



Overview

This guide provides an overview of the requirements and procedures for submitting research progress reports to the National Institutes of Health (NIH) and the National Science Foundation (NSF).

Important

PIs must alert their Grant Specialist at least ten (10) business days prior to the progress report submission due date.

National Institutes of Health (NIH) Research Performance Progress Reports (RPPRs)

The Research Performance Progress Report (“RPPR”) is an annually required report used to document grantee accomplishments and ensure compliance with the terms of a DHHS award.

Submission Requirements & Process

- An RPPR is mandatory for all SNAP and Fellowship DHHS awards where the reporting due date is on or after May 15, 2013.
- The report is initiated and completed in eRA Commons by the PI.
- Detailed budget information is generally not required, unless specifically requested.
- All NIH compliance and policy questions must be answered.
- Information is prefilled from eRA Commons where possible.
- Upon successful completion, the PI must route the report to the Research and Sponsored Programs Grant Specialist for review.
- If amenable, the Research and Sponsored Programs Grant Specialist (serving as the Authorized Organizational Representative, or AOR) will submit the RPPR on behalf of the PI and the Institution.
- For more information, see [Research Performance Progress Report \(RPPR\) | Grants & Funding](#).



Types of NIH RPPRs

RPPR Type	Purpose	Key Content Types of NIH RPPRs
Annual RPPR	Reports scientific progress for a specific budget period/year.	Describes scientific progress, identifies significant changes, reports personnel effort, and describes plans for the subsequent budget period.
Final RPPR	Part of the award closeout process.	Provides project outcomes in addition to the standard annual information, but excludes budget and plans for the upcoming year.
Interim RPPR	Required when submitting a renewal (Type 2) application.	Data elements collected are the same as the Final RPPR, including project outcomes. If the Type 2 is unfunded, it serves as the Final RPPR; if funded, it serves as the annual RPPR for the final year of the previous competitive segment.

NIH RPPR Due Dates

The exact start date for a specific award can be found on the award’s Notice of Award (NOA) and under the award’s “Status” in the eRA Commons.

RPPR Type	Due Date
Streamlined Non-Competing Award Process (SNAP)	Approximately 45 days before the next budget period start date.
Non-SNAP	Approximately 60 days before the next budget period start date.
Multi-year funded (MYF)	Annually on or before the anniversary of the budget/ project period start date.
Interim and Final RPPRs	120 days from the period of performance end date for the competitive segment.



NSF Progress Reports

The National Science Foundation (NSF) requires progress reports to be submitted via Research.gov, which is the modernization of FastLane.

Submission Requirements & Types

All progress reports must be submitted by the Principal PI or Co-Principal PI via Research.gov.

- All submitted annual and final reports must be approved by an NSF Program Officer to meet the submission requirements.
- For further information, PIs should refer to the Project Report Frequently Asked Questions for Research Organizations

Types of NSF Reports

Note: The exact start date for a specific award can be found on the award’s Notice of Award (NOA) and under the award’s “Status” in the eRA Commons.

RPPR Type	Purpose	Key Content Types of NIH RPPRs
Annual Project Reports	Required for all standard and continuing grants and cooperative agreements.	The PI must submit this report no later than 90 days prior to the end of the current budget period.
Final Reports	Required for all standard and continuing grants, cooperative agreements, and fellowships.	PIs are encouraged to submit 90 days after the expiration date of the award. If not submitted within 120 days of expiration, it will appear as overdue in Research.gov.
Interim Project Reports	Not required; used optionally to update project progress any time during or before the award period expires.	No specific due date; submitted as needed.
Project Outcomes Report	A separate report written specifically for the public that provides insight into the outcomes of NSF-funded research. This consists of two (2) to three (3) paragraphs.	These reports are not reviewed or approved by NSF. They can be viewed through the Research Spending & Results search service.