OFFICE OF NAVAL RESEARCH

RESEARCH PERFORMANCE PROGRESS REPORT (RPPR) INSTRUCTIONS

U.S. OFFICE OF NAVAL RESEARCH

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Sep 2025

PREFACE

Research Performance Progress Reports (RPPRs) implement the uniform reporting requirement for progress reporting on federally funded grants as developed under the auspices of the National Science and Technology Council, through the Committee on Science and the Research Business Models Subcommittee and as established by the Office of Management and Budget. ONR collects these reports each year via the Army Research Office (ARO) Extranet site with the resulting data populating a centralized and queryable database. Your submission of a thorough report ensures ONR can draw the right conclusions from RPPR database analysis and can report accurately to its stakeholders on the scope of our Basic and Applied portfolio; the spectrum of performers; and your achievements and results.

Two expansions of ONR's RPPR Program are underway:

- Previously ONR collected only Interim (annual) Grant RPPRs through ARO's Extranet site. For Grants awarded after July 2024, Final Reports will also be submitted through the Extranet site.

- Beginning in Sept 2025, ONR will also collect RPPRs for ONR-funded basic and applied research performed by DoD activities, other US Government agencies, Federally Funded Research and Development Centers (FFRDCs), and University Affiliated Research Centers (UARCs). The inclusion of these reports into our RPPR database will significantly improve ONR's ability to describe its Basic and Applied Research Portfolio and to identify collaboration opportunities between academic and government-affiliated performers.

As you no doubt appreciate, every technological advancement that makes the headlines has origins in basic and applied research. Centralized, structured reporting greatly helps us in telling that story.

Best regards,

Dr. Tom Drake
Basic & Applied Research Portfolio Champion, Office of Naval Research

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SECTION I. Overview

Benefits of Thorough Reporting

Research Performance Progress Reports (RPPRs) not only provide the Office of Naval Research (ONR) with information on progress, but are also used to answer queries from Navy, Department of Defense, and Congressional stakeholders; to facilitate identification of opportunities for research collaboration across ONR S&T departments; to provide data on future S&T workforce development; and to aid ONR in making data-driven decisions for future investments. These benefits are achievable through databasing of your inputs in combination with the use of analysis tools for data exploration and aggregation.

Thorough and accurate reporting are in the best-interests of both ONR and our Principal Investigators.

What's new in 2025?

ONR uses the Army Research Office's RPPR data collection "Extranet". A new release, but with several improvements:

- New Extranet and new URL. ARO has released an improved Extranet. Most of the changes are on the backend, but you should see a big reduction in text rejection related to resemblance to SQL commands. The new address is https://extranet.aro.army.mil/extranet
- We've removed the "Products" section. Instead of populating data fields for your journal articles, technical reports, conference papers, books, chapters, etc. and uploading copies through the "Products" section, we now ask that you list them within the Dissemination section of the report in a format of your choice. We anticipate this will be simpler and faster for the submitter. Please include DOIs if you have them.
- Program Officers will have access to your reports within days of submission. In the past, batch processing of all reports was done after the collection period was over, making them more of a historic document than a decision-driving one. Now Program Officers should receive a Summary pdf and your PI-Upload pdf within 1-2 days of submission.
- Inclusion of DoD, US Gov, FFRDC, and UARC submissions. We're excited about including these components of ONR's Basic and Applied Research portfolio. Where needed, the instruction will differentiate between "Grants" and "Non-Grants". If you are a grant performer, the process is essentially the same as last year. If you are a new user, help is available with typically minimal turn-around time. With the removal of the Products section, most of the data entry is straight-forward. Government performers can access the Extranet through CAC authentication. Others will use the User Name/Password "Manual Login" method from previous years.
- Admin privileges for ONR RPPR Program Administrator. Many remedial actions that had to be passed on to ARO previously can now be done directly. This will mean faster turn-around for changes to account data, trouble shooting, and assistance.

SECTION II. Reporting Requirements

Who do these requirements apply to?

Grants – Put simply – all recipients whose grants were active across the end of the FY25 fiscal year should submit Interim reports for the period of 10/1/2024-9/30/2025. The Federal Government (OMB

specifically) requires all recipients of federal research grant money to submit RPPRs. But "compliance" isn't our goal. We want to capture your report data for all the reasons in the first paragraph. This applies to DURIPs (Defense University Research Instrumentation Programs), MURIs (Multidisciplinary University Research Initiatives), conference support, etc. Our goal is to have a centralized, queryable database describing ONR's grant portfolio.

