**Boston Medical Center Progress Reports Submission Checklist**

The following checklist is designed for the most frequent progress reports e.g. **Research Performance Progress Reports (RPPR),** **Grant Solutions**, and **E-Handbooks**. The checklist is a resource to help Principal Investigators (PI) and department Research Administrators (RA) see at a glance the general elements required for proposal development review and as a tool to aid in the progress report submission process.

**Particular awards have specific requirements that may not be included in this checklist. As a best practice, Research Operations recommends that PIs/RAs refer to sponsors guidelines, terms and conditions, and notice of grant award to identify and include any and all required components.**

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| **Types of Documents Submission** | **Initial Review of administrative components due** | **Completed Administrative Components due** | **Final Progress Report Due** |
| **Annual Progress Reports** | **10 business days before the sponsor deadline** | **5 business days before the sponsor deadline** | **2 business days before the sponsor deadline** |

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| **Internal Documents for Progress Reports** |
| **To ensure that Principal Investigators are annually meeting Boston Medical Center’s internal research compliance requirements, internal documents are included as part of annual reporting.** |

|  | **Elements to Complete** | **Notes** | **Sponsor** |
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|  | Non- Competing Proposal Summary Form | **PI signature** required | Federal: all  Non-Federal (if applicable) |
|  | Current Animal/IACUC protocol | If applicable | All |
|  | Current Human Subjects/IRB Protocol | If applicable | All |
|  | Budget for Next Project Year | If federal | All (Federal) |
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|  | **Sub-recipient/Consortium Documents for Progress**  **(Applies to projects with sub-recipients)** | | |
|  | Scope of Work | **If federal, Required** if work changed. If **No Change**, indicate this in an email to the GA. | All |
|  | Subrecipient Performance Form | **If federal, PI signature** required | All |
|  | Budget for Next Project Year |  | All |

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|  | **Research Operations Internal Process** | | |
|  | **To ensure hospital and sponsor reporting requirements and compliance, Research Operations has an internal process of reviewing and submitting progress reports. This process is done annually to certify that internal documents are complete and sponsors reports are accurate prior to submission.** | | |
|  | Pink Folder | Systematic color coded method for internal record keeping | |
|  | Notice of Grant Award (NOGA) | **Can be accessed**:  Research Operations Staff- Trustees Department Drive (G:drive)  Principal Investigator/Research Administrator- eRA Commons. | |
|  | Post Award Information form | Research Operations Sam Database | |
|  | Budget Status Report | **Lawson**  Run each report to examine remaining funds and personnel on the project. |  |
|  | Grant Expense Report |
|  | Encumbrance Open Report |
|  | Previous Years Report | If applicable, access using eRA Commons.  Reports are compared against each other to ensure accuracy and no duplications Paying attention to key personnel effort. | |
|  | Current Years Report |
|  | 1. The Grant Administrator works with the Research Administrator to collect and review most annual progress reports. 2. The internal documents mentioned above are included to obtain annual reporting compliance information. 3. The Non-Competing Proposal Summary Form is a one page snap shot of the current status of the project and by signing the Principal Investigator certifies that the project has met federal or non-federal regulation and have submitted the annual financial conflict of interest disclosure. | | |
|  | **Each progress report is processed differently depending on the sponsor. Research Administrators should work with their Research Operations Grant Administrator or Research Finance Analyst should an annual financial report be required for submission.** | | |

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|  | **RPPR:** [**RPPR Instructions**](http://grants.nih.gov/grants/rppr/index.htm) |

