Nuclear Regulatory Commission – RPPR

RESEARCH PERFORMANCE PROGRESS REPORTS GUIDANCE

Research Performance Progress Reports should include a concise summary describing a recipient's progress. Details on project status, outcomes and any changes that have occurred during the grant reporting period should be included. The report should be in narrative form and contain the following sections in order, reports that are missing sections will be marked unacceptable:

- **Grant Award Number**
- **Title of the Grant Award**
- **Recipient Organization w/address**
- **DUNS number**
- **Grant Period of Performance**
- **Grant reporting period end date**
- **Name of PI and contact information**
- **Name of sub awardee as stated in award (if applicable)**
- **Objective of program:** as stated in the award.
- **Issues or Problems:** Describe any anticipated and encountered problem areas for this period.
    a) Actual or anticipated problems or delays and actions or plans to resolve them.
    b) Changes that have significant impact on expenditures
    c) Changes in approach and reasons for change - please note depending on the item, a pre-approval modification may be needed.

- **Current activities**: Progress of activities for this current reporting period, please state each task/service and status of deliverable as stated in your award, this includes the following sections:
    a) What were the major goal and objectives to complete this reporting cycle?
        o A comparison of actual accomplishments to the objectives of the Federal award established for the reporting period.
    b) Was those goals and objectives met? If not, please explain why and path forward.
    c) Any experimental work done? If so, what was it and outcomes.

d) Any supplies purchased, such as data or databases, audio or video products, software, models, equipment, research materials? Please list in detail with costs. **(Cumulative and reporting period)**

e) Recruiting of students, or other staff to be supported under the award, must list the person, and each report must contain what that person worked on and accomplishments. **(Cumulative and reporting period)**

f) Provide detailed cost share information (if applicable)

g) If there is a sub awardee – please provide update on work they worked on this reporting period, were the goals and objectives met?, issues. For any students supported:

   o Please include information about each student chosen, such as full name, when they were hired, purpose or work they are performing under the grant, and the amount they have received and the breakdown of the costs. This should be documented in full detail. **(Cumulative and reporting period)**

- **Acquired Property**: Report all property approved under this grant award and list in detail with costs. **(Cumulative and reporting period)**

- **Expenditures**: (show budget vs. actual). Please make sure to use the actual budget categories that were approved in your award (first column should be your budget per category, second column is what has been expended in each category. If you go over your budget, a re-budget will be needed, and should have been approved prior to expenditures being used, please contact Grants Program Manager for re-budget request. **(Cumulative and reporting period)**

(Example):

Activity Description *Please list all expenditures, such as tuition, supplies, fringe benefits, research salaries, travel, property, indirect costs, etc.*	Funding *Please list the budget proposed in your award for each activity description.*	Funding *Please list "ACTUAL" expended funds for each activity*
Student Tuition	$200,000	$130,000
Travel	$10,000	$5,000
Indirect Costs	$80,000	$50,000
Total Budgeted or Actual Funding Amount	$300,000	$185,000

- **Travel:** List **all** travel that has been taken under the grant. **All International travel must be approved by NRC grants program manager, please attach approval document. (Cumulative and reporting period)**
   o Each trip should be detailed and provide the following: dates of travel, who traveled, where, for what purpose and the cost of the travel.

- **Publications:** List each one individually. Each one should list type of publication and provide applicable detail. example: Journal: XXXX - Title - Information. **(Cumulative and reporting period)**

- **Inventions, patent applications, patents, and/or licenses**: List each one individually. **(Cumulative and reporting period)**

Citizenship Requirement

- **All students and supported faculty** must be United States citizens or a noncitizen national of the United States or have been lawfully admitted to the United States for permanent residence (i.e., in possession of a currently valid Alien Registration Receipt Card I-551, or other legal verification of such status) **for the full term of the grant** . Noncitizen nationals are persons born in outlying possessions of the United States (i.e., American Samoa and Swains Island). Students must have full-time status at the recipient institution.
    - Please include information about all students chosen, such as full name, when they were hired, purpose or work they are performing under the grant, and the amount they have received and the breakdown of the costs. This should be documented in full detail. **(Cumulative and reporting period)**

- **FY21 awards and beyond:** Once the institution has identified the supported students and research assistants in accordance with the approved award, the institution must immediately provide the certification of compliance to the NRC. This includes all individuals (including Principal Investigators, Co-Principal Investigators, graduate research assistants, and any others) who are not United States Citizens. If these forms are not available. These forms can be found in your award document or on the NRC [Grant Opportunities](#) website.

FINAL REPORTS
All final reports are due 120 days after award expires

When submitting the final reports- the report should reflect all the above, however **detailed for the full performance of the award, from start to finish**. The final must state objectives, and accomplishments of those objectives.

The following are required reports for a closeout:
1. Final performance progress report
2. Final property report (SF428, SF428B). If there is property, NRC also requires the SF428S
3. Final financial report (SF425)