Non-Grants – We've attempted to put together a list of projects that were a) basic and applied research; b) above $25,000; and c) active during FY25. In some cases, you may have been asked to report on what appeared to be two different projects when they were in fact closely related. Let us know if they should be combined and we'll modify our list. With grants we make the distinction between Interim (annual) and Final Reports. For non-grants it's more challenging to recognize multi-year projects so we'll ask you to report each year on that year's progress. Our goal is to represent all significant components of ONR-funded basic and applied research. This being the first year, we'll no doubt learn a lot that can make our system better next year. Thanks for your patience.

Scale of your reports

Grants – If your grant has only just started or was for conference support - focus on the Major Goals, Accomplishments, Participants, and Plans for the Coming Year. The important thing is that there is enough information for the Program Office to assess the performance over the year and for the report to be picked up in any related topic searches within our database. If your grant was a MURI, please submit one report covering the entire effort.

Non-grants – Please provide enough detail to convey progress and likely recognition in a related research topic text search (i.e. don't rely on DoD acronyms at the expense of generally accepted key words. It's far more likely we'll search for "quantum computing" than for a specific DoD project name that may be related.)

What kind of reports are there and when are they due?

Grants

Interim (Annual)

Interim reports are due for all grants that are active at the end of the fiscal year, September 30th. Most of you have already submitted one or more Interim/Annual Reports through the ARO Extranet https://extranet.aro.army.mil/extranet. Toward the end of the fiscal year an email will come out with a subject of "Office of Naval Research Progress Report Reminder for [insert your award number]" from usarmy.rtp.devcom-arl.mbx.extranet-errors@army.mil announcing that the submission window is opening again, provide a link to the site, due dates, Top Tips, contacts for issue resolution, etc. That email will also identify the year's due date - nominally 45 days later, 1 November.

Final (end of grant)

If your grant was completed within the past year, a Final Report covering the entire grant period of performance should be submitted to the Program Officer and Regional Grant Administrator by email attachment in a format aggregable to the PO.

Starting in FY25, new grants will have a requirement to submit their Final Reports through the ARO Extranet to ensure centralized retention and accessibility. This will only affect grants awarded after July 24, 2024.

Changes in Completion Date
If the period of performance on your grant is extended within the final weeks of the year, we may not catch it before the list is submitted to ARO for Interim Report collection. If you think you owe us an Interim Report but your grant isn't listed on the ARO Extranet as due, send an email to ONR.NCR.03R.list.annualreports@us.navy.mil and we'll add it.

The alternative can happen if your grant ends early. In that case we may ask you for an end-of-year Interim Report, when you should be submitting, or maybe already submitted, a Final Report. Again, just send an email to ONR.NCR.03R.list.annualreports@us.navy.mil and we'll make the change.

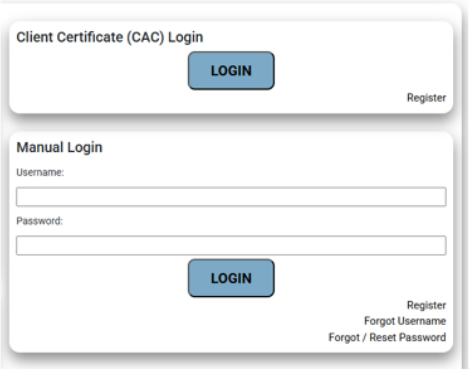
Non-Grants – Your Periods of Performance are less specific and we're anticipating a series of Interim (annual) Reports – each a general summary of what you accomplished with the funding referenced. If future funding is anticipated, please summarize your plans for the next year. If uncertain, please enter what you would propose doing should funding be provided.

SECTION III: System Login

Website Login

The Army Research Office (ARO) generously allows ONR use of its Extranet portal and a suite of pre- and post- processing tools for collection of our RPPRs. While ONR only collects RPPRs through the system, the Army uses the system for proposal submission all the way through to deliverable collection. As a result, you may see functionality that's not applicable to ONR's use. Follow these instructions and you should quickly complete your report submission.

When you hit the landing page, you'll see to options for "LOGIN". Your solicitation email should have info about the path appropriate for you.



