



Memorandum

To: All Faculty and Staff
From: Allison Gottlieb, Director of Sponsored Programs Education
Date: October 30, 2014
Subject: **Additional Guidance for NIH Multi-Project and Single-Project with Complicated Structure RPPR Applications**

Effective October 17, 2014, the NIH issued a [notice](#) that they no longer accept the former paper “PHS 2590” application forms for Type 5 Non-SNAP Reports. These Non-SNAP applications are also known as “Multi-Project” and “Single-Project with Complicated Structure” RPPR applications and some examples are program project grants (P series) and cooperative agreements (e.g., U01, U19). For a listing of Multi-Project Awards and Single-Project Awards with Complicated Structure, see Table 1 in the attached instructions.

Please review these instructions, which are excerpted from the [NIH RPPR Guide](#), for these types of applications and also note the following:

- ❖ The first question you answer is whether this project has components (i.e., cores/projects). Answering this question incorrectly will require the eRA commons help desk to unlock your application to correct and can result in delays in submitting your application on time.
- ❖ Grants and Cooperative Agreements with Subawards – you must enter the detailed subaward budget.
- ❖ If there are undergraduate, graduate and/or post doc students participating for at least one person-month of full-time work in the current budget period, please be sure they complete their personal profile in addition to registering for an eRA Commons account. The personal profile needs to be completed in order to submit the RPPR application.

As a reminder, to register for an eRA Commons account, please send an -email to grants@mssm.edu with the following information:

- Last Name, First Name
- Role (Indicate Undergraduate Student, Graduate Student, or Postdoctoral)
- E-mail address

NIH RPPR Instructions for NIH Multi-Project and Single-Project with Complicated Structure RPPR Applications

Excerpt from -

http://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf

Section	Section Name	Page #
5.2.2	Accessing a Multi-Project and Single-Project with Complicated Structure RPPR for Editing	15-18
5.3.2	Checking for Errors on a Multi-Project RPPR	33
7	Table 1: Applicable Supplemental Instructions	90
7.6	Multi-Project RPPRs and Single-Project RPPRs with Complicated Structure	101
7.6.1	Overall	101-106
7.6.2	Component Instructions	106-108

Cancel

NOTE: Once an RPPR has been routed for review, the **Recall** and **Submit** buttons are enabled. These functions are covered in subsequent chapters.

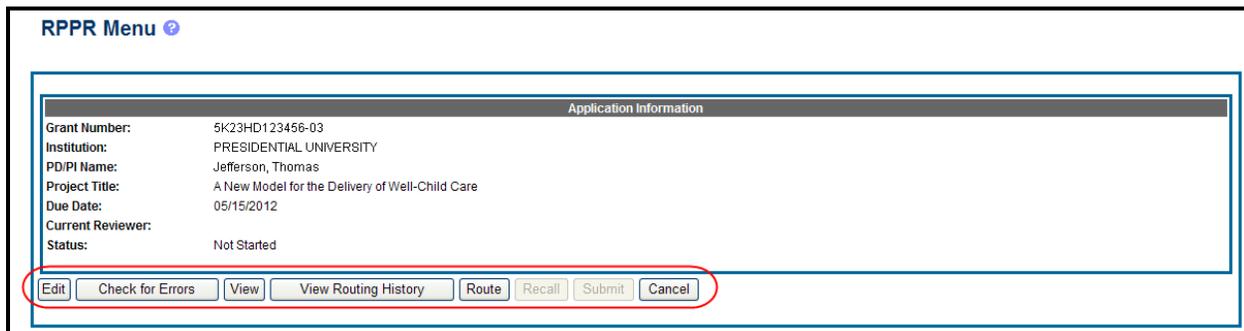


Figure 12: RPPR Menu Buttons

Select the **Edit** button to open the RPPR for editing.

Refer to the section of this document titled [Editing the RPPR Forms](#) for more information on editing the forms.

5.2.2 Accessing a Multi-Project and Single-Project with Complicated Structure RPPR for Editing

A *multi-project RPPR* is a progress report submitted for a funded program (activity code) which has multiple, interrelated components sharing a common focus or objective.

A *component* (for the purposes of applications and progress reports) is a distinct, reviewable part of the multi-project application or progress report for which there is a business need to gather detailed information identified in the funding opportunity announcement (FOA).

