



RESEARCH PERFORMANCE PROGRESS REPORT (RPPR) GUIDELINES FOR BUREAU OF JUSTICE STATISTICS (BJS) RESEARCH AWARDS

All BJS awardees are required to report on the progress of grant activities as a condition of funding. BJS has adopted the use of the Research Performance Progress Report (RPPR) to improve the reporting of performance progress for BJS’s research awards. These guidelines describe BJS’s progress reporting requirements and provide the preferred reporting template.¹

Reporting Schedule. Most BJS research projects require semiannual reporting and follow a prescribed submission schedule as follows -

Semiannual Reporting Schedule	
<u>Reporting period:</u>	<u>Due no later than:**</u>
January 1–June 30	July 30
July 1–December 31	January 30
Final Report*	90 days after award end date
*Final progress reports must be approved by the BJS Program Manager before the grant closeout package can be submitted (due no later than 90 days after the grant end date). <u>Awardees should submit final progress reports via GMS no later than two weeks before the due date to allow sufficient time for review and follow up.</u>	
**Delinquent reports will result in a hold on grant funds due to noncompliance with reporting requirements.	

Progress Reports must be submitted via the Grants Management System (GMS). Awardees should contact the GMS Helpdesk at 1–888–549–9901 (choose option 3) or GMS.HelpDesk@usdoj.gov for technical assistance with GMS, including help with progress report submissions.

RPPR Reporting Categories. Awardees should report on activities conducted, accomplishments achieved, and challenges encountered during the reporting period for the following reporting categories-

- I. Accomplishments
- II. Products
- III. Impact
- IV. Changes/Problems
- V. Additional Reporting Categories
- VI. Special Reporting Requirements

RPPR Reporting Instructions. BJS recommends that awardees organize progress reports to address each reporting category separately by major project, and to clearly label each section for ease of review. If there is nothing significant to report in a category, an awardee may note “Nothing to Report” and describe when activity is anticipated. Additional information may be provided as appropriate.

¹ It is the awardee’s responsibility to understand and comply with all BJS reporting requirements as specified in the program solicitation and in the special conditions assigned to the award.

The following sections provide examples of what information should be reported under each reporting category -

I. **Accomplishments.** To enable BJS to assess whether satisfactory progress has been made during the reporting period, the report should provide information on what was accomplished and learned. Awardees should address the following points, as applicable -

- **What are the major goals of the project?** List the major goals of the project as stated in the approved application or as approved by the agency. If the application lists milestones/target dates for important activities or phases of the project, identify these dates and show actual completion dates or the percentage of completion. Generally, the goals will not change from one reporting period to the next. However, if the awarding agency approved changes to the goals during the reporting period, list the revised goals and objectives. Also explain any significant changes in approach or methods from the original agency approved application or plan.
- **What was accomplished under these goals?** For the reporting period, describe -
 - Major activities
 - Specific objectives
 - Significant results, including major findings, developments, or conclusions (both positive and negative)
 - Key outcomes or other achievements.

This section should also include a discussion of stated goals not met. As the project progresses, the emphasis in reporting in this section should shift from reporting activities to reporting accomplishments.

- **What opportunities for training and professional development has the project provided?** Describe opportunities for training and professional development provided to anyone who worked on the project or anyone who was involved in the activities supported by the project. "Training" activities are those in which individuals with advanced professional skills and experience assist others in attaining greater proficiency. Training activities may include, for example, courses, or one-on-one work with a mentor. "Professional development" activities result in increased knowledge or skill in one's area of expertise and may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.
- **How have the results been disseminated to communities of interest?** Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities, for the purpose of enhancing public understanding and increasing interest in learning and careers in the sciences, technology, and the humanities.
- **What do you plan to do during the next reporting period to accomplish the goals?** Describe briefly work planned during the next reporting period to accomplish award goals.

- II. Products.** To enable BJS to evaluate the quality of grant products produced and the efficacy with which the results are being disseminated to potential users, awardees should provide, as applicable, information on and/or copies of or URL links to draft or final products, including -
- **Publications, including conference papers and presentations.** Report only the publications resulting from the work under this award. There is no restriction on the number. However, BJS is most interested in publications that most reflect the work under this award in the following categories, including:
 - **Journal publications.** List peer-reviewed articles or papers appearing in scientific, technical, or professional journals. Include any peer-reviewed publication in the periodically published proceedings of a scientific society, a conference, or the like. A publication in the proceedings of a one-time conference, not part of a series, should be reported under "Books or other non-periodical, one-time publications." Identify for each publication: Author(s); title; journal; volume; year; page numbers; status of publication (published; accepted, awaiting publication; submitted, under review; other); acknowledgement of federal support (yes/no).
 - **Books or other non-periodical, one-time publications.** Report any book, monograph, dissertation, abstract, or the like published as or in a separate publication, rather than a periodical or series. Include any significant publication in the proceedings of a one-time conference or in the report of a one-time study, commission, or the like. Identify for each one-time publication: author(s); title; editor; title of collection, if applicable; bibliographic information; year; type of publication (book, thesis or dissertation, other); status of publication (published; accepted, awaiting publication; submitted, under review; other); acknowledgement of federal support (yes/no).
 - **Other publications, conference papers, and presentations.** Identify any other publications, conference papers, and/or presentations not reported above. Specify the status of the publication as noted above.
 - **Website(s) or other Internet site(s).** List the URL for any Internet site(s) that disseminates the results of the research activities. A short description of each site should be provided. It is not necessary to include the publications already specified above in this section.
 - **Technologies or techniques.** Identify technologies or techniques that have resulted from the funded research activities. Describe the technologies or techniques and how they are being shared.
 - **Inventions, patent applications, and/or licenses.** Identify inventions, patent applications with date, and/or licenses that have resulted from the research. Submission of this information as part of an interim research performance progress report is not a substitute for any other invention reporting required under the terms and conditions of an award.
 - **Other products.** Identify any other significant products that were developed under the project. Describe the project and how it is being shared. List the URL for any Internet site(s) that disseminates any of the products. Examples of other products are -
 - Data collections
 - Databases/Datasets

- Publications or presentations
- Audio or video products
- Models
- Educational aids or curricula.