For DoD users

For non-DoD users

Grants

First Time Login
Within the "Manual Login" panel, click "Forgot / Reset Password." This will open a menu where you should insert the User Name which was provided in the solicitation email you received. This will trigger an email from usarmy.rtp.devcom-arl.mbx.extranet-errors@army.mil with a link to activate your

account. The link will only be active for 72 hours, so please watch for the email. On clicking the link you'll see the rules and be able choose your password. If you have trouble, contact us at ONR.NCR.03R.list.annualreports@us.navy.mil

Returning User (from previous years) Login

The use of your email address as a UserID/Name isn't as straight-forward as you'd think. Each year grants are awarded to Principal Investigators under email addresses different from previous awards at the same institutions. Left as is, this would result in multiple accounts which you would only see by logging into each one separately. We try to mitigate this by making them consistent across all of your grants at that institution. Your UserName/ID will be in the solicitation letter. If your password from last year doesn't work, please use the forgot/Reset Password feature. If you have trouble, contact us at ONR.NCR.03R.list.annualreports@us.navy.mil

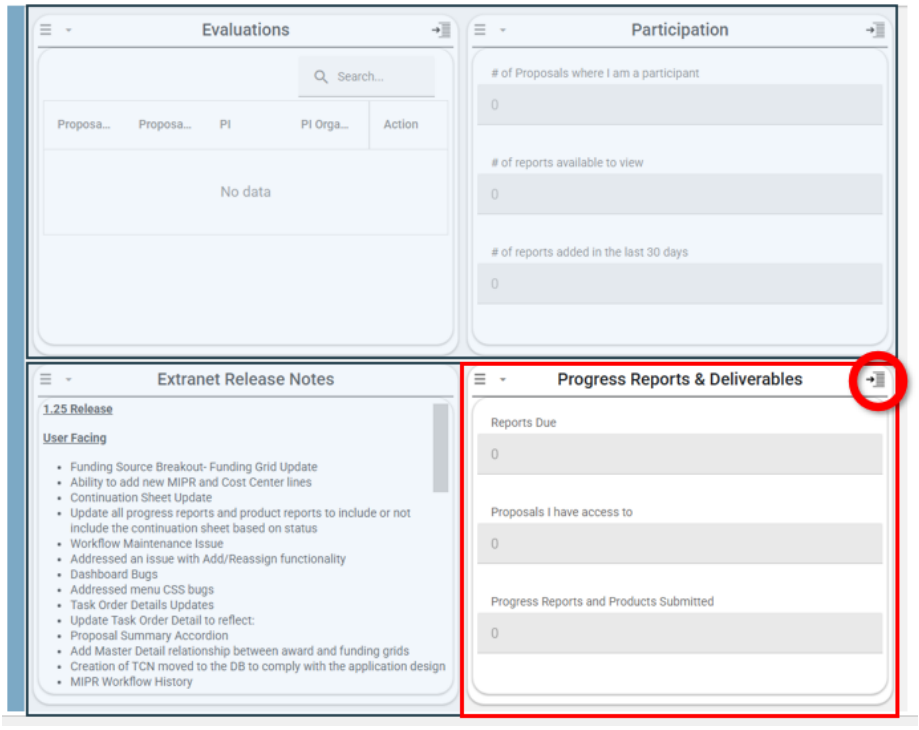
Non-Grants

First Time Login

Click on the LOGIN button within the CAC Login panel. This will trigger a confirmation email with an activation link that expires after 72 hours. This should remain in place for subsequent years. If you have trouble, contact us at ONR.NCR.03R.list.annualreports@us.navy.mil

Progress Report Navigation

Once you successfully logon the system (see Accessing the Extranet), you should see the "Progress Reports & Deliverables" panel in the lower right of your screen (Evaluations and Participation don't apply to ONR's use of Extranet). You should see the number of Reports Due and Progress Reports Submitted, the field for Proposal Access isn't applicable. Click on the symbol in the upper-right corner to select the report you want to work on.



You should next see a list of each award number for which an interim progress report is due. ONR award numbers all begin with N00014 or N62909 (UARCs and FFRDCs may see a different prefix if their award is through an intermediary agency). Click on the triangle to open or close a report. “Status” will remain as “not finished” until the report is fully completed and you click the final “Complete” button. Click on “edit” under “actions” to access your report and begin entering data.