Components typically include general information (component organization, project periods, project title, etc.), performance sites, personnel, and budget. The FOA defines the construction and naming convention for the application; the funded application defines the construction and naming convention for the progress report.

For multi-project awards, the *RPPR Menu* screen displays with buttons for the following available options found within the **Application Information** section of the screen:

View

View Routing History

Route

Cancel

NOTE: Once an RPPR has been routed for review, the **Recall** and **Submit** buttons are enabled. These functions are covered in subsequent chapters.

RPPR Menu ?

Application Information

Grant Number: 5P20MD123456-01
 Institution: UNIVERSITY OF THE US
 PD/PI Name: WASHINGTON, GEORGE; Jefferson, Thomas (Contact)
 Project Title: Sample Research Project
 Due Date: 01/01/2014
 Current Reviewer: Franklin, Benjamin
 Status: PD/PI Work in Progress

View View Routing History Route Recall Submit Cancel

Does the project have components? Yes No ?

ID	Project Title	Program Director(PD)/ Principal Investigator(PI) Name	Actions
Overall	Sample Research Project	Washington, George	Edit Check for Errors

Component Type
 Select One

One item found.

Component ID	Component Type	Component Project Title	Actions
Core-6773	Core	Core for Sample Research Project	Edit Component Check for Errors Delete

Figure 13: RPPR Menu Options for Multi-Project RPPRs

Overall

Below the **Application Information** is a table showing the Overall **ID**, **Project Title**, **Program Director/Principal Investigator (PD/PI) Name**, and an **Actions** column with links.

The *RPPR Menu* for a multi-project RPPR without components does not include the component table. Additionally, the **No** radio button on the **Does the project have components?** field is selected.

Refer to the figure below for an example of a single-project with complicated structure RPPR.

RPPR Menu ?

Application Information

Grant Number: 5U10HD123456-15
 Institution: UNIVERSITY OF THE US
 PD/PI Name: WASHINGTON, GEORGE
 Project Title: Another Sample Research Project
 Due Date: 02/01/2014
 Current Reviewer: WASHINGTON, GEORGE
 Status: PD/PI Work in Progress

View View Routing History Route Recall Submit Cancel

Does the project have components? Yes No ?

ID	Project Title	Program Director(PD)/ Principal Investigator(PI) Name	Actions
Overall	Another Sample Research Project	WASHINGTON, GEORGE	Edit Check for Errors

Figure 14: RPPR Menu for Single-Project with Complicated Structure

To edit the RPPR for the Overall, select the **Edit** link from the **Actions** column.

RPPR Menu ?

Application Information

Grant Number: 5P20MD123456-01
 Institution: UNIVERSITY OF THE US
 PD/PI Name: WASHINGTON, GEORGE; Jefferson, Thomas (Contact)
 Project Title: Sample Research Project
 Due Date: 01/01/2014
 Current Reviewer: Franklin, Benjamin
 Status: PD/PI Work in Progress

View View Routing History Route Recall Submit Cancel

Does the project have components? Yes No ?

ID	Project Title	Program Director(PD)/ Principal Investigator(PI) Name	Actions
Overall	Sample Research Project	Washington, George	Edit Check for Errors

Component Type Component Project Title

Select One Add Component

One item found.

Component ID	Component Type	Component Project Title	Actions
Core-8773	Core	Core for Sample Research Project	Edit Component Check for Errors Delete

Figure 15: Edit Link for Overall

Individual Components

If the award has individual components (e.g., a multi-project award), *each* component must be reported in the RPPR. To add components, select the **Yes** radio button next to the question **Does the project have components?** Selecting **Yes** displays the **Add Component** feature for the individual components.

NOTE: Any individual components previously added will already be displayed in a table beneath this feature. In this scenario, the **Does this project have components?** option is disabled. This includes components which were part of a previously submitted progress report for the grant.

To add an individual component:

1. Select the correct option from the **Component Type** drop-down list.
2. Enter the **Component Project Title**.
3. Select the **Add Component** button.

Added individual components display in a table beneath the Overall, showing the **Component ID**, **Component Type**, **Component Project Title**, and available links in the **Actions** column.

4. Select the **Edit Component** link in the **Actions** column for the component to edit its RPPR.

Refer to the section of this document titled [Editing the RPPR Forms](#) for more information on editing the RPPR forms.

RPPR Menu ?

