



Research and Sponsored Programs Procedure

Submission of Technical Narrative Progress Reports

1. Overview

Most sponsors require annual, interim, and/or final technical progress reports to report on accomplished objectives and deliverables, and to outline the research efforts to be performed in subsequent years (if required). The Research and Sponsored Programs Grant Specialist is responsible for reviewing and submitting progress reports to the sponsor on behalf of the Principal Investigator (PI) only when the submission must be performed by an Authorized Official for the University. PIs are encouraged to begin routing their reports at least ten (10) business days prior to the expected due date of report submission. The responsibilities of the various University offices involved in the preparation and submission of Progress Reports are outlined in the “Office for Research Roles and Responsibilities Matrix.” Progress reports, although not submitted via RAPSS, must still follow the Research and Sponsored Programs 5/2-day submission policy.

2. Purpose

Outline expectations and procedures for submitting an interim and/or final technical progress report to the Sponsor.

3. Who Must Comply

This policy applies to all members of the University community involved in sponsored projects that include or may include fabricated equipment, including:

- Principal Investigators
- Project Personnel/Staff
- Department Personnel
- School/Institute/Center leadership
- Research Financial Services (RFS)
- Research and Sponsored Programs (RSP)
- Office for Research

4. Definitions

AOR:	Authorized Organization Representative (RSP Grants Specialist).
DHHS:	Department of Health and Human Services (sponsoring agency).
NOA	Notice of Award
RPPR	Research Performance Progress Report
Sponsor	Awarding Agency Rutgers is directly receiving the funding from.
SNAP	Streamlined Non-Competing Award Process

5. Procedure



A. DHHS Research Performance Progress Reports (RPPRs)

A Research Performance Progress Report (RPPR) is an annually required report to document grantee accomplishments and compliance with the terms of a DHHS award. An RPPR is mandatory for all SNAP, non-SNAP, and Fellowship DHHS awards.

- All DHHS RPPRs must be submitted by the AOR on behalf of the PI and the Institution.
- National Institutes of Health (NIH) RPPRs are initiated and completed in eRA Commons by the PI (contact PI, if multiple PIs)
- A detailed budget is not required (unless specified)
- Information is prefilled from eRA Commons, where possible.
- All NIH compliance and policy questions must be answered.
- Upon successful completion of the RPPR, the PI must route the report to the RSP Grant Specialist for review.
- If amenable, the Grant Specialist will submit the RPPR on behalf of the PI and the institution.
- For more information regarding the RPPR, see <http://grants.nih.gov/grants/rppr/>.

I. Types of National Institutes of Health RPPRs

- Annual RPPR: This report provides a description of an award's scientific progress, identifies significant changes, reports on personnel effort, and describes plans for the subsequent budget period or year.
- Interim RPPR: This report is required when submitting a renewal (Type 2) application. If the renewal is not funded, the Interim RPPR will serve as the Final RPPR for the project. If the Type 2 is funded, the Interim RPPR will serve as the annual RPPR for the final year of the previous competitive segment. The data elements collected on the Interim RPPR are the same as for the Final RPPR, including project outcomes.
- Final RPPR: This report is part of the award closeout process and provides information on project outcomes, in addition to the information submitted in the annual RPPR, except for budget and plans for the upcoming year.

Annual and Final RPPRs must be routed via eRA Commons and submitted to NIH by the RSP Grants Specialist.

II. Interim and Final NIH Report Due Dates

120 days from the end of the competitive segment's performance period.

B. NSF Progress Reports

The National Science Foundation (NSF) requires that all progress reports be submitted via [Research.gov](https://www.research.gov) by the Principal PI or Co-Principal PI. Information on NSF Progress Reports can be found at: [Report Your Progress and Outcomes - Manage Your Award | NSF - U.S. National Science Foundation](#).

I. Annual, Interim, and Final Reports

- Annual project reports are 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.
- Interim project reports are not required and are used to update the progress of a project at any time during or before the award period expires



- Final reports are required for all standard and continuing grants, cooperative agreements, and fellowships. The PI is encouraged to submit this report 90 days after the expiration date of the award. If the report is not submitted within 120 days of the expiration date, it will appear as overdue in Research.gov, and the Sponsor will send a notification.
- All submitted annual and final reports must be approved by an NSF Program Officer to meet the submission requirements.

II. Project Outcome Reports

A Project Outcomes Report is a report written for new and existing awards, specifically for the public, that provides insight into the outcomes of NSF-funded research. Project Outcome Reports can be viewed through the Research Spending & Results search service. This report consists of two (2) to three (3) paragraphs and is written for the public. Project Outcome Reports are not reviewed or approved by NSF

For further information regarding Progress Reports, please refer to the Research.gov [Project Report Starting Guide](#) and the Research.gov [Project Reports FAQs](#).

C. Other non-Federal Sponsors

Some non-Federal sponsors have their own portals via which either the PI and/or RSP must submit Annual, Interim, or Final reports. Please review the sponsor guidelines to determine the submission requirements and notify the RSP Grant Specialist if an authorized representative is required to initiate or submit (e.g., NJ SAGE).

Many non-federal sponsors require Annual, Interim, or Final progress reports, but do not have dedicated systems for submission. Therefore, these reports are forwarded to the sponsor by the PI via e-mail.

Make sure to copy your RSP Grant Specialist on the submission of these reports and upload a copy to the RAPSS system, so they are part of the University's Official Record.

Your RSP Grant Specialist should be notified if the Sponsor requires additional feedback or explanation for items contained in any Federal or non-Federal Progress Report.

6. Roles and Responsibilities

Department Personnel	<ul style="list-style-type: none"> • Supports the PI in the review of a sponsored program technical progress report. Confirms estimated balances (if required) and effort reporting and provides approval.
Principal Investigator	<ul style="list-style-type: none"> • Reviews the award notice for specific terms and conditions regarding interim and final progress reporting. • Develops interim or final progress report in sponsor-required format. • Routes the required interim or final technical narrative report to the RSP Specialist (if required by the Sponsor). • Completes Attestation that the information is true and complete.



Research and
Sponsored Programs
(only if submission is
required by the
Sponsor)

- Reviews interim or final progress report for completeness and compliance with sponsor guidelines.
- Submits interim or final progress report to the Sponsor.
- Documents submission in the University RAPSS System as an Award Modification Draft (Update Funding Proposal). Holds Draft Modification until Award notification is received. Once the NOA is received, the processes for Award setup.

Award Setup and
Activation Partners

- Reviews Award Modification for completeness and accuracy.

7. Resources

- [Research & Sponsored Programs Website](#)
- [Research Progress Report Submission](#)
- [FDP Prior Approval Matrix](#)
- [NIH Research Performance Progress Reports \(RPPR\) Guide](#)
- [NSF Research Performance Progress Reports \(RPPR\) Guide](#)

8. Contact

- [Research and Sponsored Programs](#)
- [Research Financial Services \(Award Setup and Activation Partners\)](#)