not need to provide information for all other principals.

Specifically for Omnibus awards - Complete one line of information for the Director or their designee.

Specifically for Knauss awards - Complete one line of information for the Knauss fellow.

D.2a Personnel updates

Data Entry: Radio button and subsequent form fillable field

Instructions: Will there be, in the next budget period, either (1) a reduction of 25% or more in the level of effort from what was approved by the agency for the PD/PI(s) or other senior/key personnel designated in the Notice of Award, or (2) a reduction in level of effort below the minimum amount of effort required by the Notice of Award?

Select “N” for this question, as this information is not required by the funding program.

D.2.b New senior/key personnel. Are there, or will there be, new senior/key personnel?

Data Entry: Radio button and subsequent PDF upload

Instructions: Select Y if there are new senior/key personnel, then upload biosketches and other support for all new senior/key personnel.

Select “N” for this question as this information is not required by the funding program. Sea Grant defines senior/key personnel as primes on the award, so this information must be captured with a eRA revision request. If you do have a new senior/key personnel change, please submit a eRA revision request.

D.2.c Changes in other support. Has there been a change in the active other support of senior/key personnel since the last reporting period?

Data Entry: Radio button and subsequent PDF upload

Instructions: Select Y only if active support has changed for the other active support of senior/key personnel. If Y, upload updated active and pending support for senior/key personnel whose support has changed.

Select “N” for this question as this information is not required by the funding program. Sea Grant tracks senior/key personnel on the award, and does not require this information. Changes in other support that impact scope of work must be reported through an eRA revision request.

D.2.d New other significant contributors. Are there, or will there be, new other significant contributors?

Data Entry: Radio button and subsequent PDF upload

Instructions: Other significant contributors are individuals who have committed to contribute to the scientific development or execution of the project, but are not committing any specified measurable effort (i.e., person months) to the project.

Select “N” for this question as this information is not required by the funding program. Sea Grant tracks senior/key personnel on the award, and does not require this information. Changes in other support or contributions that impact scope of work must be reported through an eRA revision request.

D.2.e Will there a change in the MPI Leadership Plan for the next budget period?

Data Entry: Radio button and subsequent PDF upload

Instructions: If Y, upload a revised MPI Leadership Plan that includes a description of the change(s).

Select “N/A” for this question. Sea Grant awards do not require a MPI Leadership Plan.

SECTION E – IMPACTS

E1. Not applicable for awards

Data Entry: The data entry field is not allowed

E.2 What is the impact on physical, institutional, or information resources that form infrastructure?

Data Entry: Form fillable field

Instructions: Describe ways, if any, in which the project made an impact, or is likely to make an impact, on physical, institutional, and information resources that form infrastructure. This can include physical (facilities or laboratories) or institutional resources (establishment of societies or organization) or information resources (such as electronic means for assessing resources for scientific communication).

Specifically for Omnibus awards - Include award level information, not project level reporting.

Specifically for Knauss awards - Input the text "N/A".

E3. Not applicable for awards

Data Entry: The data entry field is not allowed

E.4 What dollar amount of the award's budget is being spent in foreign country(ies)?

Data Entry: Radio button and subsequent table to generate

Instructions: For domestic awardees provide the dollar amount obligated to first-tier subawards to foreign entities for this reporting period. Should be no for everyone because it is subawards.

For most Sea Grant projects this should be "Nothing to Report." There are very few instances where programs may subaward to foreign countries and those subawards should be noted in the response.

Specifically for Knauss awards - Select "Nothing to Report."

SECTION F – CHANGES

F1. Not applicable for awards

Data Entry: The data entry field is not allowed

F.2 Actual or anticipated challenges or delays and actions or plans to resolve them

Data Entry: Radio button and subsequent table to generate

Instructions: If applicable, describe challenges or delays encountered during the reporting period and actions or plans to resolve them.

F.3 Significant changes to human subjects, vertebrate animals, biohazards, and/or select agents

F3.a Human Subjects

F3.b Vertebrate Animals

F3.c Biohazards

F3.d Select Agents

Data Entry: Radio button and subsequent PDF upload

Instructions: If applicable, describe significant deviations, unexpected outcomes, or changes in approved protocols for human subjects, vertebrate animals, biohazards, and/or select agents during this reporting period. Remember that significant changes in objectives and scope require prior approval of the agency.

Select “Nothing to Report” for all F.3 questions. This information must be captured with an eRA revision request for change in scope, if applicable.

SECTION G – SPECIAL REPORTING REQUIREMENTS

This entire section is special reporting requirements for NIH, and as such all grantees can select Not Applicable, or N to all questions in this section.