Application Information

Grant Number: 5P20MD123456-01
 Institution: UNIVERSITY OF THE US
 PD/PI Name: WASHINGTON, GEORGE, Jefferson, Thomas (Contact)
 Project Title: Sample Research Project
 Due Date: 01/01/2014
 Current Reviewer: Franklin, Benjamin
 Status: PD/PI Work in Progress

View View Routing History Route Recall Submit Cancel

Does the project have components? Yes No ?

ID	Project Title	Program Director(PD)/ Principal Investigator(PI) Name	Actions
Overall	Sample Research Project	Washington, George	Edit Check for Errors

Component Type * Component Project Title

Component Type	Component Project Title	Actions
Core	My sample project	Edit Component Check for Errors Delete

Figure 16: Adding and Editing Individual Components

Individual components can be removed from the RPPR by selecting the corresponding **Delete** link from the **Actions** column of the specific component, followed by the **OK** button on the confirmation pop-up message. *The delete option is not available for Overall.*

IMPORTANT: If you choose to delete a component, all data related to this component – including all budget data – will be lost. *This data cannot be recovered once it has been deleted.*

5.2.3 Editing the RPPR Forms

After selecting the appropriate editing option, the RPPR section A. *Cover Page* displays. The *Cover Page* includes information about the grant, PD/PI, signing and administrative officials, organization, and project/reporting/budget periods. Some of this information may be auto-populated. For more information on the *Cover Page*, refer to the section of this document titled [Section A – Cover Page](#) located in the [Instructions for RPPR Sections A–H](#).

1. Update the information as necessary and select the **Save** button.

The *Cover Page* includes tabs at the top and links at the bottom of the page for navigating to the other sections (e.g., **Accomplishments, Participants**), which may be completed in any order. Before navigating to and from any of these sections, it is always necessary to select the **Save** button to save all changes on the current page. Navigating away from any page on the RPPR without selecting **Save** results in the loss of any information entered prior to the last save.

If errors or a warning exist, the appropriate error or warning message displays for each failed occurrence. **All errors must be corrected prior to submission**; the system will prevent submission of an RPPR containing errors. However, the system will not prevent submission of an RPPR when a warning message is displayed.



Figure 31: RPPR Error Messages (Examples)

If all validations pass, a message displays indicating: *No errors found on validation.*

5.3.2 Checking for Errors on a Multi-Project RPPR

To perform an error check on the Overall or individual component of a multi-project RPPR, select the **Check for Errors** link from the **Actions** column of the *RPPR Menu* screen for the Overall or individual component being validated.

NOTE: Refer to section [5.3.2 Accessing a Multi-Project and Single-Project with Complicated Structure RPPR for Editing](#) for information on adding individual components to the RPPR.

RPPR Menu ?

Application Information

Grant Number: 5P20MD123456-01
 Institution: UNIVERSITY OF THE US
 PD/PI Name: WASHINGTON, GEORGE; Jefferson, Thomas (Contact)
 Project Title: Sample Research Project
 Due Date: 01/01/2014
 Current Reviewer: Franklin, Benjamin
 Status: PD/PI Work in Progress

View View Routing History Route Recall Submit Cancel

Does the project have components? Yes No ?

ID	Project Title	Program Director(PD)/ Principal Investigator(PI) Name	Actions
Overall	Sample Research Project	Washington, George	Edit Check for Errors

Component Type: Select One
 Component Project Title:
 Add Component

One item found.

Component ID	Component Type	Component Project Title	Actions
Core-6773	Core	Core for Sample Research Project	Edit Component Check for Errors Delete

Figure 32: Check for Errors Links for Multi-Project RPPRs

If errors or a warning exist for the chosen component, the appropriate error or warning message displays for each failed occurrence. Select the **Check for Errors** button of the other components to perform a check against them.

All errors must be corrected prior to submission; the system will prevent submission of an RPPR containing errors. However, the system will not prevent submission of an RPPR when a warning message is displayed.

RPPR Menu ?

