

Office of Sponsored Projects



BROWN

**NIH RESEARCH PERFORMANCE
PROGRESS REPORT (RPPR) IN COEUS**

Research Performance Progress Report (RPPR) provides the ability for eligible grantee institutions to electronically submit RPPR through the eRA Commons.

This document will cover the process of routing your RPPR in Coeus for approval.

PROCEDURE


1. Enter the Progress Report in eRA Commons: <https://commons.era.nih.gov/commons/>

Refer to the RPPR User's Guide for instructions: http://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf

2. Save an electronic copy of the Progress Report that is created via Commons (PDF format).

RPPR		FINAL	
A. RPPR COVER PAGE			
Project Title:			
Grant Number:		Project/Grant Period: 02/01/2005 - 06/30/2015	
Reporting Period: 07/01/2012 - 06/30/2013		Requested Budget Period: 07/01/2013 - 06/30/2014	
Report Term Frequency: Annual		Date Submitted: 05/15/2013	
Program Director/Principal Investigator Information:		Recipient Organization: BROWN UNIVERSITY BROWN UNIVERSITY 164 Angell Street Box 1929 PROVIDENCE, RI 02912 DUNS: 001785542 EIN: 1050258809A1 RECIPIENT ID:	

3. Create a Proposal Development record in Coeus and attach the electronic copy of the Progress Report (PDF) to the proposal record.

 If the original proposal was created in Coeus, you can make a copy of the proposal and modify accordingly.

Completing the Development Proposal record in Coeus for the RPPR is very similar to completing a regular proposal in Coeus. Please refer to the Coeus Proposal Preparation Guides for detailed instruction on how to complete each section. <http://www.brown.edu/research/proposals-awards-research-administration/coeus-access-support/coeus-proposal-development/coeus-propo>

The following directions identify specific data that is needed in the proposal record for RPPR.


4. Complete the **Proposal Details Section** in Coeus:

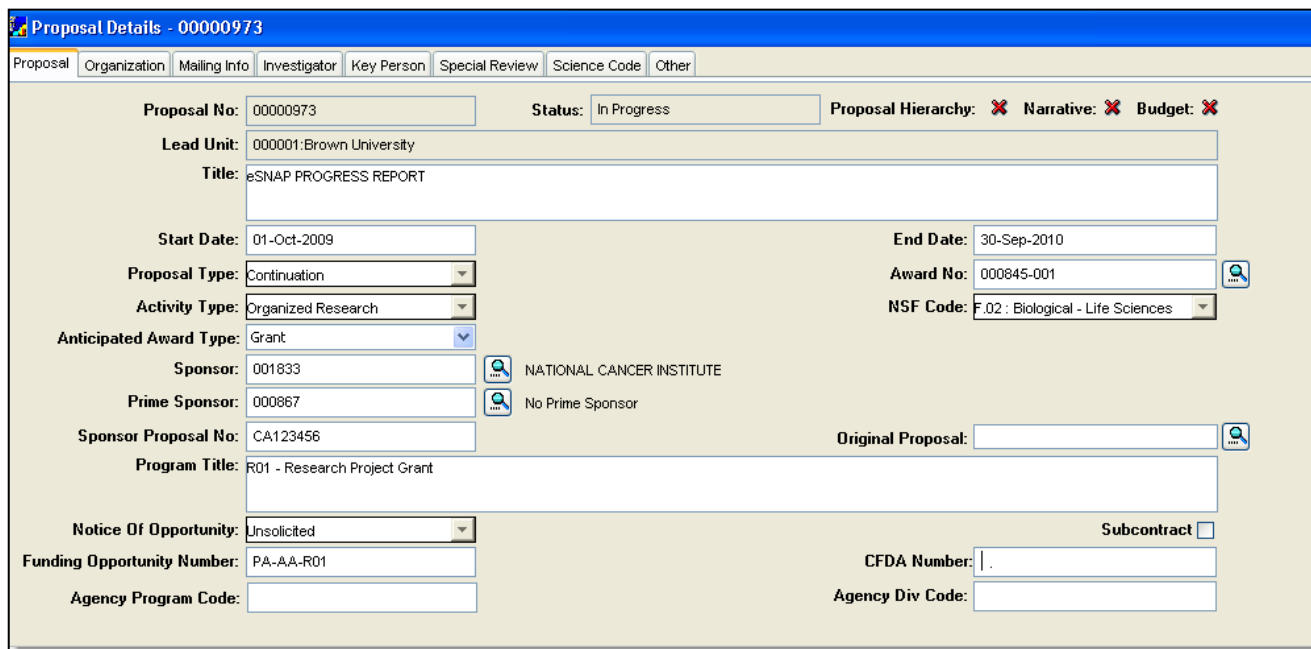
Please refer to Coeus Lite or Coeus Premium Proposal Preparation Guides for detailed instruction on how to complete the Proposal Details Section:

