JHURA

Standard Operating Procedure

SUBMITTING PROGRESS REPORTS (RPPRs)

Category	Post-Award
Version and Effective Date:	**Version 3 Effective October 25, 2021**
Responsible Office:	**Johns Hopkins University Research Administration**
References/Additional Info	**Coeus User Guides** **NIH Instructions** **JHURA Foreign Collaborations Website** **JHURA Other Support Website** **JHURA RPPR Brown Bag**

I.   PURPOSE

Sponsored projects issued to the university are contractual obligations between the sponsor and the institution for a specific period of performance and scope of work. The University assumes responsibility for assuring the accuracy of the information submitted to the sponsor and complying with requirements imposed by the sponsor upon acceptance and throughout the life of a sponsored project. This includes periodic reporting to record the accomplishments of the project and confirm continuing compliance with terms and conditions outlined in the notice of award.

To ensure the university remains in compliance, all Progress Reports requiring an Authorized Official's signature must be routed to the department's assigned JHURA Grants Associate for review, approval and submission and require a Coeus Continuation record that includes updated and signed Coeus Questionnaires for all personnel required to be reported on the NIH RPPR (see Section D – Participants). This will ensure that JHU has the most up to date compliance documentation on file for each award.

Please note that a Coeus continuation record for an interim (pending renewal proposal) or final RPPR is not required.

Principal Investigators (PI) are reminded that whether or not an Authorized Official is required to sign (i.e. not NIH) all Progress Reports must include current and accurate information and follow sponsor regulations.

II.   ROLES AND RESPONSIBILIITES

Principal Investigator (PI) is responsible for:

1. Preparing the Progress Report;
2. Completing and ensuring the accuracy of all sections of the progress report; and
3. Routing to department administration for preparation of Coeus record, review of Progress Report, and submission to JHURA.

Department administration (DA) is responsible for:

1. Assisting the PI with completing the budget section;
2. Reviewing the Progress Report in the sponsor system for accuracy, completeness and compliance with sponsor requirements;
3. Approving and submitting the progress report to JHURA;
4. Creating a Coeus record and routing it to JHURA for approval; and
5. Notifying JHURA that a Coeus record and progress report is ready for review and approval.

JHURA is responsible for:

1. Reviewing and approving the Coeus record; and
2. Reviewing and submitting the Program Report to the sponsor.

III.   **PROCEDURE**

A. **NIH RPPR Submission**

1. The PI will receive an email reminder from the sponsor before the due date of the Progress Report, and will forward the email notification to the DA.

2. The PI will initiate the Progress Report in the NIH eRA Commons.

3. The PI must complete/review all sections of the RPPR and certify to its accuracy with guidance and assistance from the DA.

4. The DA is responsible for reviewing all sections of the RPPR. Instructions on how to complete and route NIH Progress Reports can be found here.

5. The PI or DA routes the Progress Report to JHURA. JHURA is notified of the Progress Report by a system email from the sponsor and a confirmation email from the DA that the report is ready to be submitted.

B. **Other Sponsor Progress Reports**

1. Follow sponsor guidelines for completion in their system.

2. The PI must complete/review all sections of the progress report and certify to its accuracy with guidance and assistance from the DA.

3. The DA is responsible for reviewing all sections of the Progress Report.

4. The PI or DA routes the Progress Report to JHURA. JHURA is notified of the Progress Report by a system email from the sponsor and a confirmation email from the DA that the report is ready to be submitted.

C. Coeus Record Submission

1. The DA creates a Coeus record. Instructions and tutorials on how to create a Coeus record can be found on the ORIS website. Please note that Coeus continuation record for an interim (pending renewal proposal) or final RPPR is not required.

The requirements for the Coeus record are as follows:

- The Proposal Type should be Continuation.
- The Project Title should include the Award ID number. For example: *JHURA Proposal for Research Administration Study **Award ID R01MH000000***
- No budget is required.
- Questionnaires are required. The version for a Continuation is shortened so there are less questions to answer than in a new Coeus record.
- Signed certifications are required.
- A copy of the previous Progress Report if the award is in Year 2 or after.
- If the Progress Report is archived in the sponsor's system, a copy of the current Progress Report is optional.

2. The DA submits the Coeus record to JHURA for review and approval.

D. JHURA Review and Approval

1. JHURA reviews the Coeus record, works with department staff to address any questions or concerns, and approves the Coeus record when complete.

2. JHURA reviews the Progress Report, works with department staff to address any questions or concerns, and submits the Progress Report when complete.