

# Summary of NIH Progress Reporting Changes

# Number of Changes Take Effect

## 10/2014

- 10/1/14 – Required to include description on how Individual Development Plans (IDPs) are used
- 10/17/14 – Research Performance Progress Reports (RPPRs) will not be accepted by the NIH without eRA Commons IDs and complete profiles for graduate & undergraduate students
- 10/17/14 - Item G.4.b (Inclusion Enrollment Data) will prompt you to access and update inclusion records directly in the Inclusion Management System (IMS)
- 10/17/14 - Must use RPPR format for ALL Type 5 non-SNAP awards

# NIH eRA Commons IDs

Full details: [NOT-OD-13-097](#)

- Required for graduate and undergraduate students:
  - Applies to all individuals in graduate and undergraduate student roles who participate in NIH-funded projects for at least one person month or more, even if not paid from that award.
- RPPRs lacking the eRA Commons ID, or containing incomplete profiles, for graduate and undergraduate students will receive an error and the RPPR will not be accepted by the NIH
- List them in Participants Section (D.1) of RPPR
- Some select grant mechanisms may be exempt from reporting in this section (such as institutional training grants)
- For specific instructions on T32s and multi-project awards, review the *Supplemental Instructions* in the RPPR Instruction Guide:  
[http://grants.nih.gov/grants/rppr/rppr\\_instruction\\_guide.pdf](http://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf)

# eRA Commons Profiles

View and share the [Personal Profile Overview](#) video – a tutorial on the eRA Commons Profile

## Required Fields:

- Date of Birth
- Gender\*
- Race\*
- Ethnicity\*
- Disabilities\*
- US citizenship status and country of citizenship

*\*I Do Not Wish to Provide* is an acceptable response

For those who have completed undergraduate or graduate degrees (graduate students and postdoctoral researchers), the highest educational degree, the degree date, and the institution where it was earned also should be completed.

## D. Participants ?

### Tips & Notes:

THE FOLLOWING DOES NOT APPLY TO FELLOWSHIPS.

In the near future, Commons IDs will be required for individuals with the Undergraduate role. Completion of a Commons Personal Profile for these individuals is strongly encouraged now.

In addition, individuals with Undergraduate, Graduate Student, and Postdoctoral roles on a project will be required to complete the following fields in the Commons Personal Profile: Birthdate, Gender, Race/Ethnicity, U.S. Citizenship Status, and Country of Citizenship, or indicate that they do not wish to respond. Individuals with a Graduate Student role must enter at least one degree and those with a Postdoctoral role must enter a doctoral degree. The profile must also include the name of institution issuing the degree. Completion of these data fields is strongly encouraged now.

### D.1 What individuals have worked on the project?

Provide the following information for: (1) program director(s)/principal investigator(s) (PDs/PIs); and (2) each person who has worked at least one person month per year on the project during the reporting period, regardless of the source of compensation (a person month equals approximately 160 hours or 8.3% of annualized effort). Specify the component(s) on which the individual worked in the appropriate text box. This personnel information is for the entire project.

Provide the name and identify the role the person played in the project. Indicate the nearest whole person month (Calendar, Academic, Summer) that the individual worked on the project. Show the most senior role in which the person has worked on the project for any significant length of time. For example, if an undergraduate student graduates, enters graduate school, and continues to work on the project, show that person as a graduate student.

#### Instructions

- An individual's Commons user ID may be used to partially populate his or her information.
- A Commons ID is required for all individuals with a postdoctoral role and/or supported by a Reentry or Diversity Supplement. The Commons ID is strongly encouraged, but currently optional, for all other project personnel.
- Individuals with a [postdoctoral-like role](#) should be identified as "Postdoctoral (scholar, fellow, or other postdoctoral position)."
- Do not include Other Significant Contributors who are not committing any specified measurable effort to this project.
- Do not report personnel for whom a PHS 2271 Appointment form has been submitted through xTRAIN.
- Required fields are marked with an \*.

eRA Commons User ID ?

\*First Name

Middle Name

\*Last Name

\*Senior/Key Personnel? ?

Yes  No

Last 4 digits of Social Security Number

XXX-XX-

DoB (MM/YYYY)

Degree(s)

\*Project Role

Please select a role

Other (Project Role)

Supplement Support (SS) ?

Not Applicable

\*Person Months ?

Calendar

Academic

Summer

# Need an eRA Commons ID?

Contact [SPA-eBiz@columbia.edu](mailto:SPA-eBiz@columbia.edu)

Provide the following information:

- Full Name
- UNI
- Email address
- Campus (Morningside or CUMC)

## *Tips*

- “Check for Errors” before routing the RPPR to your SPA Project Officer
- While not *required* for other personnel, NIH *strongly encourages* eRA Commons IDs for all personnel listed in Participants D.1.

# Individual Development Plans (IDPs)

Full details: [NOT-OD-14-113](#)


- NIH *encourages* institutions to assist graduate students and postdoctoral researchers to achieve their career goals within the biomedical research workforce through the use of Individual Development Plans (IDPs).
- NIH annual progress reports received on/after 10/1/2014 must include a section to describe how IDPs are used to identify and promote the career goals of graduate students and postdoctoral researchers associated with the award.
- Must include a report on the use of IDPs in *Accomplishments, Question B.4. The actual IDPs should not be included.*
- Instead, grantees will report on whether they use IDPs for all the graduate students and postdoctoral researchers included in Section D. list of Participants.


# Section B.4

## B.4 What opportunities for training and professional development has the project provided?

If the research is not intended to provide training and professional development opportunities or there is nothing significant to report during this reporting period, state "Nothing to Report."