Error Messages

- Core-6772 - Section A. Cover Page: (ID: 201309)
 - A.1.b. The project lead for the component is required. (ID: 200261)
- Core-6772 - Section B. Accomplishments: (ID: 201315)
 - B.1. An answer is required. (ID: 201238)
 - B.1.A. An answer is required. (ID: 201239)
 - B.2. An answer is required. (ID: 201240)
 - B.4. An answer is required: select Nothing to Report or enter/upload response. (ID: 201243)
 - B.5. An answer is required: select Nothing to Report or enter/upload response. (ID: 201244)
 - B.6. An answer is required. (ID: 201245)
- Core-6772 - Section C. Products: (ID: 201316)
 - C.3. An answer is required: select Nothing to Report or enter/upload response. (ID: 201248)
 - C.5.A. An answer is required: select Nothing to Report or enter/upload response. (ID: 201250)
 - C.5.B. An answer is required: select Nothing to Report or enter/upload response. (ID: 201251)
- Core-6772 - Section E. Impact: (ID: 201318)
 - E.3. An answer is required: select Nothing to Report or describe impact on technology transfer. (ID: 200220)
- Core-6772 - Section F. Change: (ID: 201319)
 - F.2. An answer is required: select Nothing to Report or enter/upload response. (ID: 201270)
 - F.3.a An answer is required: select No Change or enter/upload response. (ID: 201271)
 - F.3.b An answer is required: select No Change or enter/upload response. (ID: 201272)
 - F.3.c. An answer is required: select No Change or enter/upload response. (ID: 201273)
 - F.3.d. An answer is required: select No Change or enter/upload response. (ID: 201274)
- Core-6772 - Section G. Special Reporting Requirements: (ID: 201320)
 - G.4.a. An answer is required. (ID: 201278)
 - G.6. An answer is required. (ID: 201281)

Warning Message

- H.1. The Funds Requested amount for one or more budget(s) is \$0 (zero) dollars. Check the calculations to ensure this amount is correct prior to submission. (ID: 200266)

Figure 33: Errors and Warnings for One Component of a Multi-Project RPPR

If all validations pass, a message displays indicating: *No errors found on validation.*

7 Supplemental Instructions for Specific Grant RPPR Types

The *RPPR Instructions* in chapter 6, Sections A–H, apply to the following awards: D71, DP1, DP5, G08, G11, G13, P40, R00, R01, R03, R18, R21, R33, R34, R36, R37, R56, RC1, RC2, RL1, S21, S22, SC1, SC2, SC3, U1B, UC2, UH1, UH2, UH3, **and** awards listed in Section 7.6 if they issued under SNAP. For all other awards, see Table 1 below and applicable supplemental instructions for specific grant award types that either replace or are in addition to the [Instructions for RPPR Sections A–H](#).

Table 1: Applicable Supplemental Instructions

Applicable Supplemental Instructions	Award Activity Codes
7.1 Individual Career Development (K) Awards	K01, K02, K05, K06, K07, K08, K18, K22, K23, K24, K25, K26, K99, KL1
7.2 Fellowship Awards	F05, F30, F31, F32, F33
7.3 SBIR/STTR Awards	R41, R42, R43, R44, U43, U44, UT1, UT2
7.4 Training Awards	K12, KL2, R90, RL9, T15, T32, T34, T35, T37, T90, TL1
7.5 Educational Awards	D43, DP7, K30, R13, R25, RL5, T14, T36, U13, U2R
7.6 Multi-Project Awards and Single-Project Awards with Complicated Structure	G12, R34, M01, P01, P20, P2C, P30, P41, P42, P50, P51, P60, PL1, PM1, PN1, PN2, R24, R28, RM1, S06, S11, U01, U10, U19, U24, U2C, U34, U41, U42, U45, U54, U56, UC7, UL1, UM1, UM2

7.1 Individual Career Development (K) RPPRs

For Career Development Awards (i.e., K01, K02, K05, K06, K07, K08, K18, K22, K23, K24, K25, K26, K99, and KL1) follow the [Instructions for RPPR Sections A–H](#) in chapter 6, with the exceptions noted below:

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

Describe activities such as teaching, clinical care, professional consultation, service on advisory groups, and administrative activities. Indicate percent of time spent in each of these activities and the relationship to the awardee's research career development. For awards that include a requirement to mentor others (e.g., K05 and K24), indicate the percent of time devoted to mentoring activities, individuals mentored during the reporting period, the frequency and kinds

G.3 Not Applicable.

G.12 F&A Costs [Applicable to SNAP awards only.]

