I. PURPOSE

Sponsors such as the National Institutes of Health (NIH) Research Performance Progress Reports (RPPR) and National Science Foundation (NSF) Progress Reports (collectively referred to as “Progress Reports”) are required, at least annually, to record accomplishments and ensure compliance with terms and conditions outlined in the notice of award.

Sponsored projects issued to the University are contractual obligations between the sponsor and the institution for a specific period of performance. The University assumes responsibility for assuring the accuracy of the information submitted to the sponsor and complying with requirements imposed by the sponsor upon acceptance and throughout the life of a sponsored project.

To ensure the university remains in compliance, all Progress Reports must be routed to the department’s assigned JHURA Grants Associate for review, approval and submission and require a Coeus Continuation record. This will ensure that JHU has the most up to date compliance documentation on file for each award.

II. ROLES AND RESPONSIBILITIES

Principal Investigator (PI) is responsible for:
1. Initiating the RPPR in eRA Commons (if an NIH award), Research.gov (if an NSF award); or other sponsor method;
2. Completing or ensuring the accuracy of all sections of the progress report; and
3. Routing to department administration for review and submission.

Department administration (DA) is responsible for:
1. Assisting the PI with completing the budget section
2. Reviewing the RPPR in eRA Commons (if an NIH award); Research.gov (if an NSF award), or other sponsor method for accuracy and completeness; and
3. Approving and submitting the progress report to JHURA.
4. Creating a Coeus record and routing it to JHURA for approval.
5. Notifying JHURA that a Coeus record and progress report is ready for review and approval.

**JHURA is responsible for:**
1. Reviewing and approving the Coeus record.

### III. PROCEDURE

#### A. Progress Report Submission

1. The PI will receive an email reminder from the sponsor before the due date of the Progress Report, and will forward the email notification to the DA.

2. The PI will initiate the Progress Report in the sponsor’s system, such as [eRA Commons](https://era.nih.gov) (NIH) or [Research.Gov](https://research.gov) (NSF).

3. The PI must complete/review all sections of the progress report and certify to its accuracy with guidance and assistance from the DA and route it to the DA for review and submission to JHURA.

4. The DA is responsible for reviewing all sections of the RPPR. Instructions on how to complete and route NIH Progress Reports can be found [here](#). Instructions on how to complete and route NSF Progress Reports can be found [here](#).

5. The DA routes the Progress Report to JHURA. JHURA is notified of the Progress Report by a system email from the Sponsor.

#### B. Coeus Record Submission

1. The DA creates a Coeus record. Instructions and tutorials on how to create a Coeus record can be found on the [ORIS website](#).

The requirements for the Coeus record are as follows:

- The Proposal Type should be Continuation.
- The Project Title should include the Award ID number. For example: *JHURA Proposal for Research Administration Study Award ID R01MH000000*
- No budget is required.
- Questionnaires are required. The version for a Continuation is shortened so there are less questions to answer than in a new Coeus record.
- Signed certifications are required.
- A copy of the previous Progress Report if the award is in Year 2 or after.
- A copy of the current Progress Report is optional.
2. The DA submits the record to JHURA for review and approval.

C. JHURA Review and Approval

1. JHURA reviews the Coeus record, works with department staff to address any questions or concerns, and approves the Coeus record when complete.

2. JHURA reviews the Progress Report, works with department staff to address any questions or concerns, and approves the Progress Report when complete.