Data Entry

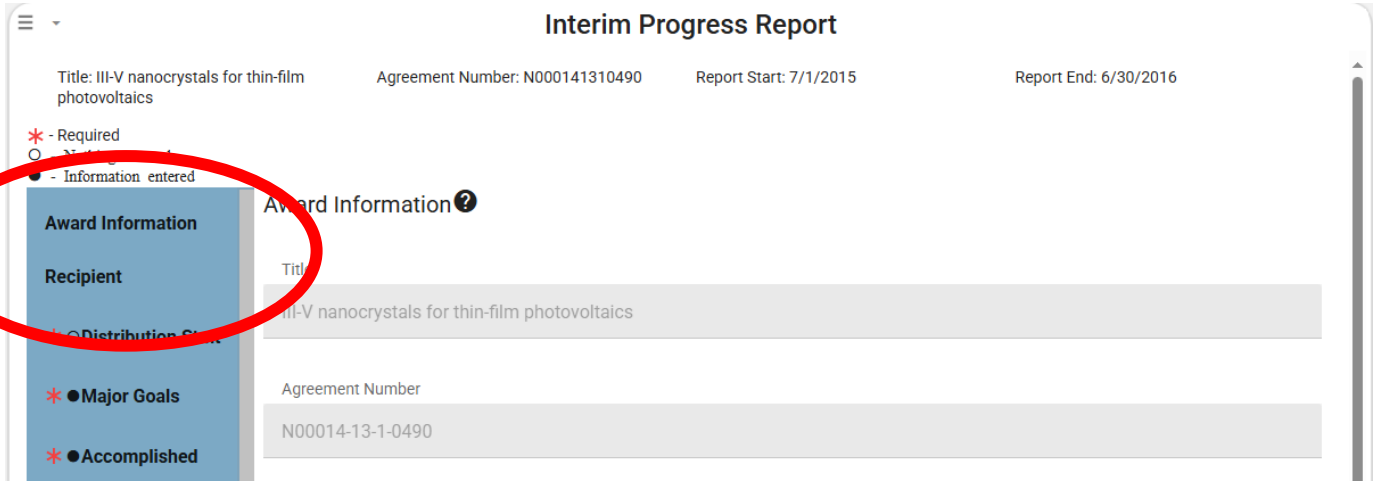
Tips to make your submission better and easier

- If you can’t access the site, it’s likely a firewall policy setting. Most people get around this by either using their cell phone as a hotspot or working from home – in either case – just don’t activate a VPN session or you’ll come up against the same firewall.
- If you are having trouble within the site in general, consider trying a different browser.
- **The system requires that you upload one (and only one) pdf of your choice. It’s a great practice to fill that uploaded file with images, figures, tables, and so forth and then reference that file in your narrative field.**
- **If you choose to upload a pdf version of your report with graphics and links and so forth, please don’t solely enter “see attached pdf” throughout the narrative data entry fields. The database will only record those words, preventing your work from being found through topic searches.**

