

**Effective February 1, 2021**

**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. To ensure proper OGC review, please minimize errors and warnings for the following sections: 1) key personnel; 2) effort; and 3) budget, if applicable.**



**Download the PDF of the completed RPPR from eRA Commons. Attach related documents, such as the itemized budget, as necessary.**



**Complete the RPPR submission form via** [**Formstack**](https://ucdenverdata.formstack.com/forms/ogc_proposal_continuation_form) **and attach the PDF of the RPPR. OGC must receive the RPPR 5 business days prior to the due date.**



**OGC will review the RPPR and complete the COI process.**

**OGC will submit the RPPR to NIH if it is free of errors and warnings. If the RPPR is not complete, OGC will return the RPPR to the administrative unit to complete. The final RPPR must be routed to OGC for submission. Administrative units are responsible for all late RPPR submissions.**



**Contact**:

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**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)
* [OGC RPPR Formstack Submission Form](https://ucdenverdata.formstack.com/forms/ogc_proposal_continuation_form)