<http://www.brown.edu/research/proposals-awards-research-administration/coeus-access-support/coeus-proposal-development/coeus-propo>

Following is the specific data needed in Coeus when routing RPPR:

a. **Proposal Tab** – Enter / modify proposal information.

- **Start & End Date** fields: Start & End Dates should be for the upcoming one-year period.
- **Proposal Type** field: Select *Continuation*
- **Award No.** field: Enter the Award No. (Coeus assigned Award #) associated with this continuation.
[To link to the Award number, click the **Search**  icon to the right of the field and search by the **Title**, **Account Number**, or **Sponsor** of the associated award.
- **Sponsor Proposal No.** field: Enter the Grant Number assigned by the sponsor - 2-letter; 6-digit format (e.g. CA123456).
- **Funding Opportunity Number** field - Enter the original Funding Opportunity Number.



b. **Organization Tab** – Please refer to Coeus Lite or Coeus Premium Proposal Preparation Guides for detailed instruction on how to complete this **Proposal Details Section**: <http://www.brown.edu/research/proposals-awards-research-administration/coeus-access-support/coeus-proposal-development/coeus-propo>

c. **Mailing Info Tab** – Enter the **Deadline Date** and **Deadline Type** the RPPR is due to the Sponsor.

d. **Investigator Tab** - Please refer to Coeus Lite or Coeus Premium Proposal Preparation Guides for detailed instruction on how to complete this **Proposal Details Section**: <http://www.brown.edu/research/proposals-awards-research-administration/coeus-access-support/coeus-proposal-development/coeus-propo>

- e. **Key Person Tab** - Please refer to Coeus Lite or Coeus Premium Proposal Preparation Guides for detailed instruction on how to complete this **Proposal Details Section**: <http://www.brown.edu/research/proposals-awards-research-administration/coeus-access-support/coeus-proposal-development/coeus-propo>
- f. **Special Review Tab** – If there are Human Research Participants and/or Animal Laboratory Care on the proposal, enter them in the Special Review Tab.
- Click the [Add] button.
 - Click the drop-down box in the field labeled **Special Review**.
 - Select the **Review Type - Human Research Participants** or **Laboratory Animal Care**

- Click the drop-down box in the field labeled **Approval** and Select a status appropriate to the review.
 - If you select “Pending” status, then all required information has been entered. (Leave approval date blank if pending)
 - If you select “Approved” status, then enter a date into the **Approval Date** (Appr. Date) field.
 - **Human Research Participants only** - If you select “Exempt” status, the exempt code must be entered in the Comments field. Valid exemption codes are: E1, E2, E3, E4, E5, and E6. If multiple exempt codes are required, entries should be separated by a comma only, not spaces (i.e. E1,E4).
 - Save the entry.
- g. **Science Code Tab** - Please refer to Coeus Lite or Coeus Premium Proposal Preparation Guides for detailed instruction on how to complete this **Proposal Details Section**: <http://www.brown.edu/research/proposals-awards-research-administration/coeus-access-support/coeus-proposal-development/coeus-propo>
- h. **Other Tab** - Please refer to Coeus Lite or Coeus Premium Proposal Preparation Guides for detailed instruction on how to complete this **Proposal Details Section**: <http://www.brown.edu/research/proposals-awards-research-administration/coeus-access-support/coeus-proposal-development/coeus-propo>