SECTION III: Report Content

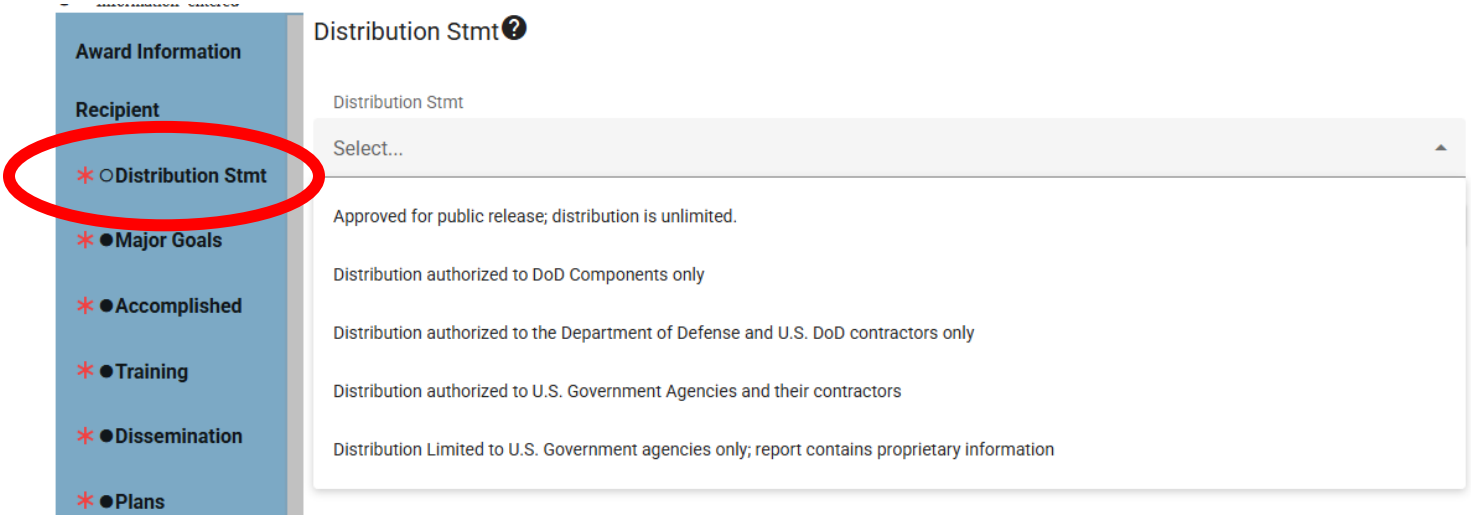
Award and Recipient Information

This information was pre-populated with ONR data. If you see an error in this information, please notify us via ONR.NCR.03R.list.annualreports@us.navy.mil.



Distribution Statement

Reports on research grants supported by ONR should typically be “DISTRIBUTION A". Consult your Program Officer if you believe a more restrictive Distribution Statement is required. Reports for Non-Grants should be appropriately marked. Please do not include proprietary information in your progress report. The RPPR system is at the Unclassified - CUI level. No classified content should be entered.



Narrative Fields

Each of the following text fields has an 8,000-character limit. Text over the 8000-character limit will be truncated. Spaces are included in the character count.

Major Goals (required):

List the major goals of the project as stated in the approved proposal or as approved by the agency. For grants, the abstract is a good choice. Generally, the goals will not change from one reporting period to the next. Include the scientific or technological objectives of this effort. Describe the proposed technical approach to achieving those goals.

Accomplished (required):

For this reporting period (1 Oct 2024 – 30 Sept 2025) describe major activities; significant results; key outcomes or other achievements.

Training (required):

If your work specifically includes development of training material or professional development opportunities, please provide details in this section. If not the objective of the grant, please check "Nothing to Report".

Dissemination (required):

Describe how the results of the project have been disseminated to communities of interest during the reporting period (e.g., journal articles, technical reports, conference papers, presentations, blogs, media interviews). Please include DOIs when available. Include 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 science, technology and the humanities. If there is nothing significant to report during this reporting period, state “Nothing to Report.”

Plans (required):

Describe what the PD/PI plans to do during the next reporting period to accomplish the goals and objectives of the project. For non-grants – if future funding is uncertain, please briefly describe what you would do if funded. If continuation is not anticipated, select “Nothing to Report.”

Honors (required):

List any honors or awards and identify the member of the research team who received it during the reporting period or note “Nothing to Report”.

Technology Transfer (required)

Please describe interactions with Navy laboratories, Warfare Centers or other DoD Agencies. Technology transfers/transitions are of major importance to the Navy.

