



NIH RPPR CHECKLIST

Please complete this document and save the requested documents in the RPPR folder. Once these are complete, email the RPPR coordinator to confirm.

- Detailed PI-approved budget for next budget period with completed Allocation Tab
- All Personnel Report in final format, including:
 - eRA IDs (for PIs, Co-Is, Postdocs, Graduate Students, and Undergraduate Students)
 - Project roles
 - One decimal point for calendar month efforts
- Signed Other Support for Senior/Key Personnel (if included on the NOA)
- Signed MFTRP Certification for Non-HCC Senior/Key Personnel (if included on the NOA)

Is the subcontract site RPPR checklist (along with associated documentation) saved in the RPPR folder?

- Yes
- N/A

Are the non-HCC budget approval emails saved in the RPPR folder?

- Yes
- N/A

Are the Pitt IRB and/or IACUC approvals saved in the RPPR folder?

- Yes
- N/A

Personnel:

Will there be a reduction of 25% or more in the level of effort for Senior/Key Personnel designated on the Notice of Award?

- No
- Yes:

Are there, or will there be, new senior/key personnel? If yes, list below.

- No
- Yes:

Are there, or will there be, new “other significant contributors”? If yes, list below.

- No
- Yes:

Are there any new faculty or staff who are participating who need to provide biosketches and/or human subjects certification documentation (if new to Human Subjects research)?

** If yes, list below & provide the required biosketch & certification documentation*

- None
- Yes:

Budget:

Is it anticipated that an unobligated balance will be greater than 25% of the current year's total approved budget?

- No
- Yes. Estimated percentage: _____

Does the budget represent a significant change from previously recommended levels (e.g., total rebudgeting greater than 25 percent of the total award amount for this budget period)?

- No – I have saved a budget justification to the folder stating that there have been no significant changes (template saved here: [Budget Justification No Changes.pdf](#))
- Yes – I have saved a detailed budget justification to the folder stating a justification for those line items and amounts that represent a significant change.

The "total approved budget" equals the current fiscal year award authorization plus any approved carryover of funds from a prior year(s). The numerator equals the total amount available for carryover and the denominator equals the current year's total approved budget.

If yes, provide the estimated unobligated balance (total costs):

\$

Please provide a brief explanation for the unobligated balance:

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If authorized to carryover the balance, provide a general description of how it is anticipated that the funds will be spent:

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Do you have any foreign components to report?

- No
- Yes

If Yes, please provide the dollar amount (total costs) obligated to first-tier subawards to foreign entities for this reporting period. If more than one foreign country, identify the distribution between the foreign countries:

\$

Will the next year of funding require an advance account?

No

Yes