Navigating the RPPR

CFAR Progress Report Guidance for Electronic Submission

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Find your CFAR P30 and Click!

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What you see next: The RPPR Menu

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First Time Around

• The Overall Component (aka: Director’s Overview) and Admin Core (aka: Core A) will automatically display

• Click the radio button for “Yes” – this project has components
First Time Around

• Components = Cores/SWGs
• Create an additional Component for each Core and SWG
• RPPR System auto assigns Core & SWG #s.

<table>
<thead>
<tr>
<th>Component ID</th>
<th>Component Type</th>
<th>Component Project Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Core-5871</td>
<td>Admin Core</td>
<td>Core A: Administrative</td>
</tr>
<tr>
<td>Core-5872</td>
<td>Core</td>
<td>Core B: Developmental</td>
</tr>
<tr>
<td>Core-5873</td>
<td>Core</td>
<td>Core C: Prevention Science</td>
</tr>
</tbody>
</table>

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Second Time Around

- Everything you created the first time is waiting for you and ready to be edited, including entered text.
- Budgets will need to be built from scratch.

<table>
<thead>
<tr>
<th>Component ID</th>
<th>Component Type</th>
<th>Component Project Title</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Core-5871</td>
<td>Admin Core</td>
<td>Core A: Administrative</td>
<td>Edit Component</td>
</tr>
<tr>
<td>Core-5872</td>
<td>Core</td>
<td>Core B: Developmental</td>
<td>Edit Component</td>
</tr>
<tr>
<td>Core-5873</td>
<td>Core</td>
<td>Core C: Prevention Science</td>
<td>Edit Component</td>
</tr>
<tr>
<td>Core-5874</td>
<td>Core</td>
<td>Core D: Clinical Research</td>
<td>Edit Component</td>
</tr>
<tr>
<td>Core-5875</td>
<td>Core</td>
<td>Core E: Biostatistics and Biomedical Informatics</td>
<td>Edit Component</td>
</tr>
<tr>
<td>Core-5876</td>
<td>Core</td>
<td>Core F: Immunology</td>
<td>Edit Component</td>
</tr>
<tr>
<td>Core-5877</td>
<td>Core</td>
<td>Core J: Viralology and Molecular Biomarkers</td>
<td>Edit Component</td>
</tr>
<tr>
<td>Other-5878</td>
<td>Other</td>
<td>SWG 1: Non-Human Primate Models for HIV Pathogenesis and Vaccines</td>
<td>Edit Component</td>
</tr>
<tr>
<td>Other-5879</td>
<td>Other</td>
<td>SWG 2: HIV Reservoirs and Eradication</td>
<td>Edit Component</td>
</tr>
<tr>
<td>Other-5880</td>
<td>Other</td>
<td>SWG 3: Neuro-AIDS</td>
<td>Edit Component</td>
</tr>
</tbody>
</table>

NOTE: New Component IDs are Assigned Each Year

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Building a Component

Adding Science Cores and Scientific Working Groups (SWGs)

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Section A. Cover Page

- A.1.a. Not Applicable
- A.1.b Component Project Information
  - Component Project Title
    - Find the Core Director using the eRA Commons ID
    - *Only 1 Director allowed per core*

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Section A. Cover Page

• A.2
  Not Applicable

• A.3
  Not Applicable

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Section B. Accomplishments

B.1 What are the major goals of the project?

List the major goals of the project as stated in the approved application or as approved by the agency. If the application lists them show actual completion dates or the percentage of completion.

Generally, the goals will not change from one reporting period to the next. However, if the awarding agency approved changes significant changes in approach or methods from the agency approved application or plan.

"Goals" are equivalent to "specific aims." Significant changes in objectives and scope require prior approval of the agency.

List the major goals below (NIH recommended length is up to 1 page. Limit is 8000 characters or approximately 3 pages.)

1. Facilitate the use of measurement technologies in the conduct of qualitative and behavioral research.
2. Enable the development, testing, and adoption of HIV prevention interventions with demonstrated efficacy.
3. Identify, support, and mentor the next generation of behavioral science and epidemiology researchers.
4. Collaborate with global AIDS research and training programs.

Total remaining allowed limit is 7620 characters.

B.1.a Have the major goals changed since the initial competing award or previous report?  

Yes  No

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Copy/paste Specific Aims

If you answer “yes,” report above
B.2 – Core A, Science Cores, & SWGs

• Upload the Core/SWG Narrative as a pdf document

• PDFNaming: Include the RPPR assigned Component # with your Core/SWG name in ()

  ➢ Core-5873 (CORE C: Prevention Science)
B.2: Core B (Developmental)

• Include with the Core B Narrative the MyNCBI report for all publications resulting from developmental and supplements awards published during the reporting period.