III. **Impact.** To enable BJS to assess how grant-funded research and research-related programs are contributing to an increased body of knowledge, enlarged pool of people trained to develop and put to use this knowledge, and improved physical, institutional, and informational resources, awardees should address the following points, as applicable -

- **What is the impact on the development of the principal discipline(s) of the project?** Describe how findings, results, techniques that were developed or extended, or other products from the project made an impact or are likely to make an impact on the base of knowledge, theory, and research and/or pedagogical methods in the principal disciplinary field(s) of the project. Summarize using language that an intelligent lay audience can understand (*Scientific American* style). How the field or discipline is defined is not as important as covering the impact the work has had on knowledge and technique. Make the best distinction possible, for example, by using a "field" or "discipline," if appropriate, that corresponds with a single academic department (e.g., physics rather than nuclear physics).
- **What is the impact on other disciplines?** Describe how the findings, results, or techniques that were developed or improved, or other products from the project made an impact or are likely to make an impact on other disciplines.
- **What is the impact on the development of human resources?** Describe how the project made an impact or is likely to make an impact on human resource development in the sciences, engineering, and technology. For example how has the project:
 - Provided opportunities for research and teaching in the relevant fields?
 - Improved the performance, skills, or attitudes of members of underrepresented groups that will improve their access to or retention in research, teaching, or other related professions?
 - Developed and disseminated new educational materials or provided scholarships?
 - Provided exposure to the sciences and technology for practitioners, teachers, young people, or other members of the public?
- **What is the impact on physical, institutional, and information resources that form infrastructure?** Describe ways, if any, in which the project made an impact, or is likely to make an impact, on physical, institutional, and information resources that form infrastructure, including:
 - Physical resources such as facilities, laboratories, or instruments
 - Information resources, electronic means for accessing such resources, or for scientific communication, etc.
 - Institutional resources (such as establishment or sustenance of societies or organizations)

- **What is the impact on technology transfer?** Describe ways in which the project made an impact, or is likely to make an impact, on commercial technology or public use, including:
 - Transfer of results to entities in government or industry
 - Instances in which the research has led to the initiation of a start-up company
 - Adoption of new practices

- **What is the impact on society beyond the sciences and technology?** Describe how results from the project made an impact, or are likely to make an impact, beyond the bounds of the sciences, engineering, and the academic world on areas such as:
 - Improving public knowledge, attitudes, skills, and abilities
 - Changing behavior, practices, decision-making, policies (including regulatory policies)
 - Social actions
 - Improving social, economic, civic, or environmental conditions

- **What dollar amount of the award's budget, if any, is being spent in foreign country(ies)?** Describe what percentage of the award's budget is being spent in foreign country(ies). If more than one foreign country, identify the distribution among the foreign countries.

IV. Changes/Problems. In this section, awardees should describe, as applicable -

- **Changes in approach and reasons for change.** Describe any changes in approach during the reporting period and reasons for these changes.

- **Actual or anticipated problems or delays and actions or plans to resolve them.** Describe problems or delays encountered during the reporting period and actions or plans to resolve them.

- **Changes that have a significant impact on expenditures.** Describe changes during the reporting period that may have a significant impact on expenditures, for example, delays in hiring staff or favorable developments that enable meeting objectives at less cost than anticipated.

- **Significant changes in use or care of human subjects.** Describe significant deviations, unexpected outcomes, or changes in approved protocols for the use or care of human subjects, vertebrate animals, and/or biohazards during the reporting period. If required, were these changes approved by the applicable institution committee and reported to the agency? Also, specify the applicable Institutional Review Board approval dates. Refer to Section V. if IRB approval has not yet been issued.

- **Change of primary performance site location from that originally proposed.** Identify any change to the primary performance site location identified in the proposal, as originally submitted.

Awardees are reminded that requests to significantly alter the scope of work or project deliverables must be submitted via a Grant Adjustment Notice (GAN) in GMS, and that BJS approval must be documented before any changes are made to the approved work plan and/or budget. Awardees should consult their BJS Program Manager for specific guidance on how to submit these requests.

V. Additional Reporting Categories. In this section, awardees should provide information, as applicable, on -

- **IRB review.** Report on the status of IRB review or submit to BJS documentation of the IRB's determination. Awardees are reminded that grant activities for projects involving human subjects may not begin until IRB approval or exemption is issued, submitted to, and reviewed by BJS. If a determination has not yet been issued, report on the anticipated review timeline.
- **Privacy Certification requirements.** Provide an updated staffing list of individuals with access to identifiable information collected or handled in conjunction with the BJS-funded activities.
- **Participants and other collaborating organizations.** *Only report* changes in key personnel or their level(s) of effort devoted to the project.
- **Budgetary information.** *Only provide* a description of expenditures (items/services purchased, etc.) made, the current unexpended fund balance remaining in the award, and any budget modification GANs submitted during the latest semi-annual reporting period.
- **Unexpended fund balance, if applicable.** In final progress reports, provide a justification for remaining grant funds and explain what resulted in the unexpended fund balance.

VI. Special Reporting Requirements. Awardees should respond to any special reporting requirements specified in the award terms and conditions, as well as any award-specific reporting requirements. Awardees should refer to the solicitation and/or confer with their BJS Program Manager for specific guidance on these requirements.