G.1 Special notice of award and funding opportunity announcement reporting requirements

Data Entry: Radio button and subsequent PDF upload

Instructions: Address any special reporting requirements specified in the award terms and conditions in the Notice of Award (NoA) or Funding Opportunity Announcement (FOA).

Select “Nothing to Report.” This information must be captured with an eRA revision request for change in scope, if applicable.

G2. Not applicable for awards

Data Entry: The data entry field is not allowed

G3. Not applicable for awards

Data Entry: The data entry field is not allowed

G4. Human subjects

G4. a Does this project involve human subjects

G4.b Inclusion Enrollment data

G4.c Clinicaltrials.gov

Data Entry: Radio button

Instructions: Indicate if this project involves human subjects.

Select "N" and then select "Nothing to Report" on all subsequent parts of this question. This information was entered in the initial award application.

G.5 Human subjects education requirement

Data Entry: Radio button

Instructions: Are there personnel who are or will be newly involved in the design or conduct of human subjects research?

Select "N." Key personnel changes must be made with a eRA revision request.

G.6 Human embryonic stem cell(s)

Data Entry: Radio button

Instructions: Does this project involve human embryonic stem cells?

Select "N." This information was entered in the initial award application.

G.7 Vertebrate animals

Data Entry: Radio button

Instructions: Does this project involve vertebrate animals?

Select "N" This information was entered in the initial grant application.

G.8 Project/performance sites

Data Entry: Radio button

Instructions: If there are changes to the project/performance site(s) displayed, edit as appropriate.

This information is autofilled with data that has the address of the prime recipient.

Specifically for Grants Online transferred awards - The information that was transferred may come over as NULL. You need to remove the NULL data site and then correct the information for your program and update the missing data fields. You will most likely need the UEI for this information (which can be found on the grant file). You must make sure that at least one site is marked at 'primary' so click the radio button for 'primary' on the bottom of the editable screen for the project site. For congressional districts you can select type "Multiple" for projects that work across congressional districts within a state, region, or territory.

G.9 Foreign component

Data Entry: Radio button and subsequent table to generate

Instructions: Provide the organization name, country, and description of each foreign component. Foreign component is defined as significant scientific activity that was performed outside of the United States. Foreign travel for consultation does not meet the definition of foreign component.

Select "N."

G.10 Estimated unobligated balance

Data Entry: Radio button that will create subsequent radio buttons and data entry

Instructions: Is it anticipated that an estimated unobligated balance (including prior year carryover) will be greater than 25% of the current year’s total approved budget? If Y, provide the estimated unobligated balance.

Select “N.” The award should not have any unobligated balance, as all funds are associated with projects and scope of work on the award.

G.11 Program income

Data Entry: Radio button and subsequent table to generate

Instructions: Is program income anticipated during the next budget period? If Y, provide the amount and source(s).

G.12 F&A costs

Data Entry: Radio button and subsequent data entry

Instructions: Applicable to NIH SNAP awards only. Is there a change in performance sites that will affect F&A costs? If Y, provide an explanation.

Select “N.” N/A to Sea Grant awards.

G.13 Not applicable for awards

Data Entry: The data entry field is not allowed

SECTION H – BUDGET

H.1 Budget form

Select budget type “SF424 Research and Related budget” then click +Add Budget. From there select the three ellipse dots and go to edit, confirm, and move forward.

We believe that new awards made in eRA would auto populate this page, and then you would review the budget and, if any re-budgeting has occurred you will document it accordingly. However, at this time all/most awards with currently due RPPRs, are awards that have transferred from Grants Online, and will not likely auto populate. So, if your page is NOT auto populated you may bypass this screen, unless you have an updated budget to provide. Here are instructions on how to do this without incurring errors during submission:

Under Section B. Other Personal for at least one line of data. Under the Number of Personnel input “1”; under Project Role input the text “SEE GRANT FILE”; under Calendar input “1”; and then input \$1.00 to Requested Salary and \$1.00 to Fringe Benefits.

| B. Other Personnel | | | | | | | |
|----------------------------------|--------------------------|-----------------------------------|-----------------------------------|-----------------------------------|--|--------------------------------------|-----------------|
| Number of Personnel * | Project Role * | Person Months | | | Requested Salary * | Fringe Benefits * | Funds Requested |
| | | Calendar | Academic | Summer | | | |
| <input type="text"/> | Post Doctoral Associates | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | 0.00 |
| <input type="text"/> | Graduate Students | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | 0.00 |
| <input type="text"/> | Undergraduate Students | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | 0.00 |
| <input type="text"/> | Secretarial/Clerical | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | 0.00 |
| 1 | SEE GRANT FILE | <input type="text" value="1.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | \$ <input type="text" value="1.00"/> | \$ <input type="text" value="1.00"/> | \$2.00 |
| <input type="text"/> | <input type="text"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | 0.00 |
| <input type="text"/> | <input type="text"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | 0.00 |
| <input type="text"/> | <input type="text"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | 0.00 |
| <input type="text"/> | <input type="text"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | \$ <input type="text" value="0.00"/> | 0.00 |
| 1 : Total Number Other Personnel | | | | | Total Other Personnel: | | \$2.00 |
| | | | | | Total Salary, Wages and Fringe Benefits (A+B): | | \$2.00 |

This will allow you to bypass the screen and meet the requirements for this page.