   ➢ This document should be appended to the final pdf version of the Narrative, following section III (All Publications Describing Work Supported by Core B).

### Publications Reported for this Reporting Period

<table>
<thead>
<tr>
<th>NIH Public Access Compliance</th>
<th>Citation</th>
</tr>
</thead>
</table>
B.3

Not Applicable
• Opportunities for training & professional development
• Create & Upload a pdf document with the following text amended for each Core/SWG as appropriate:
  ➢ Information provided in the document titled: Core-5873 (Core C-Prevention). Document uploaded under section B.2. “What was accomplished under these goals?”
B.5 & B.6

- Dissemination of results & plans for next reporting period.
- Copy and paste the same text, amended for each Core/SWG as appropriate from the uploaded document under B.4

- Information provided in the document titled: *Core-5873 (Core C-Prevention)*. Document uploaded under section B.2. “What was accomplished under these goals?.”
### B.5 How have the results been disseminated to communities of interest?

Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities, for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities.

- **Nothing to Report.** If the Component is not designed to disseminate information to the public or conduct similar outreach activities, select “Nothing to Report.” If the Component is designed to disseminate information or conduct outreach activities, report those activities here. Note that scientific publications and the sharing of research resources will be reported under Products.

Enter response below (NIH recommended length is up to 1 page. Limit is 8,000 characters or approximately 3 pages.)

Information provided in document titled: Core-5873 (Core C-Prevention). Document uploaded under section B.2. What was accomplished under these goals?

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### B.6 What do you plan to do during the next reporting period to accomplish the goals?

Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives.

- **Remember that significant changes in objectives and scope require prior approval of the agency (e.g., NIH Grants Policy Statement, 8.12).**

Include any important modifications to the original plans. Provide a scientific justification for any changes involving research with human subjects or vertebrate animals. A detailed description of such changes must be provided under Changes.

Enter response below (NIH recommended length is up to 1 page. Limit is 8,000 characters or approximately 3 pages.)

Information provided in document titled: Core-5873 (Core C-Prevention). Document uploaded under section B.2. What was accomplished under these goals?
C. Products

• C.1 & C.2
  ➢ Not Applicable

• C.3 Technologies or Techniques
  ➢ Answer as appropriate for your CFAR

• C.4 Not Applicable

• C.5.a/b Other products and resource sharing
  ➢ Answer as appropriate for your CFAR
D. Participants

- D
  - Not Applicable

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E. Impact

• E.1
  ➢ Not Applicable

• E.2
  ➢ Not Applicable

• E.3 What is the impact on technology transfer?
  ➢ Answer as appropriate for your CFAR

• E.4
  ➢ Not Applicable
F. Changes

• F.1
  - Not applicable

• F.2 Actual or anticipated challenges or delays and actions or plans to resolve them
  - Respond as appropriate for your CFAR

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F. Changes

• F.3.a/b Human Subjects & Vertebrate Animals
  ➢ Mark “No Change”
    ✓ Current documentation for reporting period is uploaded in Overall Section F.

• F.3.c Biohazards & F.3.d Select Agents –
  ➢ Upload new core specific documents, as appropriate, or mark “No Change”
G. Special Reporting Requirements (Cores B to Z and SWGs)

• Sections G.1-G.3
  - Not Applicable

• G.4 Human Subjects –
  - Check “no”
  - Human Subjects documentation uploaded under Overall Section F
G. Special Reporting Requirements (Cores B to Z and SWGs)

- G.4.b, G.4.c., and G.5
  - Not Applicable

- G.6 Human Embryonic Stem Cells (hESCs)
  - Answer appropriately for your CFAR

- G.7-G.12
  - Not Applicable
G. Special Reporting Requirements: Core A (Admin)

- G.1-3
  - Not Applicable
- G.4 Human Subjects
  - G.4.a - Check Yes, then No, then No
- G.4b-G.6 follow previous instructions
H. Budget

• H.1 Budget Form
  ➢ Select SF 424 Research and Related Budget from the dropdown menu & click “Add Budget”

  ➢ Once added, click edit and build your Core budget

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H. Budget: Scientific Working Groups

• Each RPPR Component is required to have a budget section, and it must contain funding.

• For each SWG, prepare a budget showing support provided to SWG Director(s) only.

• There should be no other budget components for the SWG.

• Remember to remove the funding for the SWG Director(s) from your Admin Core budget.
Overall Section

aka the Director’s Overview

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A. Cover Page

• A.1 Program Director/PI
  ➢ Load PI Information using eRA Commons ID

• A.2 Signing Official
  ➢ Information provided in a drop down menu specific to your institution

• A.3 Administrative Official
  ➢ Information provided in a drop down menu specific to your institution

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A. Cover Page

- A.4 Recipient Organization Information
  - Pre-populated

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B. Accomplishments

• B.1 What are the major goals of the project
  
  ➢ Cut & Paste Specific Aims, under “major goals” section.

