

# Guidelines for Cayuse RPPR preparation by Cayuse Implementation Team

3/7/2023

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## **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:
  - a. Copy the original proposal if within SP. **If not, see below for mid-segment RPPR.**
  - b. Change the Proposal Type to Non-Competing Continuation / Progress Report
  - c. Input the required fields; for example, key personnel, direct and indirect costs for the subsequent budget period, etc.
    - i. Upload a document detailing the subsequent year detailed budget for internal review.
  - d. In the Proposal Attachment section, attach the draft RPPR from eRA Commons. Select Progress Report as the Attachment Type.
  - e. **NOTE:** the IPF can't be submitted for routing if the required fields are not populated.
3. In the routing chain:
  - a. If NIH, please add "RPPR – NIH Only", which will trigger Rose Ramunno' s review. "OGS Budget" will automatically be added, please ensure it's listed as the last approver.
  - b. If **not** NIH, please add "OGS Budget", which will trigger Gerard Mcmorrow' s review.
    - i. Please see below images for reference.
  - c. Regina Janicki is added and should be at the same level as EH&S and Human and Animal subjects involved.

### REGARDING PI CERTIFICATION

- 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.**

4. A draft RPPR must be attached in Cayuse SP.
5. Calendar Months of effort should be verified in OBIEE that \$ charged for each individual agrees to the months on the participant page for the year the RPPR is reporting. This is reviewed by the Financial Analyst in RF.
6. Administrator will need to verify the months for personnel not on Einstein PR are accurate. OGS cannot check this.
7. If OBIEE shows an estimated balance  $\geq 25\%$  of current year award (including prior year carryover) this will need to be disclosed as a large carryover and explained in section G.10 of the RPPR. If not disclosed in the RPPR, an email can be sent to Rose and noted in Cayuse how the balance will be reduced to  $<25\%$  by the end of the current budget period.
8. Before routing the RPPR, check for errors and correct them as needed. If there are warnings, Rose will assume they are ok and she will submit.
9. RPPRs should be routed in eRA Commons only after the SP proposal has been approved in Cayuse.
10. PIs should route via eRA Commons to the Signing Official - Rose Ramunno.
11. The Administrative Official should be Suzanne Locke.

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

- The FA reviews #7 and #8 above.
- If any issues arise, Rose coordinates with the Department Administrator.
- Once the SP Proposal is routed, Rose will take the following actions:
  - Reviews the subsequent budget period noted in step 2.c.i. above.
  - Approves in Cayuse. This can be confirmed in the status history section as “Proposal Approved”
  - Once the PI has completed the RPPR and submits in eRA Commons, then Rose will receive an email to approve in eRA Commons.
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**RPPR sections confirmed by RF**

- D.1 What individuals have worked on the project? (RF confirms effort and person months)
- G.10 Estimated unobligated balance
  - G.10.a Is it anticipated that an estimated unobligated balance (including prior year carryover) will be greater than 25% of the current year’s total approved budget? If yes, provide the estimated unobligated balance.
    - Note: RF may not always agree with the PI’s balance, but it is noted that RF shows a different figure and that NIH will sometimes look directly at our PMS LOC draw to confirm the exact balance.
- H.1 Budget Form (when required)

**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:**

- There is no budget.
- You will need to create an OPAS and email the proposal # to Rose, no need to route.
- Once completed, please have the PI forward the RPPR in commons for submission.