H.1 Subaward budget form

Do not select a budget type for this question.

SECTION J – MISC DOCUMENTS

Upload any miscellaneous documents.

Appendix A - RPPR email notification (example of automatic email from eRA)

From: era-notify@mail.nih.gov <era-notify@mail.nih.gov>

Sent: XXXXX

To: XXXXX

Subject: Research Performance Progress Report (RPPR) Due for NAXXXXXXXXXX (*award number*)

*** This is an automated notification - Please do not reply to this message. ***

The Research Performance Progress Report (RPPR) for NAXXXXXXXXXX is due by XX/XX/20XX.

Award Details:

Award Number:

Program Officer:

Program Office:

Award Period:

Project Title:

Recipient Name:

PIs/PD Name:

Report Details:

Report Type:

Reporting Period:

Final Report:

Report Due Date:

To complete the Research Performance Progress Report follow these instructions: Log into eRA Commons at <https://public.era.nih.gov/commonsplus> on or after the report availability date. There is no RPPR form available for download. Submit RPPR data through the eRA Commons Link. The Links for each type of RPPR are accessed through the Commons Status.

The following resources may help with RPPR initiation and submission:

[For Program Directors/Principal Investigators to initiate an RPPR](#)

[For Signing Officials to submit an RPPR in eRA Commons](#)

[For Signing Officials to delegate submission of an RPPR *](#)

For any further questions about this email, call the eRA Service Desk at 1-866-504-9552 or refer to <https://grants.nih.gov/support> for additional methods of contact.

Please access Commons at <https://public.era.nih.gov/commonsplus>.

For more information please visit <https://era.nih.gov/>

Please submit the progress report by the due date noted above. If you have already submitted the progress report, disregard this notice.

** Note - Delegations cannot be used for DOC awards.*

Appendix B - RPPR reporting schedule

1. Reporting periods are broken up into six month segments.
2. The first RPPR will be due six months after the project period start date.
3. The due period for submission is 30 days long.
4. RPPRs are made available to the grantee for submission on the first day of the due period.
5. The due period will be determined by the following rules for the 2nd through the last semi-annual RPPR:
 - a. If the reporting period ends between January 1st and June 30th, THEN RPPR due period is July 1st → July 30th.
 - b. If the reporting period ends between July 1st and December 31st, THEN RPPR due period is January 1st → January 30th.
6. Two RPPRs will be due at the end of the project period.
 - a. The first will be the last semi-annual covering the last 6 months of the award.
 - b. The second will be the final RPPR which covers the entire project period and is due 120 days after the end date.

Example 1 - Project Start Date 2/1/2024; End Date 1/31/2028

| RPPR | RPPR Reporting Period | Due Period |
|---------------|-----------------------|-----------------------|
| Semi-Annual 1 | 2/1/2024 - 7/31/2024 | 8/1/2024 - 8/30/2024 |
| Semi-Annual 2 | 8/1/2024 - 1/31/2025 | 7/1/2025 - 7/30/2025 |
| Semi-Annual 3 | 2/1/2025 - 7/31/2025 | 1/1/2026 - 1/30/2026 |
| Semi-Annual 4 | 8/1/2025 - 1/31/2026 | 7/1/2026 - 7/30/2026 |
| Semi-Annual 5 | 2/1/2026 - 7/31/2026 | 1/1/2027 - 1/30/2027 |
| Semi-Annual 6 | 8/1/2026 - 1/31/2027 | 7/1/2027 - 7/30/2027 |
| Semi-Annual 7 | 2/1/2027 - 7/31/2027 | 1/1/2028 - 1/30/2028 |
| Semi-Annual 8 | 8/1/2027 - 1/31/2028 | 7/1/2028 - 7/30/2028* |
| Final RPPR | 2/1/2024 - 1/31/2028 | 2/1/2028 - 5/30/2028 |

* Waiting for confirmation if there will be a final semi-annual report due after the final comprehensive report.

