

NIH REQUIRED CLOSEOUT PROCESS

Closeout of an award is the process by which NIH determines that all applicable administrative actions and all required work on an award have been completed by the grantee and NIH.

Submission of the following documents is required to successfully closeout an NIH grant.

- Final Federal Financial Report (FFR) (except for Fellowships)
- Interim Research Performance Progress Report (Interim RPPR) OR Final Research Performance Progress Report (Final RPPR) (except for Fellowships)
- Final Invention Statement and Certification (except for Training Grants, Fellowships and certain other programs)
- Termination Notice (only for Fellowships, Training grants, R25 and K12)

FINAL FEDERAL FINANCIAL REPORT (FFR)

The Final FFR must be submitted electronically through the eRA Commons by the Office of Research Accounting and Costing Standards (ORACS) once the Department has confirmed that the project expenses are accurate. **All expenses must be recorded in UR Financials and departmental confirmation of project expenses must be submitted to ORACS no later than 60 days after the terminating month end. This will allow for the Letter of Credit (LOC) Draw to be performed at 70-85 days after the terminating month end.**

FINAL RESEARCH PERFORMANCE PROGRESS REPORT (Final RPPR)

The Final RPPR is required for any grant that has ended and any grant that is not to be extended through award of a new competitive segment. This report is due within 120 days of the project period end date and must be uploaded into the eRA Commons as a pdf file. The report should be prepared in accordance with instructions provided by the awarding component

The Final RPPR should include at a minimum:

- a cover page identifying the grant number, title, project period and, the PI name
- a summary statement of progress toward the achievement of the originally stated aims;
- a list of results (positive or negative) considered significant;
- a list of publications resulting from the project as well as plans for further publications.

There are no page limits for the Final RPPR. If the publications were published in publicly available journals, you may provide the url and/or the pub med citation number instead of uploading a complete copy of the publication. The PMCID # is required.

If the PI or the PI's delegate submits the Final RPPR , ORPA's review or signature is not required. If the PI requests that ORPA submit the Final RPPR on his/her behalf an internal sign off is required due to the mandatory certification made upon submission. There is no need to follow up with a hard copy.

INTERIM RESEARCH PERFORMANCE PROGRESS REPORT (Interim RPPR)

If the PI has submitted a renewal application on or before the date by which a Final-RPPR would be required for the current competitive segment, submission of an Interim RPPR via eRA Commons is required. If the pending competing renewal is funded, the Interim RPPR will be used as the annual performance report for the final year of the previous competitive segment. If the competing renewal is not funded, NIH will treat the Interim RPPR as the Final-RPPR.

*** Once a file is uploaded, you cannot remove it and re-upload a revised file (unless you open a FRAM) so make sure it is the correct final version of the progress report.***

FINAL INVENTION STATEMENT AND CERTIFICATION

A Final Invention Statement and Certification must be submitted within 120 days of the project period end

date by the PI, or the PI's authorized delegate. Like the Final RPPR, The Final Invention Statement and Certification is submitted via the eRA Commons and must be submitted regardless of whether the funded project resulted in any subject inventions or not. The Final Invention Statement and Certification should include any inventions which were conceived or first actually reduced to practice during the course of the work under the award from the original effective date of support through the date of completion or termination. If there are no inventions to report, answer "no" to the first question and certify. If there are inventions to report, answer "yes" to the first question and complete the requested information in the next screen. Once the Final Invention Statement and Certification has been submitted, ORPA will receive an automated email requesting approval.

TERMINATION NOTICE

A Termination Notice is required for Fellowships and Training Grants. It summarizes the information that must be supplied by Ruth L. Kirschstein National Research Service Award (NRSA) recipients on termination of their award and for a limited period thereafter. It must be submitted through the xTrain module of eRA Commons within 90 days of the fellow or trainee's appointment. Final xTrain termination notices are submitted by ORACS.

*NOTE A Termination Notice may also be used to document the termination of appointments to non-NRSA institutional research training programs (e.g., T15, research education awards (e.g. R25), and institutional career development awards (e.g. K12).