Today‘s Topics

- Proposal Intake – *Patti Manheim*
- Pending Awards – *Patti Manheim*
- EPASS – Extramural Proposal Approval and Submission Summary – *Patti Manheim*
- NIH Research Performance Progress Report (RPPR) Pilot – *Cindy Gilbert and Susan Waelder*
STEAMLINING
PROPOSAL PROCESS

- Proposal Intake and Processing
  - Average of 426 proposals submissions/month
  - 76% of proposals received within 2-3 days of the sponsor deadline every month
  - 60% are received incomplete
STEAMLINING PROPOSAL PROCESS

Proposal Intake Process:

• OCGA pilot Proposal Intake Process with select departments
• Proposal Intake Team staff will receive pilot proposal applications
  - Initial review to confirm at least minimum documents are included.
• Standard Communications at key points in the process
• Proposal Intake Team will capture reliable data
• Systematic reminders will be issued to follow-up on missing documents
## STEAMLINING PROPOSAL PROCESS

<table>
<thead>
<tr>
<th>Minimum Requirements for Review</th>
<th>Requirements for Review, Approval &amp; Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed EPASS with <strong>PI Signature</strong></td>
<td>Completed EPASS with <strong>all required signatures</strong></td>
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<tr>
<td>Sponsor Guidelines</td>
<td>Sponsor Guidelines</td>
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<tr>
<td>All Sponsor forms requiring OCGA signature</td>
<td>Final Proposal (budget, science, agency required signatures, biosketches, etc.)</td>
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<tr>
<td>Final Budget with Budget Justification</td>
<td>Subaward Documents (if applicable)</td>
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<tr>
<td>Brief description of the proposal aims or proposal abstract</td>
<td>PI Exception Letter (if applicable)</td>
</tr>
<tr>
<td>Subaward Documents (if applicable)</td>
<td>Signed/Completed COI forms (if applicable)</td>
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Benefits:

• Compliance with sponsor guidelines
• Compliance with UCLA/UCOP policies
• Expedite award process
  ▪ Currently ~$10 million in FY12 awards are on hold due to missing 740s and Goldenrods
  ▪ Current average – 23 days to process unilateral award due to missing documents
• Report back to campus on key departmental metrics regarding proposal submission
Effective Monday, June 18
Goldenrods will be accepted for a grace period, but we will also need an unsigned EPASS
Beginning September 1, the EPASS will be mandatory
Excellent tool for proposal development – start with the EPASS
EXTRAMURAL PROPOSAL APPROVAL AND SUBMISSION SUMMARY “EPASS”

- Fillable PDF
- Drop-down Menus for Ease and Consistency of Data Entry
- Hyperlinks to Policies, Procedures, Additional Forms, and Responsible Offices/Contacts
- Electronic Delivery Accepted (Original Signature Not Required)
NIH RPPR Pilot
NIH RPPR Pilot
NIH RPPR Pilot

- RPPR Pilot Opens to 7 CWG Institutions
- All FDP institutions given early access to RPPR module
- All NIH grantees given access to RPPR module
  - Use of RPPR is OPTIONAL
  - Progress Report Additional Materials (PRAM) functionality available
- NIH mandates use of RPPR for all SNAP and F awards

RPPR for non SNAP awards TBD

- April 2012
- June 2012
- August 2012
- October 2012
- January 2013
- March 2013
What are the similarities and differences between RPPR and ESNAP?

- The substance of the RPPR is not significantly different from an eSNAP.
- Certain information is pre-populated from NIH systems for the grantee, including PD/PI information, grant number, project title and period, performance sites, and personnel.
- Publications in PD/PI’s MyNCBI account will be displayed for easy association with the progress report.
- SNAP awards using the RPPR format will not be required to submit a detailed budget.
- Information required by NIH policies continue to be requested from grantees
  - e.g. human subjects, animal subjects, use of human embryonic stem cells
RPPR Pilot

• The RPPR has separate screens for each of the following reporting components:
  - Cover Page
  - Accomplishments
  - Products
  - Participants
  - Impact
  - Changes
  - Special [agency specific] Reporting Requirements
  - Budget [applicable only for non-SNAP awards]
RPPR Pilot

• The format of the report is new.
  ▪ Users answer questions using a checkbox, entering text or uploading a PDF, or selecting “Nothing to Report”.

• New information to be provided by grantees through the RPPR includes:
  ▪ Foreign component information
  ▪ Dollars spent in foreign country(ies) [through first-tier subawards]
  ▪ Organizational affiliation of personnel at foreign sites
RPPR Pilot

- Effort on All Personnel report must be rounded to nearest whole person month.
- Other features of the RPPR include:
  - Specific location to report on competitive revisions/administrative supplements associated with the award.
  - Public Access compliance status will be displayed
  - Other Support required only if there has been a change
  - Notice of Award link
  - Streamlined reporting of ClinicalTrials.gov information
RPPR Pilot

- First Round (July 1 start/May 15 due date)
  - 58 RPPRs submitted from seven pilot institutions
  - 15 from UCLA
- Overall user satisfaction at UCLA was positive:
  - Concise
  - Easy to follow instructions right on the report
  - Layout is more intuitive
  - Overall easier than the eSNAP
RPPR Pilot

But … we did have some issues

- MyNCBI accounts not properly linked to Commons accounts
- Radio buttons out of synch (in some sections)
- Text boxes:
  - avoid cutting and pasting
  - special characters are not allowed
- NIH program office personnel seemed to have trouble finding RPPRs
RPPR Pilot

Those pesky e-mails:

• Auto-generated late notices went to PIs on May 16
  ▪ The system doesn’t automatically account for the extended deadline

• Some POs and GMS’ also sent out *personal* e-mails requesting reports prior to May 31
RPPR Pilot

Next Steps:

• Pilot is now open to all FDP Institutions
• Any and all PD/PIs with eligible awards are encouraged to use RPPR
• Route RPPRs through your Grant Analyst for submissions
• Continue to provide feedback …
Thanks for finding this bug.

You guys have been outstanding pilot users.

Scarlett
RPPR Pilot

Information/Resources:

- **March 2012 RAF Presentation**
- **NIH RPPR: Pilot and FDP Early Access site**
- **ORA News**
  - Send e-mail to: [ora-news-subscribe@lists.ucla.edu](mailto:ora-news-subscribe@lists.ucla.edu)
  - The subject line and body of the e-mail can be left blank