Interim Supplemental Guidance for Cooperative Institutes Research Performance Progress Reports

In Fall 2023, NOAA transitioned its grant management platform from Grants Online to the Electronic Research Administration (eRA) platform. During this transition, the Research Performance Progress Report (RPPR) format and frequency changed for all NOAA research awards. This change included additional questions, differing methods of entering data, and a semi-annual cycle. The Department of Commerce (DOC) and NOAA are in the process of updating the Grants and Cooperative Agreements Manual, and various process guides for the new system. For the time being, NOAA Cooperative Institutes (CIs) will continue to submit substantive RPPRs on an annual basis.

CIs must submit reports electronically through the eRA system detailing progress on all NOAA-funded activities during the reporting period. The RPPR is reviewed and accepted or returned for revisions and becomes part of the official grant file.

This guidance document does not apply to other DOC/NOAA awards. Please note, that this interim information may change as agency and department-level guidance is finalized. The CI Administration Office (CIAO) will do its best to maintain continuity in supplemental information where it can while ensuring we meet agency and programmatic reporting needs. The CIAO will provide updated RPPR information as we receive agency guidance.

The RPPR is completed as an embedded form within the eRA system and the CIAO will shortly provide question-by-question supplemental information. As we work through converting to this new format within eRA, NOAA anticipates granting reporting extensions as well as revisions as necessary to submitted information.

As the RPPR form is embedded in eRA and must be submitted through eRA as directed for each question, DOC has provided [downloadable templates](#) that are helpful for planning and communication. Please note that these templates do not currently reference the entirety of the RPPR within eRA.

Guidelines for preparing an RPPR follow.

- Currently, the eRA system requires RPPR submissions in January and July of each calendar year.
  - CIs, with the exception of CIROH, will submit annual RPPRs in July, which is the closest report date as previously established in Grants Online.
    - Reporting periods currently end in either March, May, June, or July
    - CIROH reporting period ends in December and should submit in January.
  - In order to satisfy the system requirement for the semi-annual report due either in July or January within eRA, CIs will input "Please see next report" into each required field of the form prior to transmitting the RPPR.
  - CIs will also submit full RPPRs following system instructions after the initial six-month reporting cycle after a new award *(this is a change from the previous system which required an initial nine-month)*. After that initial RPPR, CIs will then follow the reporting structure described above.
- RPPRs will be submitted in eRA at the T1 award level. Disregard T3 level requests for RPPRs, reporting notices at this level will be eliminated soon.

The four attachments to the RPPR continue to be **required** for all CIs. The attachments are:

☐ List of Publications A
☐ List of Publications B
☐ List of Projects
☐ Employee Support Table

Suggested formats are provided on the [CIAO website](#); instructions are provided below.

File Submission Format

Within eRA, all attachments provided to the RPPR must be in [Portable Document Format](#) (PDF). Files in other formats may be stripped from the system, resulting in the return of the RPPR for corrections.

RPPR Appendices Guidance

The following files shall be attached as appendices to RPPR in PDF:

(1) List of projects

Excel spreadsheet with all award and amendment numbers relating to projects performed during the reporting period.

Example headings for reporting the projects:

(Template available: [List of Projects](#))

Amendment #	Project Title	Project Start Date	Project End Date	CI Lead PI	NOAA Sponsor	Project Report Provided to NOAA sponsor (Yes/No)	If No, please provide an explanation

(2) Products

Report a complete list of publication documentation in the annual report within NOAA's IR.

(a) To be included with the RPPR

In this attachment, please provide the total count of publications for this reporting period and previous periods categorized by NOAA lead author, Institute (or sub-grantee) lead author, and other lead author and whether it was peer-reviewed and non-peer-reviewed (including presentations)

Example for showing the total number of publications:

(Template available: [List of Publications](#))

	2022	2023	2024
CI Lead Author	# Peer Reviewed # Non-Peer Reviewed	# Peer Reviewed # Non-Peer Reviewed	# Peer Reviewed # Non-Peer Reviewed
NOAA Lead Author			
Other Lead Author			

If not already reported in RPPR, please also include a list of technologies or techniques, inventions, patent applications or licenses, and other products developed under this award during the reporting period.

(b) To be submitted to the IR:

Submit an Excel spreadsheet following the template below to the IR by visiting The NOAA Institutional Repository. Refer to the NOAA IR Document Inclusion Policy and Guidance for what types of documents to include. Please do not include presentations, training, posters, software, progress reports, or pamphlets.

Required headings for submitting publications to the IR:

(Template available: *List of Publications*)

CI Name	PI Name/ Author Names	Publication Year	Article Title	Published In (Journal Name, volume and page #)	Article DOI	Type of publication	Research Support Award No.	Funding/ Author Info

(3) CI Employee Support table

Please provide information on:

- total number of employees by job title and terminal degree that receive at least 50% support from NOAA, postdocs, and visiting scientists;

- total number of undergraduate and graduate students receiving any level of support;

- number of employees (including postdocs and visiting scientists) that received less than 50% annual salary support; (*for Institutes that award subcontracts, please obtain only information on the number of supported postdocs and students from your subgrantees.*)

- number of employees/students that receive 100% of their funding from an OAR laboratory and/or located within that laboratory; and

- number of employees/students that NOAA hired within the last year.

Example for showing the total number of employees:

(Template available: *Employee Support Table*)

Personnel				
Category	**Number**	**B.S.**	**M.S.**	**Ph.D.**
Research Scientist	5	0	2	3
Visiting Scientist	3	0	0	3
Postdoctoral Fellow	3	0	0	3
Research Support Staff	20	15	5	0
Administrative	3	3	0	0
Total (≥ 50% support)	34	18	7	9
Undergraduate Students	8			
Graduate Students	6	5	1	
Employees that receive < 50% NOAA Funding (not including students)	24	10	4	2
Located at Lab (including name of Lab)	29-AOML, 6-SEFSC			
Obtained NOAA employment within the last year	1			