Describe opportunities for training and professional development provided to anyone who worked on the project or anyone who was involved in the activities supported by the project. "Training" activities are those in which individuals with advanced professional skills and experience assist others in attaining greater proficiency. Training activities may include, for example, courses or one-on-one work with a mentor. "Professional development" activities result in increased knowledge or skill in one's area of expertise and may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.

 For all projects reporting graduate student and/or postdoctoral participants in Section D. Participant, grantees are encouraged to describe the use of Individual Development Plans (IDPs) for those participants. Do not include the actual IDP; instead include information to document that IDPs are used to help manage the training for those individuals.

 For T, F, K, R25, R13, D43 and other awards or award components designed to provide training and professional development opportunities, a response is required. Do not reiterate what is reported under Accomplishments. Limit the response to this reporting period.

Nothing to Report

or upload description

Add Attachment

Delete Attachment

View Attachment

If you report graduate students and/or postdocs in section D.1, you cannot check **"Nothing to Report"** in section B.4. You must attach a description on whether or not IDPs were used for the students listed in D.1, and include a description of Columbia's IDP program (see next slide).



# Guidance on answering RPPR Section B.4

- Who did you list in *Participants D.1* of the RPPR?
- Were IDPs used for them? Yes or no?
- Are they participating in the new Columbia IDP Program?
- <https://www2.gsas.columbia.edu/idp/>

A Program Description is available of the new Columbia IDP Program, which you can include in the RPPR:

- Under 'Program details' - IDP Program Summary for Principal Investigators

[Home](#)[Program Details](#)[Events](#)[Developing Your IDP](#)[MyIDP Portal](#)[Program Feedback](#)[Contact Us](#)[Home](#) » [Program Details](#)

## Program Details

- [What is an IDP?](#)
- [What is Columbia's IDP Program?](#)
- [Who Should Participate?](#)
- [Additional Resources](#)
- [IDP Program Summary for Principal Investigators](#)

### What is an IDP?

An Individual Development Plan (IDP) begins with a self-assessment. A student or postdoc would assess her or his own skills, interests, and values in a systematic way aimed at revealing strengths and areas needing improvement. The self-assessment also allows trainees to begin to understand how their skills, interests, and values should align in choosing the best possible career fit. Upon completing the self-assessment, the trainee should conduct career exploration activities with the goal of narrowing down career interests into a small number of potential career paths. The final part of the IDP is the actual planning segment. Trainees devise plans for career development that will allow them to reach their career goals. Generally these plans should be designed so that they can be accomplished over 6-12 months and evaluated objectively.

For more information, see ["A Spotlight on Individual Development Plans" \(PDF\)](#).

# Inclusion Management System (IMS)

Full Details: [NOT-OD-15-005](#) and [NOT-OD-14-085](#)

- NIH will transition to a new module within the eRA Commons, **IMS**, used for reporting sex/gender, race, and ethnicity information as required by the [NIH Policy on the Inclusion of Women and Minorities in Clinical Research](#)
- **IMS** will be released 10/17/14, and will take advantage of:
  - the structured inclusion data being collected on competing applications to pre-populate inclusion data records; and
  - allow grantees to directly manage their inclusion data in the system throughout the awarded project period.

# Transition Timeline for using IMS during progress reporting

- If submitting an RPPR between now and 10/16/14:
  - You will be directed to upload a PDF of the [updated inclusion enrollment reporting format](#) in Section G.4.b of the RPPR
- Once IMS is available on 10/17/14:
  - RPPRs will have access to a link to IMS in Section G.4.b that will allow reporting of the inclusion enrollment data
- If using the paper PHS2590 forms instead of RPPR for submission prior to 10/17/14, use the PDF version of the [updated inclusion enrollment reporting format](#)\*
- *\*Note – all awards must use RPPR instead of PHS2590 if submitted on or after 10/17/14*
- *If submitting a progress report that has an award start date before 10/1/14, you will be directed to use the [previous inclusion enrollment reporting format](#).*

# Other Key Changes Related to IMS once available on 10/17/14

- Inclusion enrollment report forms received with competing application submissions will automatically populate the IMS
- Grantees will be able to view and update their inclusion enrollment data through the IMS, found in the eRA Commons Status page
- NIH will migrate ongoing enrollment information from the previous data system to the IMS
- Because the report format has been adjusted, grantees will be prompted to update the Cumulative Inclusion Enrollment data in the IMS format at the time of the RPPR. You are encouraged to update Planned Enrollment data as well.

# RPPR required for all grant mechanisms

Full details: [NOT-OD-14-092](#)

- RPPR required for ALL type 5 progress reports (SNAP and non-SNAP) submitted on or after October 17, 2014
- **SNAP RPPRs are due the 15th of the month preceding the month in which the budget period ends.**
- **Fellowship progress reports are due two months before the beginning date of the next budget period.**
- **Non-SNAP awards have specific reporting due dates. Verify due dates in the Notice of Award.**
- NIH RPPR Website:
- <http://grants.nih.gov/grants/rppr/>
- Review the RPPR Instruction Guide
- Review the *Supplemental Instructions* for specific grant types (K-awards, T32s, multi-project awards, Fellowships, etc).
- [http://grants.nih.gov/grants/rppr/rppr\\_instruction\\_guide.pdf](http://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf)

# Questions?

- Contact your assigned Sponsored Projects Administration (SPA) Project Officer
- <http://spa.columbia.edu/about-us/departments-assignments>