|  | **Elements to Complete** | **Notes** | **Sponsor** |
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|  | 1. Cover Page | **Enter standard information that relates to the grant.**  \* **A.2** Signing Official- Robina Folland  \* **A.3** Authorized Official- Ellen Jamieson | NIH, AHRQ |
|  | 1. Accomplishments | **Pay Attention to the following sections:**  **Required statement for all projects reporting graduate students and/or postdoctoral participants on the budget.**  **B.4**- What opportunities for training and professional development has the project provided? | NIH, AHRQ |
|  | 1. Products | **Make sure that publications are in compliance with** [**NIH Public Access Policy**](https://publicaccess.nih.gov/policy.htm)**. Can submit with warning BUT award will not be made until publication issue is resolved**  **If there are other products to report choose the appropriate product category (ies) from the pull down menu. This can include interim research products which are complete public research products that are not final effective for RPPRs submitted on or after May 25, 2017** | NIH, AHRQ |
|  | 1. Participants | **List anyone who has worked 1 calendar month (8.33%) or more including subaward personnel.**  **Calendar months are intentionally rounded to whole numbers by the eRA Commons system.**  **A eRA Commons user ID is required for all individuals with a postdoctoral, graduate or undergraduate role for NIH and only required for individuals in a postdoctoral role for AHRQ.** | NIH, AHRQ |
|  | 1. Impact | Answer required questions regarding the project | NIH, AHRQ |
|  | 1. Changes | Answer required questions regarding the project | NIH, AHRQ |
|  | 1. Special Reporting Requirements | **Pay attention to the following section:**  **G.10 Unobligated balance**  If greater than 25% (including prior year carryover) must select yes and provide estimated unobligated balance  **AHRQ ONLY:** RPPR is automatically set to “yes” for an AHRQ award. Provide the estimated cumulative total cost dollar amount of any unobligated balance, regardless of whether the percentage of unobligated funds is over or under 25%. | NIH, AHRQ |
|  | 1. Budget | **SF424 (R&R) Forms**  \*Justification must be included  eRA Commons tab may not be required for all mechanisms  I.e. Reports subject to SNAP (Streamlined Non-Competing Application Process) | NIH, AHRQ |
|  | **Verify that all sections of the RPPR is completed by clicking \*Check for Errors” in the RPPR System** | | |
|  | **For all other progress report submissions, please follow the specific sponsor guidelines. A copy of all submissions should be forwarded in pdf format to the Grants and Contracts, Grant Administrator to be filed centrally in the office.** | | |

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| **Common Progress Reports and their Components** |

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|  | **\* Grant Solutions:** [**Grant Solutions Federal Financial Report User Guide**](http://www.hhs.gov/ash/oah/oah-initiatives/for-grantees/program-guidance/Assets/grantee_federal_fin_rpt_guidance.pdf) | | |
|  | **Elements to Complete** | **Notes** | **Sponsor** |
|  | Program Progress Report | **No specific template or page limitation**  List of items that can be included in report:   * Provide an update based on the objectives of the program, within the 12-month project period * Describe major accomplishments * Describe any challenges/barriers encountered and how they were addressed * If applicable, include the reasons that goals or objectives were not met * Report on any significant project activities (e.g., change in key staff, change in scope of work) that have occurred in the current budget period | HHS |
|  | 424 Budget (if applicable) | Upload into Grant Solutions | HHS |
|  | Budget Narrative (Justification) | Upload into Grant Solutions | HHS |
|  | Federal Financial Report | [FFR- SF425 Template](https://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-425.xls) and [SF425 Instructions](https://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-425-instructions.pdf)  Prepared by the Research Financial Analyst | HHS |
|  | **\* E-Handbooks**  **Three options for submission** [**click here**](http://www.hrsa.gov/grants/manage/index.html) **for additional information** | | |
|  | Federal Financial Report | **Required** for all HRSA annual reports  May not be required for quarterly and bi-annual reports | HRSA |
|  | Please reference User Guide Information based on award eligibility | [**Generic Grants User Guide**](http://www.hrsa.gov/grants/manage/reportuserguideforgenericgrants.pdf) | HRSA |
| [**Research & Related Grants User Guide**](http://www.hrsa.gov/grants/manage/researchgrantsuserguide.pdf) | HRSA |
| [**NCC FY2013 Progress Report User Guide for BPHC**](http://www.hrsa.gov/grants/manage/userguideforh80grants.pdf) | HRSA |
|  | \***Sponsor requirements may include the submission of quarterly, and semi-annual reports in this case the internal documents are not required. If any financial reports are needed the Research Operations Research Finance Analyst should be contacted.** | | |

**Roles and Responsibilities**

