

## E-MAILS

**SUGGESTED TIMELINE FOR PROGRESS REPORTS**

Progress reports are easy to forget in the midst of a busy research and administrative portfolio. The funding has already been received, and many investigators and research administrators feel less pressure to submit them on time in the face of competing priorities. It is part of our agreement with our sponsors that we will submit progress reports on time, which requires effort on the part of both the RA and PI

To help the process along, here is a general timeline for where an RA and PI would want to be in the process of preparing and submitting the RPPR and some sample emails you can use to reach out to your PIs. Investigators can miss automated emails, so it may be helpful to set up a calendar reminder to reach out to key responsible parties.

<b>DAYS BEFORE DEADLINE</b>	<b>NEXT STEP TO BE TAKEN</b>	<b>RESPONSIBLE PARTY</b>
45 Days	eRA Commons Initiates the Progress Report Action and emails the PI and RA and contact email	Automatic
45-30 Days	RA emails the PI to let them know that the RPPR is coming due and requesting initiation	RA
45-30 Days	PI Initiates the RPPR in eRA Commons	PI
45-30 Days	RA reaches out to subcontracting institutions to ask for Other Support, All Personnel Report, and compliance documents	RA
21 Days	Follow up with Subs and with the PI to check in on the progress.	RA
15 Days	At this stage either the progress report must be initiated in eRA commons or RA needs to have heard from the PI about the status	PI
Internal Deadline	The RPPR is due to the RA by your internal deadline for review and submission	PI

**BEFORE TAKING ANY ACTION, ALWAYS CONSULT WITH YOUR MANAGER OR SUPERVISOR TO ALIGN WITH YOUR INSTITUTION'S SPECIFIC PROCESSES AND POLICIES.**

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**INITIAL E-MAIL TO THE PI ABOUT THE PROGRESS REPORT (RA)**

Hello XXXXX

The Progress Report for your project NAME OF PROJECT will be due on XX/XX/XXXX. Electronic record has already been initiated, and you will need to sign your conflict of interest if you have not already. I've included the link below.

To get started, you will need to [INITIATE the progress report in eRA Commons](#).

1. Access RPPR from Status:
  - a. Select the Status tab from the Commons menu options.
  - b. Select the List of Applications/Grants link from the Status screen or from the menu options.
  - c. From the List of Applications/GrantScreen, locate the applicable grant and select the RPPR link from the Action column. The link remains available under the RPPR for the current reporting year until it is submitted.
2. Access from RPPR tab:
  - a. Select RPPR tab from the Commons menu options.
  - b. Select the appropriate grant by clicking the hyperlink in the Grant Number column to access the RPPR.

I will also need an updated copy of your [Other Support document in the new NIH format](#). I will reach out to any subcontracting institutions to get the Other Support from their RAs. Please let me know if you have any questions.

**FOLLOW UP EMAIL FROM RA TO PI**

Hello XXXXX

The Progress Report for your project NAME OF PROJECT will be due on XX/XX/XXXX. I am checking in on the progress of the scientific portion of the report. Once you have completed your portion, you will need to route the progress report to me so that I can update the All Personnel Report and upload the Other Support. Please let me know if you have any questions.

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## COMMUNICATING WITH SUBAWARDEES

Provide subawardees with ample time for their internal documentation and approvals. Typically, a straightforward email to the RA specifying what's needed will suffice. For complex projects or new RAs unfamiliar with progress reports, use the detailed email template provided to clarify requirements and streamline the reporting process.

## TO SUBCONTRACTS REQUESTING INFORMATION – LITE (RA)

Hello XXXX

Your investigator named NAME OF SUB PI has a subcontract on the project: NAME OF PROJECT with PRIME INVESTIGATOR that has a progress report due on XX/XX/XXXX.

Project Number: 1 R01 etc.

Reporting Budget Period: XX/XX/XXXX-XX/XX/XXXX

Could you please send me the following information:

1. If there have been changes in the active Other Support of Senior/Key personnel since the last reporting period, please include an updated support for those individuals.
2. Names and effort of all personnel that have worked at least one person-month on the project during the reporting period, regardless of the source of compensation.
3. The expected unobligated balance at the end of the reporting period, and whether you will request a carryforward.

Please let me know if you have any questions.

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**TO SUBCONTRACTS REQUESTING INFORMATION – DETAILED (RA)**

Your investigator named NAME OF SUB PI has a subcontract on the project: NAME OF PROJECT with PRIME INVESTIGATOR from SPONSOR that has a progress report due on XX/XX/XXXX.

- Budget (Attached SF424 budget form) for the budget year XXXX
  - Include Budget Justification
  - Please do not exceed the Total Costs of \$XXXX
  - The budget is only for year XX. Carry forward will be addressed later if applicable
- Please send, if applicable, updated IRB/IACUC approvals
- An updated other support page for all Sr/Key personnel ONLY if there have been any changes.
  - The OS page should be on the new format and requires a certified electronic signature
  - Provide updated other supported for all senior/key personnel for whom there has been a change in other support.
- Is it anticipated that an estimated unobligated balance for the current budget year XXXX – XXXXX (including prior year carryover) will be greater than 25% of the total approved budget? If Yes, Provide an explanation for unobligated balance below and how it is anticipated that the funds will be spent.
- Provide an estimated balance of any remaining funds for the current budget year XXXx – XXXX (including carry forward) Please break it out by Direct and Indirect costs.
- Complete the standard personnel info for people on the project for the current budget year XXXX – XXXXX: (Attached sheet) *Be sure to include eRA common names where applicable.*
- Level of Effort: Will there be, in the next budget period XXXX – XXXX, either
  - a reduction of 25% or more in the level of effort from what was approved by the agency for the PD/PI(s) or other senior/key personnel designated in the Notice of Award, or
  - a reduction in the level of effort below the minimum amount of effort required by the Notice of Award? (If yes, provide an explanation below (Limit 700 characters/approximately 1/4 page.)
- New Senior/Key Personnel Are there, or will there be, new senior/key personnel?
- Is there a change in performance sites that will affect F&A costs? Did your IDC rate change?

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