Checklist - Grant Progress Report

This checklist is designed to serve as a guide for reviewing grant progress reports. It is intended for use by a member of the Sponsored Programs Administration team in the Office of Research Affairs. It is important to note that not all sections or criteria will apply to all grant progress reports. The sponsor's format should be followed in all cases. This checklist includes common sections for NIH progress reports but should not be considered a definitive outline for reviewing progress reports when additional guidelines are available.

PI:	ORA#:	Routed in RRP: ☐Yes ☐No ☐N/A

| Active IRB/IACUC: ☐Yes ☐No ☐N/A FCOI training up-to-date: ☐Yes ☐No ☐N/A |||

Criteria	✓	Comments
RPPR Menu		
Use button "Check for errors" Use "Edit" button to go into RPPR for review		
A. Cover Page	✓	
Signing Official: Jennifer Garcia		
Administrative Official: Jane Winger		
B. Accomplishments		
Review text boxes and attachments to ensure submission does not exceed character or page limits		
Check in eRA commons to see if this grant was awarded any revisions/supplements, if so ensure the # is included in B.3	✓	
C. Products	✓	
Ensure publications are compliant with NIH policy		
Verify inventions with Tech Transfer group		
D. Participants	✓	
Compare key personnel on original application or last progress report to ensure all reported. If PI or other key personnel listed on NGA have ↓ effort more than 25%, ensure prior approval was obtained. NOTE: Reductions are cumulative, i.e., the 25% threshold may be reached by two or more successive reductions that total 25% or more.		
Person months must be a whole number, round up or down accordingly		
Ensure PD/PI commons ID is listed, others are not required unless they are listed with the postdoc role		
If personnel are not listed that should be, check to see if it is explained in the box otherwise check with the department on the change		
Review attachments to ensure conforming to NIH requirements (i.e. biosketches, other support documents annotated with changes, etc)		
E. Impact	✓	
Ensure submission does not exceed word count and/or page limits		
F. Changes	✓	
Ensure submission does not exceed word count and/or page limits		
G. Special Reporting Req	✓	
If applicable to project review for: • IRB/Inclusion enrollment data • Human Subjects Education Requirement • Human Embryonic Stem Cells Registration number • Performance Sites		
Verify unobligated balance with fund accounting to ensure not more than 25% of funding remaining. Provide: PI, Grant # and title.		

H. Budget	✓	
If this section is required, review budget for accuracy		