7.6 Multi-Project RPPRs and Single-Project RPPRs with Complicated Structure

For the purposes of the RPPR, the following activity codes are always categorized as multi-project awards or single-project awards with complicated structures: G12, M01, P01, P20, P2C, P30, P41, P42, P50, P51, P60, PL1, PM1, PN1, PN2, R24, R28, RM1, S06, S11, U01, U10, U19, U24, U2C, U34, U41, U42, U45, U54, U56, UC7, UL1, UM1, and UM2. These activity codes awards may or may not include multiple components (projects, cores), but they all could potentially include multiple components. For multi-project awards, the grantee will follow the instructions for the overall portion of the RPPR below and for *each* component of the RPPR the grantee will follow the instructions under component instructions in section 7.6.2.

The [*Instructions for RPPR Sections A–H*](#) in chapter 6, are applicable to these activity codes (even if the award does not include multiple components) with the following exceptions.

7.6.1 Overall

B.1 What are the major goals of the project?

Emphasize the synergy, collaboration and integration of major activities of the project. Report the major goals specific to an individual component under that component.

B.2 What was accomplished under these goals?

For this reporting period describe for the overall award: 1) major activities; 2) significant results, including major findings, developments, or conclusions (both positive and negative), and 3) key outcomes or other achievements. Include a discussion of stated goals not met. Report the accomplishments of individual projects and cores under that component.

B.3 Is there one or more Revision associated with this award or a project under this award for which reporting is required?

If the Revision is associated with a specific project or core, identify the component.

B.5 How have the results been disseminated to communities of interest?

If there are individual projects/cores designed to disseminate information or conduct outreach activities, report those activities under that component.

B.6 What do you plan to do during the next reporting period to accomplish the goals?

Report goals and objectives of individual projects or cores under that component.

C.5 a Other products

Identify any other significant products that were developed under the overall project. Report other products and resources resulting from an individual project or core under that component.

C.5.b Resource sharing

Report resource sharing for an individual project or core under that component.

D.1 Participants

In addition to the instructions in [Section 6.4](#), specify the component(s) on which the individual worked in the appropriate text box. This personnel information is for the entire project.

NOTE: If an individual is associated with multiple components, some components may be hidden to reduce the size table. Where applicable, use the **show more** link to display all of an individual's components in the row. Use the **show less** link to collapse the information.

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.

Overall

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 ?
 GREATPOET

*First Name: Walt Middle Name: Last Name: Whitman *Senior/Key Personnel? ? Yes No Last 4 digits of Social Security Number: XXX-XX-6040 DoB (MM/YYYY): 09/1954

Degree(s): PHD,BS,MS *Project Role: Consultant Supplement Support (SS) ? : Not Applicable *Person Months ? : Calendar 6 Academic Summer

Please specify the component(s) on which the individual worked

- Admin Core-5604 (My Sample Admin Core Component)
- Core-5601 (My sample project)
- Core-5602 (My Sample Core Component)
- Project-5603 (My Sample Project Component)

Is the individual's primary affiliation with a foreign organization? Yes No
 Check "no" if the individual's primary affiliation is with a foreign organization but the individual is working on this award solely while in the U.S.

If yes, provide the name of the organization and country

Organization Name: Country: Please select a country

Commons ID	S/K	Name	SSN	DOB	Degree(s)	Role	Person Months			Foreign Affiliation		SS	Component	Action
							Cal	Aca	Sum	Org	Country			
WRITERJANE	Y	AUSTEN, JANE	8385	03/1953	MPH,MD,MD	PD/PI	12					Not Applicable	Core-5601	Edit
ALSOAPOET	Y	Auden, WH	6040	09/1954	PHD,BS,MS	Co-Investigator	10					Not Applicable	Core-5601 Core-5602 ▼ show more	Edit Delete
DICKENSAUTHOR	Y	Dickens, Charles	4935	01/1984	BAMS,PHD	Co-Investigator	4					Not Applicable	Admin Core-5604 Project-5603	Edit Delete
MOCKINGBIRD	Y	Lee, Harper	0370	03/1967	PHD	Co-Investigator	3					Not Applicable	Admin Core-5604 Core-5601 Core-5602 Project-5603 ▲ show less	Edit Delete

Figure 105: D.1 Specifying the Components for an Added Individual

D.2 Personnel Updates

Personnel questions (D.2.a.-e.) are applicable to entire project. For D.2.b, new senior/key personnel, identify the component(s) on which the individuals worked or will work. For D.2.e, new other significant contributors, identify the component(s) on which the individual worked or will work.

