# Guidelines for Cayuse Non-Competing Continuation / Progress Report (RPPR)

# New Cayuse (Cayuse SP)

# 1/11/2021

**These steps are applicable to New Cayuse.**

**The administrator takes the following actions:**

1. From eRA Commons draft the RPPR and copy and save the draft RPPR.
2. Begin an IPF:
   1. Copy the original proposal if within SP. **If not, see below for mid-segment RPPR**.
   2. Change the Proposal Type to Non-Competing Continuation / Progress Report
   3. Input the required fields; for example, key personnel, direct and indirect costs for the subsequent budget period, etc.
      1. Upload a document detailing the subsequent year detailed budget for internal review.
   4. In the Proposal Attachment section, attach the draft RPPR from eRA Commons. Select Progress Report as the Attachment Type.
   5. NOTE: the IPF can’t be submitted for routing if the required fields are not populated.
3. In the routing chain:
   1. Regina Janicki is added and should be at the same level as EH&S and Human and Animal subjects involved.
   2. If NIH, please add “RPPR – NIH Only”, which will trigger Rose Ramunno’s review. “OGS Budget” will automatically be added, please ensure “RPPR – NIH Only“ should be listed as the last approver.
   3. If **not** NIH, “OGS Budget” is automatically added, which will trigger Gerard Mcmorrow’s review.
4. Once you receive the approval alert from eRA commons, please download and add the approved RPPR as an attachment in Cayuse.
   1. NOTE: The alert from eRA commons may go directly to the PI.

REGARDING PI CERTIFICATION

* PI must certify the RPPR submission in eRA commons.
* In Cayuse, the lead PI will receive an email requesting s/he certifies the proposal. However, the PI certification is not required in Cayuse.

**These steps are information applicable to the NIH RPPR procedure in general.**

1. A draft RPPR must be attached in Cayuse SP.
2. Calendar Months of effort MUST be verified in OBIEE that $ charged for each individual agrees to the months on the participant page for the year the RPPR is reporting.
3. Administrator must verify that months for personnel not on Einstein PR are accurate. OGS cannot check this.
4. IF OBIEE shows balance >= 25% of current year award (including prior year carryover) either disclose large carryover and explain in section G10 of the RPPR or note in Cayuse how the balance will be reduced to <25% by the end of the current budget period.
5. Before routing the RPPR to OGS, check for errors and fix them. If there are warnings, Rose will assume they are ok and she **will** submit.
6. Please never route/submit the RPPR through eRA Commons. Please route/submit **only** after the application is approved in Cayuse.
7. Route it via eRA Commons to the signing official - Rose Ramunno.
8. The Administrative Official should be Suzanne Locke.

**Post Award – takes the following actions NIH RPPRs:**

* The FA reviews #7 and #9 above.
* If any issues arise, Rose coordinates with the Department Administrator.
* Once approved, Rose will take the following actions:
  + Reviews the subsequent budget period noted in step 2.c.i. above.
  + Approve in Cayuse, which generates an email advising the approval.
  + Once the PI has approved in eRA Commons, then Rose will receive an email to approve in eRA Commons.

**NIH Final NIH RPPRs – mid segment:**

* The administrator will follow steps 1 – 9 above.
* Step #2 has a modification, if there isn’t an SP record, you can’t copy the prior proposal. Therefore, a new proposal must be created with the proposal type = Non-Competing Continuation/ Progress report. The administrator should download a pdf from Cayuse S2S application (formerly Cayuse 424) and upload this as an attachment. This is required for the FA to validate #7 above.

**NIH Final RPPRs:**

Same steps take place as with interim RPPR, except the budget review.