

Harvard Affiliates: Guide for Requesting/Submitting National Institutes of Health (NIH) Research Performance Progress Report (RPPR) Materials

The Harvard Affiliates agree to make the submission of National Institutes of Health (NIH) research performance progress reporting (RPPR) as efficient and effective as possible by requesting that Subrecipients submit only those documents and/or information required by the NIH in its published guidelines. The purpose of this guide is to standardize, among the Affiliates, the non-technical reporting requirements to alleviate the administrative burden placed on Subrecipients. We appreciate that unique circumstances may warrant a deviation from this guide. When these incidences occur, the Affiliate Pass-through Entity (PTE) should indicate the reason(s) for the deviation when it requests RPPR materials from the Subrecipient. If a PTE is requesting additional documents or information without a valid reason, Subrecipients should report the issue to and seek assistance from the PTE's central office (Appendix A).

Affiliates should consider using this guide as a resource in fulfilling their PTE/Subrecipient reporting obligations for non-NIH awards, federal and non-federal.

PTE shall request RPPR materials from Subrecipient(s) no later than **30 business days** before the RPPR submission due date. It is expected that the Subrecipient will submit its completed materials within **seven business days** of the RPPR submission due date. If the PTE needs the Subrecipient's RPPR materials sooner than this expected due date, it should provide the reason why as well as the new deadline.

PTE will always request or require:

- Inventions/Patents. Ask Subrecipients if any inventions, patent applications and/or licenses resulted from the award during this reporting period? If yes, Subrecipient will need to list the date that the information was provided to PHS. This information will be incorporated into PTE's response to section C.4 of the RPPR.
- Participants/All Personnel Report. This information will be incorporated into PTE's response to section D.1 of the RPPR. Please include the eRA Commons ID for key personnel, postdoctoral fellows, and graduate students.
- Estimated Unobligated Balance. Provide the amount of the anticipated balance. If it is greater than 25% of the current year's subaward, include a brief explanation as to why the balance exists and the anticipated use of the carryover funds in the next budget period. This information will be incorporated into PTE's response to section G.10 of the RPPR, as applicable.

PTE will request or require as applicable:

- Opportunities for Training and Professional Development. The description of training opportunities should be submitted only if the Subrecipient's project personnel (D.1) includes postdoctoral fellows and/or graduate students. This information will be incorporated into the PTE's response to section B.4 of the RPPR.
- Biosketch for any new senior/key personnel. This information will be incorporated into the PTE's response to section D.2.b of the RPPR.
- Other Support for new key personnel, or for existing key personnel whose active other support has changed since the last reporting period. This information will be incorporated into PTE's response to section D.2.c of the RPPR.
- Budget for non-SNAP awards only. The submitted budget will be uploaded as a subaward budget in the PTE's RPPR.

PTE will not typically request or require:

- Statements/Letters of Intent (SOI/LOI). The Affiliates understand that a SOI/LOI was a required component of the submitted subaward application package.
- Institutional signatures/endorsements. The Affiliates understand that signed endorsements were included in the application submission.
- Updated protocol approvals. The Affiliates agree that protocol approvals may be a required component of the next year's subaward amendment (as applicable).

Appendix A: Harvard Affiliates Central Office Contact Information

Beth Israel Deaconess Medical Center: resadmin@bidmc.harvard.edu or the Administrative Contact named in the Subaward Agreement

Brigham and Women's Hospital: bwhsubs@partners.org

Broad Institute: awards@broadinstitute.org

Boston Children's Hospital: osp@childrens.harvard.edu

Dana Farber Cancer Institute: grantsandcontracts@dfci.harvard.edu

Harvard University (other than HMS or HTHCSPH): osp_notifications@harvard.edu

Harvard Medical School: spa_award@hms.harvard.edu

Harvard Chan School of Public Health: nga@hsph.harvard.edu

Joslin Diabetes Center: res.admin@joslin.harvard.edu

Massachusetts Eye and Ear and Schepens: MEEAgreements@partners.org

Massachusetts General Hospital: mghsubs@partners.org

McLean Hospital: mclsubcontracts@partners.org

Spaulding Rehabilitation Hospital: SRHGC@partners.org