Submitting Your Final Research Performance Progress Report

As of January 1, 2017, a Final Research Performance Progress Report (Final RPPR) is required for any grant that has ended and any grant that is not to be extended through award of a new competitive segment. The report is due within 120 days of the end of the project period. This report should be prepared in accordance with instructions provided by the awarding component.

The Final Research Performance Progress Report (F-RPPR) will replace the Final Progress Report (FPR) for closeout effective January 1, 2017. On or after that date, NIH will no longer accept FPRs.

The Final RPPR is only available as part of the Closeout process and the Process Final RPPR link only appears on the Closeout Status screen.

The format of the Final RPPR is the same as the current annual RPPR, making it easier for recipients to navigate through the Final RPPR, based on familiarity with format of the annual RPPR.

Differences between Final RPPR and the annual RPPR are few:

- In the Final RPPR, only Section D.1 is required in the Participants section **
- Sections F: Changes and Section H: Budget are not part of the Final RPPR
- Section I: Outcomes is new and is required for the Final RPPR.
  - Concise summary of the outcomes or findings of the award, written for the general public in clear and comprehensible language, without including any proprietary, confidential information or trade secrets
  - Project outcome information will be made public in NIH RePORTER

**Please note in Section D. Participants of the Final-RPPR person months reported should be based on effort devoted in the LAST FUNDED YEAR (prior to any no-cost extension years), not for the entire project. However, the rest of the Final-RPPR deals with the ENTIRE project, not just the final year.

To submit your Final RPPR:

1. Select the Requires Closeout link for the grant from Status search results.

   The Closeout Status screen displays. Final RPPR is listed in the Closeout Submission Requirement column.

   The Action column should include a link for Process Final RPPR.

2. From Closeout Status, select the Process Final RPPR link.

   Clicking the Process Final RPPR link opens the Final RPPR Menu screen:
3. Click the **Initiate** button to create the Final RPPR.

The Final RPPR Menu will then change, providing the user with the option to **Edit** the Final RPPR:

Clicking **Edit** opens the navigation to the various sections of the Final RPPR:
Complete each section as required. See How to Do I Fill Out the RPPR Forms for help completing each section.

Be sure to click **SAVE** when moving between sections or unsaved data may be lost.

When done, click **Cancel** to return Final RPPR Menu screen.

In the Final RPPR Menu screen, there are several action buttons at the bottom that you can use to complete the Final RPPR: