

# 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:

### Final RPPR Menu ?

Application Information	
Grant Number:	5R21HL123456-02
Institution:	STARFLEET ACADEMY, MEDICAL RESEARCH
PD/PI Name:	Kirk, Tiberius J
Project Title:	Andronesian Encephalitis Can Lead to Genetic Degeneration
Due Date:	N/A
Current Reviewer:	
Status:	Not Started

[Initiate](#) [Edit](#) [Check for Errors](#) [View](#) [View Routing History](#) [Route](#) [Recall](#) [Submit](#) [Cancel](#)

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:

### Final RPPR Menu ?

The RPPR has been successfully initiated.

Application Information	
Grant Number:	5R21HL123456-02
Institution:	STARFLEET ACADEMY, MEDICAL RESEARCH
PD/PI Name:	Kirk, Tiberius J
Project Title:	Andronesian Encephalitis Can Lead to Genetic Degeneration
Due Date:	N/A
Current Reviewer:	McCoy, Leonard B
Status:	PD/PI Work in Progress

[Edit](#) [Check for Errors](#) [View](#) [View Routing History](#) [Route](#) [Recall](#) [Submit](#) [Cancel](#)

Clicking **Edit** opens the navigation to the various sections of the Final RPPR:

A Cover Page | B Accomplishments | C Products | D Participants | E Impact | G Special Reporting Req | I Outcomes

### A. Cover Page ?

Save Cancel

<b>Grant Information</b>		<b>A.4 Recipient Organization Information</b>	
Grant Number:	5R21HL123456-02	Organization Name:	STARFLEET ACADEMY, MEDICAL RESEARCH
Project Title:	Andronesian Encephalitis Can Lead to Genetic Degeneration	Address:	STARFLEET ACADEMY, MEDICAL RESEARCH 1 WARP SPEED DRIVE SAN FRANCISCO CA 09876
<b>A.1 Program Director/Principal Investigator (PD/PI) Information ?</b>		DUNS:	987654321
Name:	Kirk, Tiberius J	EIN:	1234567890A1
E-mail:	lamKirok@sfa.ea.edu	Recipient ID: ?	<input type="text"/>
Phone:	(111) 555-1701	<b>Project/Grant Period</b>	
A.1.a		Start Date:	08/15/2011
Is there a change of contact PD/PI on a multiple-PI award? <input checked="" type="radio"/> N/A <input type="radio"/> Yes <input type="radio"/> No		End Date:	05/31/2013
If yes, provide the eRA Commons ID of the new contact PD/PI <input type="text"/> ?		<b>Reporting Period</b>	
A.1.b Not Applicable		Start Date:	06/01/2012
<b>A.2 Signing Official Information</b>		End Date:	05/31/2013
Name:	<input type="text"/>	<b>Requested Budget Period</b>	
E-mail:		Start Date:	06/01/2012
Phone:		End Date:	05/31/2013
<b>A.3 Administrative Official Information</b>		Report Frequency:	Annual <input type="text"/>
Name:	<input type="text"/>	Other Frequency:	<input type="text"/>
E-mail:			
Phone:			

Save Cancel A Cover Page | [B Accomplishments](#) | [C Products](#) | [D Participants](#) | [E Impact](#) | [G Special Reporting Req](#) | [I Outcomes](#)

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:

### Final RPPR Menu ?

Application Information	
Grant Number:	5R21HL123456-02
Institution:	STARFLEET ACADEMY, MEDICAL RESEARCH
PD/PI Name:	Kirk, Tiberius J
Project Title:	Andronesian Encephalitis Can Lead to Genetic Degeneration
Due Date:	N/A
Current Reviewer:	Boyd, Stacey
Status:	PD/PI Work in Progress

Edit Check for Errors View View Routing History Route Recall Submit Cancel