Begin RPPR Process

The ORSP Begin RPPR Process activity is available in the PAF Workspace in all post-award states.

PAF Workspace

1. Click ORSP Begin RPPR Process.
2. Enter the RPPR Due Date, or click the calendar icon to select the date.
3. Click Add to attach Key Personnel / FCOI Verification Form(s), as applicable.
4. Enter comments, if desired.
5. Click OK.

Notes:
- An email notification is sent to PI(s), Primary Research Administrator, and Primary Post-Award Contact.
- RPPR in Progress displays in red at the top of the PAF workspace.
RPPR Submitted

Once the Project Team has completed the RPPR and requested review via the PAF workspace activity, the ORSP Project Representative and their support staff receives an email notification containing a link to the applicable PAF and all associated RPPR documents. The RPPR Submitted activity confirms that the RPPR was approved and submitted in the sponsor's system.

PAF Workspace

1. Click RPPR Submitted.
2. Enter comments, if desired.
3. Click Add to upload the final RPPR document(s).
4. Click the applicable checkbox(es) to select email recipients, or to indicate that you do not wish to send an email.
5. If desired, click Add to select additional email recipients if they are not already listed.
6. Click OK.

Note: All documents uploaded with this activity display in the Post-Award Documents section on the Attachments tab in the PAF workspace.