

Roles and Responsibilities of RPPR			
R = Primary responsibility - responsible for action/implementation of tasks S = Support/consult as necessary S* = In coordination with departmental administrative support			
	ORS/ DRA	OSP	PI
Award Management Between Research Performance Progress Reports			
Coordinate administrative issue resolution with sponsors		R	
Re-budgeting: initiate request (for change of scope, subcontracts, etc.)	S		R
Re-budgeting: approval request to sponsor		R	
No-cost extensions: initiate request (internal)	S		R
No-cost extensions: approval request to sponsor		R	
Ensure complete and accurate documentation for any key personnel changes that arise	S		R
Approval from sponsor for any key personnel changes that arise (including new/old PI signature, sponsor approval)	S	R	
Review award expenditures for allowability & allocability	S	S	R
Retain documentation to support allocation of expenditures	S*		R
Review the allowability and allocability of expenditures	S	S	R
Reconcile accounts on a monthly basis	R	S	S
Carry forward - initiate request (internal)	S	S	R
Carry forward - approval request to sponsor		R	
Identify the need for submission of technical reports	S	S	R
Prepare technical reports	S		R
Submit technical reports to sponsors		R	
Maintain official copies of technical reports	S		R

Research Performance Progress Report			
Section A. Cover Page			
Select Current: Signing Official Information & Administrative Official Information	R	S	
Section B. Accomplishments			R
Section C. Products			R
Section D. Participants			
Filling in participants and their calendar months (more than one calendar month) on the award <ul style="list-style-type: none"> Based on the salary worksheets for key personnel and EPARs Using average of the budget year's efforts converting into calendar months (CM) 	R		S
New senior/key personnel (uploading current biosketches)	S		R
Changes in other support	S		R
New significant contributors	S		R
Multi-PI (MPI) leadership plan	S		R
Review and approval of Section D		R	
Section E. Impact	S	S	R
Section F. Changes			R
Section G. Special Reporting Requirements			
Human subjects Guidance link from NIH: https://era.nih.gov/files/ASSIST_user_guide.pdf			R
ASSIST, clinical trials - keeping up to date		S	R
Estimated unobligated balance - determining if greater than 25%	R	S	S
Further justification and budget plan when greater than 25%	S		R
Program income: manage reporting	R	S	
F&A costs	R	S	
Subawards			
Requesting: personnel information, additional budget/publication information as needed, updated support documents	S		R
Completion			
Final submission of RPPR		R	