RESEARCH PERFORMANCE PROGRESS REPORTS GUIDANCE – (RPPR)

Research Performance Progress Reports should include a concise summary describing a recipient's progress. Details on project status, outcomes and any changes that have occurred during the grant reporting period should be included. The report should be in narrative form and contain the following sections in order, reports that are missing sections will be marked unacceptable:

- **Grant Award Number**
- **Title of the Grant Award**
- **Recipient Organization w/address**
- **DUNS number**
- **Grant Period of Performance**
- **Grant reporting period end date**
- **Name of PI and contact information**
- **Name of sub awardee as stated in award (if applicable)**
- **Objective of program:** as stated in the award.
- **Issues or Problems:** Describe any anticipated and encountered problem areas for this period.
    a) Actual or anticipated problems or delays and actions or plans to resolve them.
    b) Changes that have significant impact on expenditures
    c) Changes in approach and reasons for change - please note depending on the item, a pre-approval modification may be needed.

- **Current activities**: Progress of activities for this current reporting period, please state each task/service and its status. Include the following sections:
    a) What were the major goals and objectives to complete this reporting cycle?
        - A comparison of actual accomplishments to the objectives of the Federal award established for the reporting period.
    b) Were those goals and objectives met? If not, please explain why and indicate the proposed path forward.
    c) Any experimental work done? If so, what was it and outcomes.
    d) Any supplies purchased, such as data or databases, audio or video products, software, models, equipment, research materials? Please list in detail with costs. **(Cumulative and reporting period)**
    e) Recruiting of students, or other staff to be supported under the award, must list the person, and each report must contain what that person worked on and accomplishments. **(Cumulative and reporting period)**
    f) Provide detailed cost share information (if applicable).

This guidance document contains information collection requirements that are required to obtain a benefit and are subject to the Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq.). These information collections were approved by the Office of Management and Budget (OMB), approval number 3150-XXXX which expires MM/DD/YYYY. The burden to the public for these information collections is estimated to be 2 hours per response. The information gathered will be used to inform the NRC about the use of grant funds. Send comments regarding this information collection to the FOIA, Library, and Information Collections Branch (T6-A10M), U.S. Nuclear Regulatory Commission, Washington, DC 20555-0001, or by e-mail to Infocollects.Resource@nrc.gov, and to the OMB reviewer at: OMB Office of Information and Regulatory Affairs (3150-XXXX), Attn: Desk Officer for the Nuclear Regulatory Commission, 725 17th Street, NW, Washington, DC 20503; e- mail: oira_submission@omb.eop.gov

g) If there is a subawardee – please provide an update on each sub-awardee's work for this reporting period. Indicate whether the sub-awardee's work goals and objectives were met and any relevant issues. For any students supported:
    - Please include information about each student chosen, such as full name, when they were hired, purpose or work they are performing under the grant, and the amount they have received and the breakdown of the costs. This should be documented in full detail. **(Cumulative and reporting period)**

- **Acquired Property**: Report all property approved under this grant award and list in detail with costs. **(Cumulative and reporting period)**

- **Expenditures**: (show budget vs. actual). Please make sure to use the actual budget categories that were approved in your award (first column should be your budget per category, second column is what has been expended in each category. If you go over your budget, a re-budget will be needed, and should have been approved prior to expenditures being used, please contact Grants Program Manager for re-budget request. **(Cumulative and reporting period)**

(Example):

Activity Description *Please list all expenditures, such as tuition, supplies, fringe benefits, research salaries, travel, property, indirect costs, etc.	Funding *Please list the budget proposed in your award for each activity description.	Funding *Please list "ACTUAL" expended funds for each activity
Student Tuition	$200,000	$130,000
Travel	$10,000	$5,000
Indirect Costs	$80,000	$50,000
Total Budgeted or Actual Funding Amount	$300,000	$185,000

- **Travel:** List **all** travel that has been taken under the grant. **All International travel must be approved by NRC grants program manager, please attach approval document. (Cumulative and reporting period)**
    - Each trip should be detailed and provide the following: dates of travel, who traveled, where, for what purpose and the cost of the travel.

- **Publications:** List each one individually. Each one should list type of publication and provide applicable detail. example: Journal: XXXX - Title - Information. **(Cumulative and reporting period)**

- **Inventions, patent applications, patents, and/or licenses**: List each one individually. **(Cumulative and reporting period)**

Citizenship Requirements

- The citizenship requirements for this grant are ongoing and apply to the full term of the grant. Therefore, if there are any changes to the supported faculty, students, researchers, or participants, such changes should be noted on the progress report and the appropriate citizenship documentation must be provided. **All students and supported faculty** must be United States citizens or a noncitizen national of the United

States or have been lawfully admitted to the United States for permanent residence (i.e., in possession of a currently valid Alien Registration Receipt Card I-551, or other legal verification of such status) **for the full term of the grant.** Noncitizen nationals are persons born in outlying possessions of the United States (i.e., American Samoa and Swains Island). Students must have full-time status at the recipient institution.

  - Please include information about all students chosen, such as full name, when they were hired, purpose or work they are performing under the grant, and the amount they have received and the breakdown of the costs. This should be documented in full detail. **(Cumulative and reporting period)**

- **FY21 awards and beyond:** Once the institution has identified the supported students and research assistants in accordance with the approved award, the institution must immediately provide the certification of compliance to the NRC. This includes all individuals (including Principal Investigators, Co-Principal Investigators, graduate research assistants, and any others) who are not United States Citizens. If these forms are not available. These forms can be found in your award document or on the NRC Grant Opportunities website.

****FINAL REPORTS****
All final reports are due 120 days after award expires.

When submitting the final reports- the report should reflect all the above, however **detailed for the full performance of the award, from start to finish**. The final must state objectives, and accomplishments of those objectives.

The following are required reports for a closeout:

1. Final performance progress report
2. Final property report (SF428, SF428B). If there is property, the NRC also requires the SF428S
3. Final financial report (SF425)