5. Complete the **Budget Section**:

Enter the Direct & Indirect Costs for the upcoming year in the *Budget Summary Tab*.



Refer to the latest award notice for direct & indirect amounts.

Please refer to the Coeus Lite or Coeus Premium Proposal Preparation Guides for detailed instruction on how to complete the **Proposal Budget Section**: <http://www.brown.edu/research/proposals-awards-research-administration/coeus-access-support/coeus-proposal-development/coeus-propo>

a. Complete the following fields on the **Budget Summary Tab**:

- Enter the **Direct and Indirect Costs** for Period 1 (The **Total Cost** field will populate when you complete those fields).
- Enter **Cost Sharing** if applicable (you will need to distribute the Cost Sharing as well).
- Check the Budget as **Final**.
- Change the Budget Status to **Complete**.

Modify Budget for Proposal 00000973, Version 1

Summary | Period 1 | Total

Version: 1 **Final:** Start Date: 01-Oct-2009 End Date: 30-Sep-2010

Residual Funds: \$0.00 Total Cost Limit: \$0.00 OH Rate Type: MTDC

Total Cost: \$140,000.00 Total Direct Cost Limit: \$0.00 Direct Cost: \$100,000.00

Indirect Cost: \$40,000.00 Underrecovery: \$0.00 Cost Sharing: \$0.00

Comments:

Budget Status: Complete

UR Rate Type: MTDC On/Off Campus: Default

Modular Budget: Proposal Hierarchy: ✕

Peri...	Start Date	End Date	Total Cost	Direct Cost	Indirect Cost	Cost Sharing	Underrecovery
1	01-Oct-2009	30-Sep-2010	\$140,000.00	\$100,000.00	\$40,000.00	\$0.00	\$0.00

6. Complete the **Narrative Section**:

Please refer to Coeus Lite or Coeus Premium Proposal Preparation Guides for detailed instruction on how to complete the **Narrative Section**: <http://www.brown.edu/research/proposals-awards-research-administration/coeus-access-support/coeus-proposal-development/coeus-propo>

The following **Narrative Type** should be used to upload your RPPR into Coeus:

- **NIH Progress Report**

Narrative for Proposal 00006297

No.	Status	Narrative Type	Title
1	Complete	NIH Progress Report	

7. Complete the Yes/No Questions Section:

Please refer to Coeus Lite or Coeus Premium Proposal Preparation Guides for detailed instruction on how to complete the **Yes/No Questions Section**: <http://www.brown.edu/research/proposals-awards-research-administration/coeus-access-support/coeus-proposal-development/coeus-propo>

8. Complete the Questionnaire Section:

Please refer to Coeus Lite or Coeus Premium Proposal Preparation Guides for detailed instruction on how to complete the **Questionnaire Section**: <http://www.brown.edu/research/proposals-awards-research-administration/coeus-access-support/coeus-proposal-development/coeus-propo>

9. Obtain the appropriate certifications:**a. Investigator Proposal Certification:**

All Investigators must complete the **Investigator Proposal Certification** in Coeus for all proposals.

b. Department Head /Designee Approval (If applicable)**10. Submit the Proposal for Approval Routing:**

The proposal is routed internally in Coeus for approvals.

11. OSP Contract Administrator and Signing Official will review the Progress Report; request any corrections from department if needed; and approve Progress Report and Coeus Proposal Development record in Coeus.

12. OSP will approve and submit the Progress Report in eRA Commons.