E.1 Not Applicable.

E.3 Not Applicable.

F.1 Not Applicable.

F.3 Significant changes to Human Subjects, Vertebrate Animals, Biohazards, and/or Select Agents.

If there are changes in any of the following areas check the appropriate box and provide a description of the changes. If applicable, report the change under the relevant component.

G.2 Not Applicable.

G.3 Not Applicable.

G.4.c ClinicalTrials.gov

Associate the number with the relevant project or core, if applicable, and select the **Add/New** button. Use the Ctrl key to select multiple components at one time.

G.4.c ClinicalTrials.gov ?

Does this project include one or more applicable clinical trials that must be registered in ClinicalTrials.gov under FDAAA?
 Yes No

If yes, provide the ClinicalTrials.gov identifier, NCT number (e.g., NCT00654321) for those trials. Associate the number with the relevant component, if applicable.

NCT number: Component:

Clinical Trials ID	Component	Action
NCT00654320	Training-5042 (test admin)	Edit Delete
NCT00654321	Overall Core-5892 (test admin) Training-5042 (test admin)	Edit Delete

Figure 106: Associating a Component with the NCT Number

G.12 F&A Costs [Applicable to SNAP awards only.]

H. Budget

For multi-project RPPRs complete the budget for each component and for each subaward; see [Section 7.6.1](#). A summary budget will be system-generated based on the budgets completed for the components and will be included in the final .pdf submitted to the Agency. The composite budget summaries will reflect the direct costs for the grantee. Although the direct and indirect costs for subawards are direct costs to the grantee institutions, these costs will be listed as a

separate line item, called “consortium” and will include all consortium costs. The total consortium costs for the summary budget are automatically calculated by the system and reflect the sum of the consortium costs (budget line item F.5 of the project budget) for the project budgets with the grantee institution DUNS and the total direct and indirect costs (budget line item I.) for project budgets with a DUNS different from that of the grantee institution.

H.1 Budget Form [Single-Project RPPRs with Complicated Structure only]

For Single-Project RPPRs with Complicated Structure , follow the instructions in the [SF424 \(R&R\) Application Guide for NIH and Other PHS Agencies, Section I, 4.7 Budget Component, sections A-K](#). The budget justification should be uploaded as item K, and must include detailed justification for those line items and amounts that 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).

NOTE: If subaward budgets are completed, the system will not calculate the budget line item F.5 for the main budget (see figure below). Total consortium costs for the main budget **MUST** be computed and entered manually into budget line item F.5.

F. Other Direct Costs		Funds Requested (\$)
1. Materials and Supplies		\$ <input type="text"/>
2. Publication Costs		\$ <input type="text"/>
3. Consultant Services		\$ <input type="text"/>
4. ADP/Computer Services		\$ <input type="text"/>
5. Subawards/Consortium/ Contractual Costs		\$ <input type="text"/>
6. Equipment or Facility Rental/User Fees		\$ <input type="text"/>
7. Alterations and Renovations		\$ <input type="text"/>
8. <input type="text"/>		\$ <input type="text"/>
9. <input type="text"/>		\$ <input type="text"/>
10. <input type="text"/>		\$ <input type="text"/>
Total Other Direct Costs		\$ <input type="text"/>

Figure 107: SF 424 R&R Budget Form - Question F.5

H.2 Subaward Budget Form [Single-Project RPPRs with Complicated Structure only]

For awards with subaward/consortium budgets, the grantee may select up to 30 subaward budgets. To complete a detailed budget for a subaward/consortium, follow the [SF424 \(R&R\)](#)

[Application Guide for NIH and Other PHS Agencies, Section I, 4.8 Special Instructions for Preparing Applications with a Subaward/Consortium.](#)

7.6.2 Component Instructions

For *each* component, click the **Add Component** button, and complete the instructions. The [Instructions for RPPR Sections A–H](#) in chapter 6 are applicable to each individual component with the following exceptions:

A. Provide the title or identifying number of the component.

A.1 Provide the name, email, phone number and address of the PI of the component.