Example 2 - Project Start Date 2/1/2024; End Date 1/31/2025

| RPPR | RPPR Reporting Period | Due Period |
|---------------|-----------------------|-----------------------|
| Semi-Annual 1 | 2/1/2024 - 7/31/2024 | 8/1/2024 - 8/30/2024 |
| Semi-Annual 2 | 8/1/2024 - 1/31/2025 | 7/1/2025 - 7/30/2025* |
| Final RPPR | 2/1/2024 - 1/31/2025 | 2/1/2025 - 5/30/2025 |

* Waiting for confirmation if there will be one or two semi-annual RPPRs for ~one year awards.

Appendix C - Knauss award additional supplemental information

The information in the main document above is for 2023 Knauss awards. The information below is anticipated for 2024 awards and beyond, as a heads up for what we anticipate the process will be. No RPPR action is required at this time on 2024 Knauss awards. The NSGO will provide updated RPPR information as agency guidance is finalized.

As part of the Knauss awards, each Knauss fellow is expected to work in collaboration with their host Sea Grant program to complete required grant reporting (RPPR). Fellows provide the information indicated below upon request. Fellows are encouraged to use the accomplishments tracked via their professional development plans. For some questions the answer may be N/A.

Reporting periods:

Example Project Start Date 2/1/2024; End Date 2/28/2025

| RPPR | RPPR Reporting Period | Due Period |
|---------------|-----------------------|-----------------------|
| Semi-Annual 1 | 2/1/2024 - 7/31/2024 | 8/1/2024 - 8/30/2024 |
| Semi-Annual 2 | 8/1/2024 - 1/31/2025 | 7/1/2025 - 7/30/2025* |
| Final RPPR | 2/1/2024 - 2/28/2025 | 3/1/2025 - 6/29/2025 |

* Waiting for confirmation if there will be one or two interim RPPRs for these awards.

B.2 - Major accomplishments

Fellows should prepare a summary list of accomplishments for the given reporting period. Fellows are encouraged to use the accomplishments list as developed as part of their professional development plan. Accomplishments may include work and educational milestones and should cover any significant results (both positive and challenges) and key outcomes or achievements. All reported accomplishments should be completed while on duties as a Knauss fellow. No more than two pages, may be a bulleted list.

Fellow answer:

B.4 - Training and professional development

Fellows should prepare a summary list of professional development and training for the given reporting period. Fellows are encouraged to use the list as developed as part of their professional development plan. Training activities are those in which fellows advanced professional skills and experience assist others in attaining greater proficiency. Professional development activities result in increased knowledge or skill in a fellow's area of expertise and may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities. All reported accomplishments should be completed while on duties as a Knauss Fellow. No more than one page bulleted list.

Fellow answer:

B.5 – Results dissemination

Fellows should describe how they have disseminated information about the Knauss Program to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities, for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities. All reported accomplishments should be completed while on duties as a Knauss fellow. No more than one page bulleted list. N/A is an acceptable answer.

Fellow answer:

C.1 - Publications

Fellows should provide a list of publications. Fellows should only include publications that will include a credit to the Sea Grant Knauss program. Publications that should credit the Sea Grant award are those that have benefited from the financial support of the award—for example, if a fellow is working on a publication as part of their professional development, they use funds for travel, or to complete research. These publications should also be submitted to the NOAA Library Sea Grant Collection. N/A is an acceptable answer.

Fellow answer:

C.3 - Technologies or techniques

Fellows should report on any technologies or techniques that they have directly developed as part of their duties as a Knauss fellow. For a fellow to consider development as part of their portfolio, they must be able to claim at least 50% responsibility. Categories include: Audio or video/ Data or Databases; Research Material; Educational aids or Curricula; Evaluation Instruments; Instruments or equipment; models; Physical Collections; Protocols; Software; Survey Instruments; Interventions; New Business Creation; Other. N/A is an acceptable answer.

Fellow answer:

C.4 - Inventions, patent applications, and/or licenses

Fellows should report on inventions, patent applications and/or licenses that have resulted from their work as a Knauss Fellow. For a Fellow to consider development as part of their portfolio, they must be able to claim at least 50% responsibility. N/A is an acceptable answer.

Fellow answer:

C.5 - Other products and resources

Fellows should report on any other products or resources that have been developed as part of their duties as a Knauss fellow. For a fellow to consider development as part of their portfolio, they must be able to claim at least 50% responsibility. Categories include: Audio or video/ Data or Databases; Research Material; Educational aids or Curricula; Evaluation Instruments; Instruments or equipment; models; Physical Collections; Protocols; Software; Survey Instruments; Interventions; New Business Creation; Other. N/A is an acceptable answer.

Fellow answer: