

**Effective July 15, 2023**

**NIH RPPR Routing and Submission Procedures**

**Background:** The new internal routing procedures are designed to streamline the RPPR submission process and the initiation of Conflict of Interest verification.



**Complete the RPPR in eRA Commons. Use the eRA Commons Validation function to ensure there are no errors, as these will prevent submission. If there are warnings, address as needed. Warnings will not prevent submission of the RPPR.**



**When the RPPR is free of errors and is ready to be submitted, select Route to Next Reviewer, then select your department’s designated Pre-Award Analyst. If you do not know who your department’s designated Analyst is, please reach out to** **xenia@ucdenver.edu**



**Commons will notify OGC that the RPPR is ready for review. Pre-Award Specialists will verify completion of COI and will notify departments if any personnel are non-compliant.**



**Once COI is complete, the Analyst will review the RPPR. If there are no errors, OGC will submit the RPPR.**

**If there are errors in the RPPR, the Analyst will contact the administrative unit to work through any issues. Administrative units are responsible for all late RPPR submissions.**



**Contact**:

xenia@ucdenver.edu

**Resources:**

* [NIH RPPR information](https://grants.nih.gov/grants/rppr/index.htm)
* [OGC NIH RPPR Procedures](https://research.cuanschutz.edu/ogc/home/award-lifecycle/pre-award/resources-/nih-rppr-procedures)