  ✓ If any changes have occurred, note them under B.1.a. Otherwise, select “No”
B. Accomplishments

• B.2 What was accomplished under these goals
  ➢ Upload the Director’s Overview Narrative as a pdf
  ➢ See Science Cores for the example

• B.3 Competitive Revisions/Administrative Supplements
  ➢ Report information on supplements received for items rather than scientific projects (e.g. equipment)
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B. Accomplishments

• B.4
  
  ➢ follow guidance provided for Science Cores

• B.5
  
  ➢ follow guidance provided for Science Cores

• B.6
  
  ➢ follow guidance provided for Science Cores
C. Products

• C.1 Publications

- This section could be used to provide a MyNCBI style bibliography showing the top publications associated with the CFAR.
- If you select “Yes” your PI’s full MyNCBI list will be automatically loaded into the RPPR.
- From that list you can select the top publications associated with the CFAR in the reporting period, correlating to the Director’s Overview section III.
- Has the potential to be VERY onerous to sort through all of the publications to select the top 5.
- Any ideas?
C. Products

• C.2 – C.5

- Answer appropriately for you CFAR.
- If nothing to report, click “Nothing to Report”
D. Participants

• D.1 What individuals have worked on the project?
  ➢ Follow the directions to build a table/list of participants, including PDs and any person who worked with the CFAR at least 1 person month, regardless of compensation.
  ➢ The good news – after you’ve done it once, the information is stored, and you can add/delete/edit in subsequent years.

• D.2.a – D.2.e
  ➢ Answer appropriately for your CFAR
E. Impact

• E.1
  ➢ Not Applicable

• E.2 What is the impact on physical, institutional, or information resources that form infrastructure?
  ➢ Answer appropriately for your CFAR

• E.3
  ➢ Not Applicable
E. Impact

• E.4 What $ amount of award’s budget is being spent in foreign countries

Answer appropriately for your CFAR

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F. Changes

• F.1
  ➢ Not Applicable

• F.2 Actual or anticipated challenges or delays and actions or plans to resolve them
  ➢ Answer appropriately for your CFAR

• F.3 Significant changes to Human Subjects, Vertebrate Animals, Biohazards, and/or Select Agents

• F.3.a Human Subjects
  ➢ Upload current IRB letter in pdf
F. Changes

• F.3.b Vertebrate Animals
  ➢ Upload current IACUC letter in pdf

• F.3.c Biohazards
  ➢ Upload information if different from previous period

• F.3.d Select Agents
  ➢ Upload information if different from previous period
G. Special Reporting Requirements

• G.1 Special Notice of Award Terms . . .

➤ Upload Progress Report Appendices (A-E) as a single or multiple pdf documents (depending on size)
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G. Special Reporting Requirements

• G.2
  ➢ Not Applicable

• G.3
  ➢ Not Applicable

• G.4 Human Subjects
  ➢ Yes, No, No
G. Special Reporting Requirements

• G.4 Continued
  - G.4.b Inclusion Enrollment Data
    ✓ not required
  - G.4.c ClinicalTrials.gov
    ✓ Check “No”
G. Special Reporting Requirements

• G.5. Human Subjects Education Requirement

➢ Applies to Developmental Core Awardees and new CFAR Personnel

G.5 Human Subjects Education Requirement

Are there personnel on this project who are or will be newly involved in the design or conduct of human subjects research?

☐ Yes  ☐ No

If yes, provide the following in the text box below (Limit is 1300 characters or approximately 1/2 of a page.)

• names of individuals,
• title of the education program completed by each individual, and
• a one sentence description of the program

Susie Cue, MD, CITI Human Subjects
Developmental Award "The End of AIDS"

John Doe, PhD, CITI Human Subjects
Total remaining allowed limit is 1133 characters.
G.6 Human Embryonic Stem Cells
   ➢ Answer as appropriate for your CFAR

G.7 Vertebrate Animals
   ➢ Answer as appropriate to your CFAR

G.8 Project/Performance Sites
   ➢ Enter Data to Build this information
   ➢ Good news – it will pre-populate in future years and you can add, delete, and edit as necessary
G. Special Reporting Requirements

- G.9 Foreign Component
  - Answer as appropriate to your CFAR
- G.10 Estimated Unobligated Balance
  - If >25%, click “Yes” and answer accordingly
G. Special Reporting Requirements

• G.11 Program Income

Answer “Yes” ONLY if you have earned a true “profit” from your service center(s). This would be an unusual circumstance.
H. Budget

• The Overall Budget for the award is “system-generated” based on the budgets submitted for each component.

• Yay – Less room for human error!
Questions???

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