The Research Performance Progress Report (RPPR) must be completed annually via eRA Commons for PHS-sponsored projects. ORSP will send Project Teams a request prior to the RPPR due date with the required FCOI Verification Form attached.

- The PI/Project Team is responsible for:
  o Completing and routing the RPPR in eRA Commons. Instructions are available on the ORSP web site.
  o Completing the UM Key Personnel FCOI Verification Form.

- Once these two steps are completed, the PI/Project Team executes the Request RPPR Review activity in eRPM to upload the FCOI Verification Form and to inform ORSP that the RPPR is ready for review and submission.

- ORSP then reviews the RPPR in eRA Commons and sends an email notification informing the PI/Project Team that the RPPR has been successfully submitted.

Email from ORSP to PI/Project Team

Once the PI/Project Team has completed and routed the RPPR in eRA Commons, complete the following steps.

1. Click to open the attached Financial Conflict of Interest Review Form.

   **Note:** Attached forms also display on the PAF workspace > Attachments tab > Posted Documents section.

2. Click the link to log into eRPM and access the PAF.

   **Note:** You may need to enter your UMID and password.
PI & Project Team
Project Team Request RPPR Review
Step-By-Step Procedure

PAF Workspace

Note: RPPR in Progress will display at the top-left of the workspace.

3. Click Project Team Request RPPR Review.

Project Team Request RPPR Review

4. Click the Add button to upload the completed Key Personnel FCOI Verification form.

5. Enter comments, if desired.

6. Click OK.

ORSP is notified of your response. After reviewing and submitting the RPPR in eRA Commons, ORSP then sends an email notification to inform the Project Team that RPPR is complete.

RPPR In Progress no longer displays in the PAF workspace.