

Annual and Final Research Performance Progress Report (RPPR) Responsibilities

Research Accounting will setup RAMP automated reminders when Annual and Final RPPRs are due. The PI and Departmental support staff are responsible for initiating the RPPR in eRA Commons and notifying Research Accounting so they may go and complete their portions.

Shown below are the responsibilities for each section

Section A. Cover page

Research Accounting complete all aspects.

Section B. Accomplishment

The PI and Departmental support staff complete all aspects.

Section C. Accomplishments

The PI and Departmental support staff complete all aspects.

Section D. Participants

Question D.1 Individuals working on the project.

PI and Departmental Staff are responsible to reach out to each subcontractor and request their Personnel Chart for calendar months and Other Support doc for each Senior/Key Personnel. If applicable, they are to provide a list of individuals who worked on the project but were not paid, ie volunteers in the community.

Research Accounting will calculate the calendar months for all FSU employees paid on the project. They will enter the calendar months in D1 and request Commons IDs from FSU SRA, if needed.

Question D.2a and b Level of Effort & New Senior/Key Personnel

The PI and Departmental Staff are responsible for providing a response to the yes/no question. If yes, they will provide the justification and biosketch

Question D.2C Changes in Other support

PI and Departmental support staff are responsible to collect an Other Support doc from each Senior/Key Personnel at every Subcontract site. They will also create an Other Support doc for each FSU COM Senior/Key Personnel. All Other Support Docs will be submitted to Research Accounting for review and upload into eRA Commons.

Med-RA will review the Other Supports docs Pending section for review and approval. Any changes that need to be made will be conveyed to the PI and Departmental Staff.

Research Accounting will review the Other Supports docs Active Section for review and approval. Any changes that need to be made will be conveyed to the PI and Departmental Staff.

Once approved the PI and Departmental Staff will obtain necessary signatures and send to Research Accounting.

Research Accounting will combine the docs and upload into eRA Commons.

Question D2D and D2E Other Significant Contributors & MPI Leadership

The PI and Departmental Staff are responsible for providing a response to the yes/no question. If yes, they will provide the biosketch and revised plan.

Section E. Impacts

The PI and Departmental support staff complete all aspects.

Section F. Changes

The PI and Departmental support staff complete all aspects.

Section G. Special Reporting Req

Questions G.1 – G.7, and G.10

The PI and Departmental support staff complete all aspects.

Question G.8 Project/Performance Sites

Research Accounting complete all aspects.

Question G.10A Unobligated balance

Research Accounting will complete the calculation of the unobligated balance and answer the question. If the response is Yes, the unobligated balance is greater than 25%, Research Accounting will provide the amount. They will also reach out the PI and departmental staff asking for a response to questions G10B and G10C.

G.10B and G.10C Explanation and description of unobligated balance

The PI and Departmental support staff complete all aspects, if required.

G.11 Program Income

The PI and Departmental support staff complete all aspects.

G.12 F&A Costs

Research Accounting complete all aspects.

Section H. Budget

The PI and Departmental Staff will provide a budget and justification to Research Accounting for the next increment, if applicable. This will also include budgets and justifications for any subcontract sites.

Research Accounting will review the documents and complete the budget into eRA Commons.

Section I. Outcomes – Final RPPRs only

The PI and Departmental support staff complete all aspects.

Research Accounting will run Check for Errors. In the event errors come back they will be sent to the PI/Departmental staff or Research Accounting to correct, depending on the error. Once no errors are found, Research Accounting will notice the PI to Route the RPPR to the SRO, Stacey Patterson. SRA will be copied on the email to be on the lookout for the RPPR.