

## RPPR Checklist for T32's

Create a new wisper record, label continuation for proposal type, document type should be "NIH Train" and add prior record in the related record section. Add comment on general tab submission instructions to convey to RSP that new wisper record is required for the new year of annual funding (unlike R-phase grants). Load protocol information if known (or to the extent known-this will be required at Set-up). Enter detailed budget and justification for departmental/divisional/RSP review. Obtain PI/PD signature on the wisper record and other regular approvals and route to dept/dean's office as normal when ready to submit.

Within eRA commons: once delegated by PI, initiate RPPR from status look-up for the upcoming year. Then move to RPPR tab within Commons to work within the RPPR sections.

Section A. Cover Page: most data pre-filled from Commons but confirm dates, title, etc and Administrative Official (your Dean's office Contact) and Signing Official (Brenda Egan). Save often, and before navigating between sections.

### Section B. Accomplishments:

**B.1 WHAT ARE THE MAJOR GOALS OF THE PROJECT?** (For the first RPPR of the 5 year cycle, you will need to load this-should match competitive renewal goals). Subsequent years pre-load the same text where you are unable to change this information.

**B.1.a Have the major goals changed since the initial competing award or previous report?** (Answer yes/no); If yes, prior approval documentation for major changes will be required.

**B.2 WHAT WAS ACCOMPLISHED UNDER THESE GOALS?** Load files per below:

Summary of overall T32 accomplishments (recruiting, overall outcomes)

Summary of Underrepresented minority (URM) recruiting activities for past grant year.

**B.3 COMPETITIVE REVISIONS/ADMINISTRATIVE SUPPLEMENTS-** For this reporting period, is there one or more Revision/Supplement associated with this award for which reporting is required? (Yes/No)

**B.4 WHAT OPPORTUNITIES FOR TRAINING AND PROFESSIONAL DEVELOPMENT HAS THE PROJECT PROVIDED?** (merge all below into single PDF to load into section).

1. Trainee diversity report: <https://grants.nih.gov/grants/funding/2590/traineediversity.pdf>

2. Individual trainee progress summaries (courses, presentations, past appointed trainee updates).

3. Table 8A Predocs (include parts I and IV); Table 8C Postdocs (include part I; degree-seeking postdoc programs should include Part IV as well).

**B.5 HOW HAVE THE RESULTS BEEN DISSEMINATED TO COMMUNITIES OF INTEREST?** (Not applicable for most T32s).

**B.6 WHAT DO YOU PLAN TO DO DURING THE NEXT REPORTING PERIOD TO ACCOMPLISH THE GOALS?** (Enter paragraph identifying next budget period plans, highlighting any anticipated changes or events).

Section C. Publications/products: Are there papers associated with this funding (yes/no) If Yes, select all publications that are related to the T32 you are reporting on. If publications are non-compliant for PMCID, your grant will be held up. If publications are not listed on the list to select from, ask PI to update his/her MyNCBI listing with trainee publications.

### Section D Participants.

**D.1 WHAT INDIVIDUALS HAVE WORKED ON THE PROJECT?**

(Enter the commons name of only the faculty director, or other faculty listed on the competitive renewal as "key persons"—do not list all trainees or trainers. Enter months of effort for only the "key persons" (rounded to nearest whole month) and enter regardless of whether or not the Key persons received pay on the grant.

**D.2 PERSONNEL UPDATES** (only applies to Key persons)

**D.2.a Level of Effort:** 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 the level of effort below the minimum amount of effort required by the Notice of Award? (Answer Yes/No; if Yes, load justification regarding the change.)

D.2.b New Senior/Key Personnel: **Are there new training faculty?** (Yes/No) If yes, follow the prompt and load all biosketches collated into one PDF.

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? (**Only load changes for PI/PD or others named as key in the competitive submission**).

D.2.d New Other Significant Contributors: Are there, or will there be, new other significant contributors? (yes/no), if Yes, load biosketches.

D.2.e Multi-PI (MPI) Leadership Plan: Will there be a change in the MPI Leadership Plan for the next budget period? (Not applicable unless your original T32 submission had multiple Co-PD/PIs).

Section E. Impact-all not applicable or nothing to report.

Section F. Changes-answer as appropriate.

#### G. SPECIAL REPORTING REQUIREMENTS

##### **G.1 SPECIAL NOTICE OF AWARD TERMS AND FUNDING OPPORTUNITIES ANNOUNCEMENT REPORTING REQUIREMENTS (check NOA)**

##### **G.2 RESPONSIBLE CONDUCT OF RESEARCH**-required to report on annually appointed trainee activities to meet ethics requirements.

G.3 MENTOR'S REPORT OR SPONSOR COMMENTS: Not applicable for T32s.

G.4 HUMAN SUBJECTS (answer according to all trainee work)

G.5 HUMAN SUBJECTS EDUCATION REQUIREMENT (answer according to all trainee work)

G.6 HUMAN EMBRYONIC STEM CELLS (HESCS) (answer according to all trainee work)

G.7 VERTEBRATE ANIMALS (answer according to all trainee work)

G.8 PROJECT/PERFORMANCE SITES (should pre-load with RSP's institutional address information/DUNS number).

G.9 FOREIGN COMPONENT (yes/no—but likely will be No for T32s).

##### **G.10 ESTIMATED UNOBLIGATED BALANCE**

**G.10.a 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?** (Yes/No). If yes, explain reason for unobligated balance.

G.11 PROGRAM INCOME-Not applicable.

G.12 F&A COSTS: Is there a change in performance sites that will affect F&A costs? (likely No).

#### Section H. BUDGET—Select: PHS 398 TRAINING BUDGET

- A. Enter number of full time slots requested (predoc/postdoc or short term, etc). Enter the total amount of stipends requested and all actual tuition costs expected.
- B. Other direct costs: enter any requested Trainee Travel, Training related expenses (TRE)—both health insurance and remaining costs. Each predoc slot is allotted \$2000 for health insurance out of \$4200 allocated. UW's fringe rates are such that nearly always the cost of health insurance exceeds the full \$4200 provided by NIH. Postdocs are allocated \$8850 for TRE-of which \$4000 is allocated for health insurance.
- C. Total Direct Cost requested (sum A and B)
- D. Indirect Costs (use 8% MDTC-the base should not include tuition).
- E. Total direct and indirect costs (sum C and D)
- F. Load detailed **budget justification** indicating how many slots you are requesting, especially documenting any changes that were not anticipated on the NOA from the prior year.

When finished, save complete PDF copy of RPPR for your records, but also load into WISPER for campus review. PI/PD must route the complete RPPR within eRA commons to individual authorized to submit RPPR (usually Brenda Egan at RSP). Debbie Meltzer can submit for SMPH. Routing within commons should happen simultaneously with the wisper record routing and submission to Dean's office (and subsequently RSP).