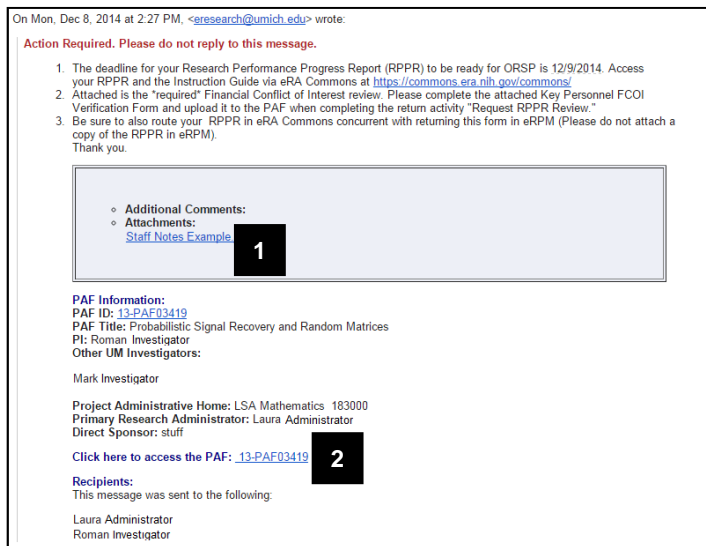


Project Team Request RPPR Review

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:
 - Completing and routing the RPPR in eRA Commons. [Instructions](#) are available on the ORSP web site.
 - 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.

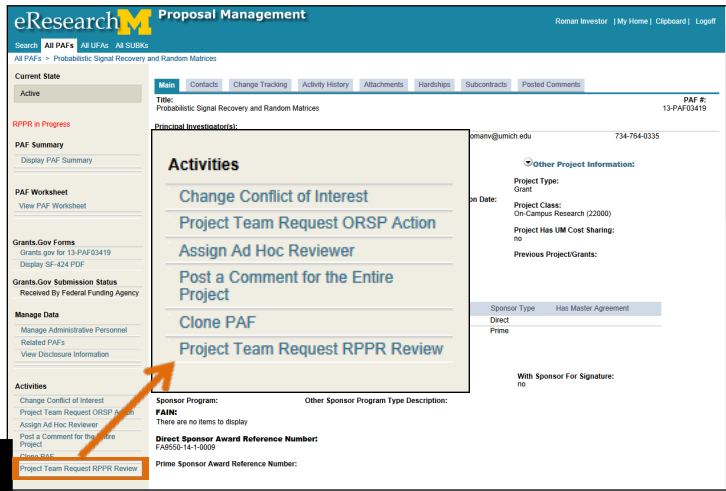
1. Click to open the **attached** Financial Conflict of Interest Review Form.

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.

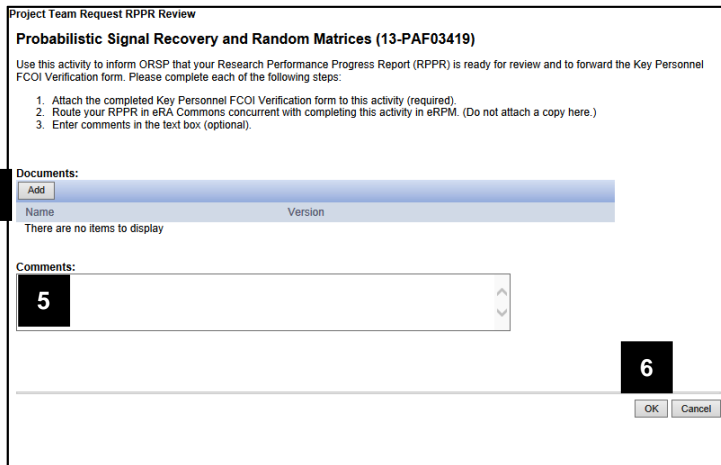
PAF Workspace



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.