Pathology Sponsored Award Progress Report (RPPR) Submission: Faculty SOP

The purpose of this SOP is to outline roles and responsibilities for efficient processing of progress reports for faculty in Pathology.

Any faculty member that has obtained federal funding is required to provide Research Affairs John Palmieri and Lorena Fonte ASST access to their eRACommons STATUS and RPPR modules to ensure compliance with NIH and Yale policies. (See supplemental instructions)

The below steps outline the procedure for progress report submissions.

1. Pathology Research Business Office will notify PI and Research Affairs **30 days** before a federal progress report is due. Notifications for non-federal progress reports will be provided by research business office as needed.
2. PI will be responsible for all programmatic information in the progress report pertaining to sections B, C, E, F, G for NIH progress reports.
3. Pathology Research Business Office will provide information to PI and Research Affairs **(15 – 10 days prior to the due date)** related to the following sections: D, G.8, G10, (H as applicable); information packet will include other support or collating sponsor forms and obtaining OSP signatures as required for non-electronic submissions.
4. Research Affairs will populate information provided by Pathology Research Business office into Commons on behalf of the faculty. **5 days prior to the due date**
5. PI **(as soon as they are able)** will notify Research Affairs that all RPPR programmatic information has been entered into commons.
6. Research Affairs will complete a final review of the RPPR to ensure all errors and warnings have been corrected, <u>notify faculty how to submit their RPPR</u> and when applicable create appropriate IRES record as needed. **5-2 days prior to the due date**
7. Upon approval from Faculty Affairs, the PI may submit the RPPR directly or route to Lindsey Bosak in OSP.

Please reach out with questions to any of the below contacts:

- Research Affairs path.research.affairs@yale.edu
- Jamie Germaine – Pathology Research Business Office Jamie.germaine@yale.edu
- John Palmieri - Research Affairs Designee john.palmieri@yale.edu

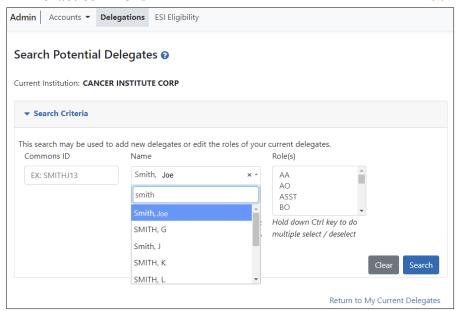# Below outlines instructions for providing someone ASST access in eRA Commons.

1. Contact path.research.affairs@yale.edu to obtain eRA Commons ID information for individuals that will be assisting you with your RPPR.
2. Navigate to eRA Commons:
   https://public.era.nih.gov/commonsplus/public/login.era?TARGET=https%3A%2F%2Fpublic.era.nih.gov%3A443%2Fcommonsplus
3. Sign in to commons.
4. Once signed in navigate to the **Admin tab** and click on **Delegations**
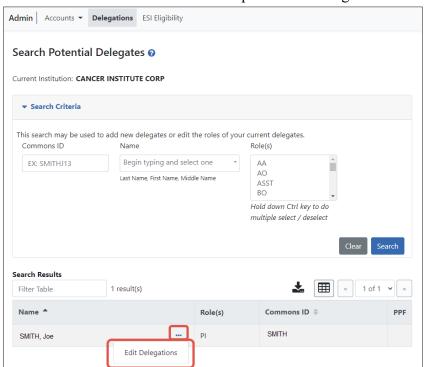

5. In the **Delegations** tab click on search and add delegate

6. Enter **exact commons ID** or search for the individual and select **ASST** role

7. Once added click on the three-dot ellipsis to edit delegation

8. Turn on the toggle switch for **progress report** and **status** and click save