NASA Research Performance Progress Report (RPPR)

NEW Format and Submission Requirements

Created August 2025

Revised February 2026

What has changed?

- In March 2025, NASA updated the Grants and Cooperative Agreement Manual (GCAM) to include the standard set of reporting requirements developed by The National Science and Technology Council (NSTC) for all progress and final technical reports.
- All NASA progress reports and final technical reports must be submitted through a new online form: [Grant/Cooperative Agreement Research Performance Progress Report Submission](#)
- An **updated C&P for *ALL* senior/key personnel** on the award must be submitted with the annual progress report. C&Ps are not required for final progress report submissions.

What is the impact of this change?

- New format for NASA Progress and Final Reports
  - A detailed cover page is required
    - (See screenshot and pg.95 of GCAM)
  - 3 Mandatory reporting requirements:
    - "Accomplishments,"
    - "Products," and..
    - "Participants & Other Collaborating Organizations
  - Optional reporting categories:
    - "Impact,"
    - "Project outcomes,"
    - "Changes and Problems," etc

Mandatory RPPR Data Elements

All reports shall include the following data elements on the report's cover page:

- Federal agency (i.e., NASA) and funding organization (e.g., Mission Directorate, OSTEM, etc.) to which the report is submitted.
- Award number.
- Project title.
- PI name, title, and contact information (e-mail address and phone number).
- Name of submitting official, title, and contact information (e-mail address and phone number), if other than PI.
- Submission date.
- UEI and Employer Identification Number (EIN).
- Recipient organization name and address.
- Recipient identifying number or account number, if any.
- POP start and end date.
- Reporting period end date.
- Report term or frequency (annual, semi-annual, quarterly, other).
- Final Report? Indicate "Yes" or "No."
- A signature is *not* required on the report.

Mandatory Reporting Requirements

Every reporting category includes a specific set of instructions for what to include in the relevant section of your report. Review the "Research Performance Progress Report" website for additional details.

- **Accomplishments:**
  - What were the major goals and objectives of this project?
  - What was accomplished under these goals?
  - What opportunities for training and professional development has the project provided?
  - How were the results disseminated to communities of interest?
  - What do you plan to do during the next reporting period to accomplish the goals and objectives?
- **Products**
  - publications, conference papers, and presentations;
  - website(s) or other Internet site(s);
  - technologies or techniques;
  - inventions, patent applications, and/or licenses; and
  - other products, such as data or databases, physical collections, audio or video products, software, models, educational aids or curricula, instruments or equipment, research material, interventions (e.g., clinical or educational), or new business creation.
- **Participants and Other Collaborating Organizations**
  - What individuals have worked on this project?
  - Has there been a change in the active other support of the PD/PI(s) or senior/key personnel since the last reporting period?
  - What other organizations have been involved as partners?
  - Have other collaborators or contacts been involved?

Submission Information

- PIs will submit progress reports directly on NASA's website
  - No more submission via email
  - *As of February 2026, this portal is down. Please send progress reports to haoprop@ucar.edu and fedaward@ucar.edu for submission.*
- The report must be submitted in PDF format
- NEW format of the file name for your Progress Report:
  - The file name for reports being uploaded should be "Award Number – Report Year – Research Performance Progress Report".
  - Example: 80NSSC******* – 20** – Research Performance Progress Report"

What do I need to do?

- Review the NASA GCAM released in March 2025
- Review the "[Research Performance Progress Report](#)" website for specific information regarding optional reporting categories
- Add progress report deadlines to your google calendar -
  - NASA Progress reports are due 60 days prior to the anniversary start date of your award.
  - Ex. Period of Performance: 10/1/2025 - 9/30/2027 - your 1st progress report is due August 1, 2026
- Notify haoprop@ucar.edu 2 weeks in advance of your annual progress report submission deadline and request updated C&Ps for all senior/key personnel on the award
- Send haoprop@ucar.edu a copy of your progress report or final report to upload to Kuali Research