The screenshot shows a web form for 'A. Cover Page' with a 'Component ID: Core-5601'. At the top left are 'Save' and 'Cancel' buttons. The form is divided into sections: 'Grant Information' (Grant Number: 5P20HG123456-02, Project Title: This Is A Sample Project Title), 'A.4 Not Applicable', 'A.1 Program Director/Principal Investigator (PD/PI) Information' (Name: WHITMAN, WALT, E-mail: poetwalt@email.com, Phone: 201-555-1234), 'A.1.a Not Applicable', 'A.1.b Component Project Information' (Component Project Title: My Sample Title for This Component), and a section for 'Component Project Lead Name' with an 'eRA Commons UserID' field, a 'Populate from Profile' button, and a 'Component Project Lead Name' field. Below this is a note: 'An individual's Commons user ID may be used to populate the Component Project Lead Name.' and a label 'LastName, FirstName MiddleName E.g.: Brown, John P'. At the bottom are 'A.2 Not Applicable' and 'A.3 Not Applicable' sections. The footer contains 'Save' and 'Cancel' buttons and a navigation menu: 'A Cover Page | B Accomplishments | C Products | D Participants | E Impact | F Changes | G Special Reporting Req | H Budget'.

Figure 108: Sample of Section A. Cover Page for a Component

B. 3 Not Applicable.

B.5 How have the results been disseminated to communities of interest?

Reporting the routine dissemination of information (e.g., websites, press releases) is not required. If the Component is not designed to disseminate information to the public or conduct similar outreach activities, select **Nothing to Report**. If the Component is designed to disseminate information or conduct outreach activities, report those activities here. Note that scientific publications and the sharing of research resources will be reported under *Products*.

C.1 Not Applicable.

C.2 Not Applicable.

C.4 Not Applicable.

D. Not Applicable.

E.1 Not Applicable.

E.2 Not Applicable.

E.3 What is the impact on technology transfer?

Describe ways in which the component made an impact, or is likely to make an impact, on commercial technology or public use, including:

- transfer of results to entities in government or industry;
- instances where the research has led to the initiation of a start-up company; or
- adoption of new practices.

E.4 Not Applicable.

F.1 Not Applicable.

G.1 Not Applicable.

G.2 Not Applicable.

G.3 Not Applicable.

G.4.c Not Applicable.

G.5 Not Applicable.

G.7 Not Applicable.

G.8 Not Applicable.

G.9 Not Applicable.

G.10 Not Applicable.

G.11 Not Applicable.

G.12 Not Applicable.

H. Budget

H.1 Budget Form [Multi-Project RPPRs only]

When a grantee institution is the lead on the Component, follow the instructions in the [SF424 \(R&R\) Application Guide for NIH and Other PHS Agencies, Section I, 4.7 Budget Component, sections A-K](#). The budget justification should be uploaded as item K, and must include detailed justification for those line items and amounts that 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).

When a collaborating institution is the lead on the Component, the information from the collaborating institution should be used to complete the project budget, following the instructions in the [SF424 \(R&R\) Application Guide for NIH and Other PHS Agencies, Section I, 4.7 Budget Component, sections A-K](#).

For multi-projects RPPRs the grantee must complete the DUNS and Organization Name fields, as the DUNS number will not automatically populate to the DUNS number.

NOTE: If subaward budgets are completed, the system will not calculate the budget line item F.5 for the main budget (see figure below). Total consortium costs for the main budget **MUST** be computed and entered manually into budget line item F.5.

F. Other Direct Costs	
	Funds Requested (\$)
1. Materials and Supplies	\$ <input type="text"/>
2. Publication Costs	\$ <input type="text"/>
3. Consultant Services	\$ <input type="text"/>
4. ADP/Computer Services	\$ <input type="text"/>
5. Subawards/Consortium/ Contractual Costs	\$ <input type="text"/>
6. Equipment or Facility Rental/User Fees	\$ <input type="text"/>
7. Alterations and Renovations	\$ <input type="text"/>
8. <input type="text"/>	\$ <input type="text"/>
9. <input type="text"/>	\$ <input type="text"/>
10. <input type="text"/>	\$ <input type="text"/>
Total Other Direct Costs	\$ <input type="text"/>

Figure 109: SF 424 R&R Budget Form - Question F.5

H.2 Subaward Budget Form [Multi-Project RPPRs only]

If the component has subaward/consortium budgets, follow the [SF424 \(R&R\) Application Guide for NIH and Other PHS Agencies, Section I, 4.8 Special Instructions for Preparing Applications with a Subaward/Consortium](#). Describe manual entry of subawards