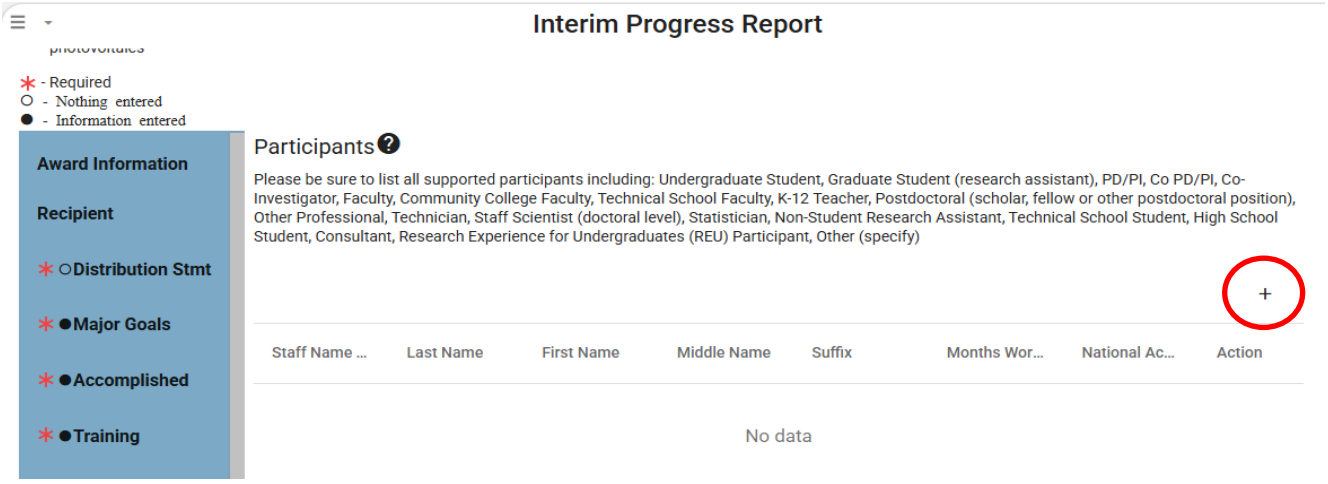
Protocol

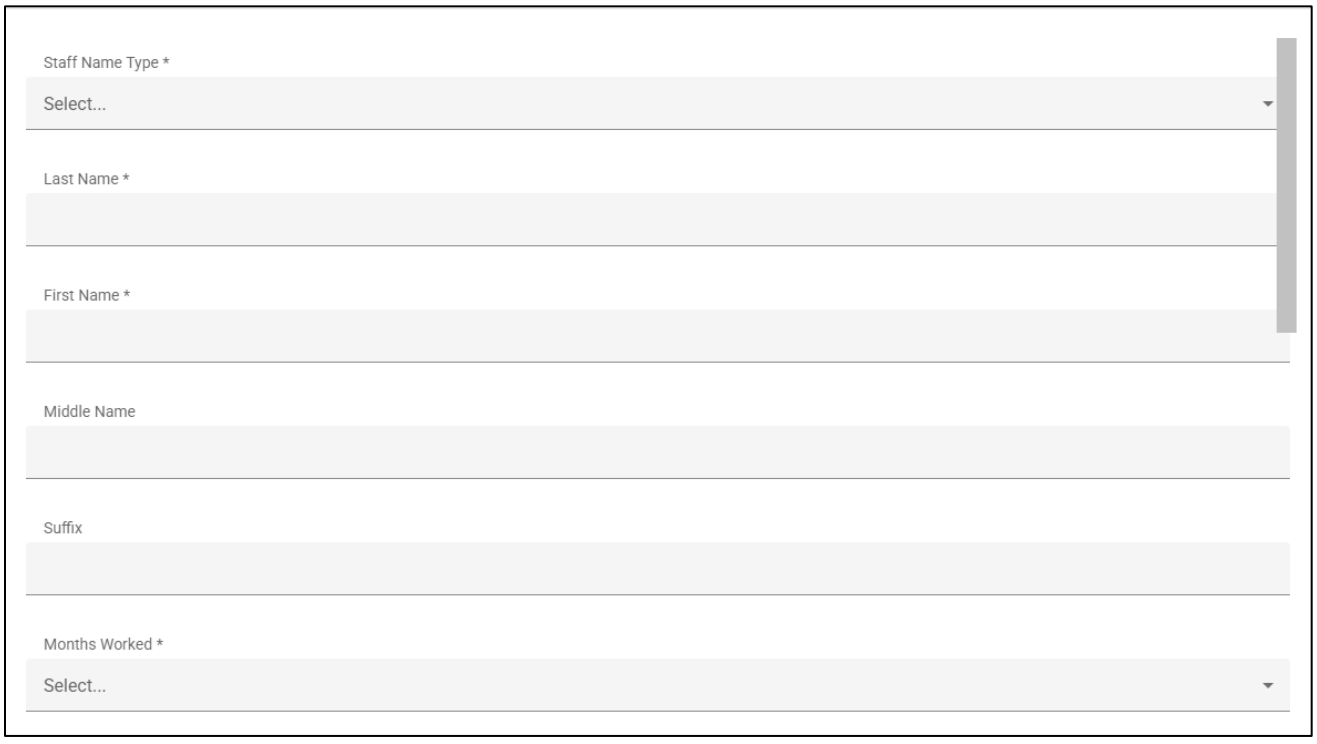
This section is pre-populated; you should not have to enter any text here.

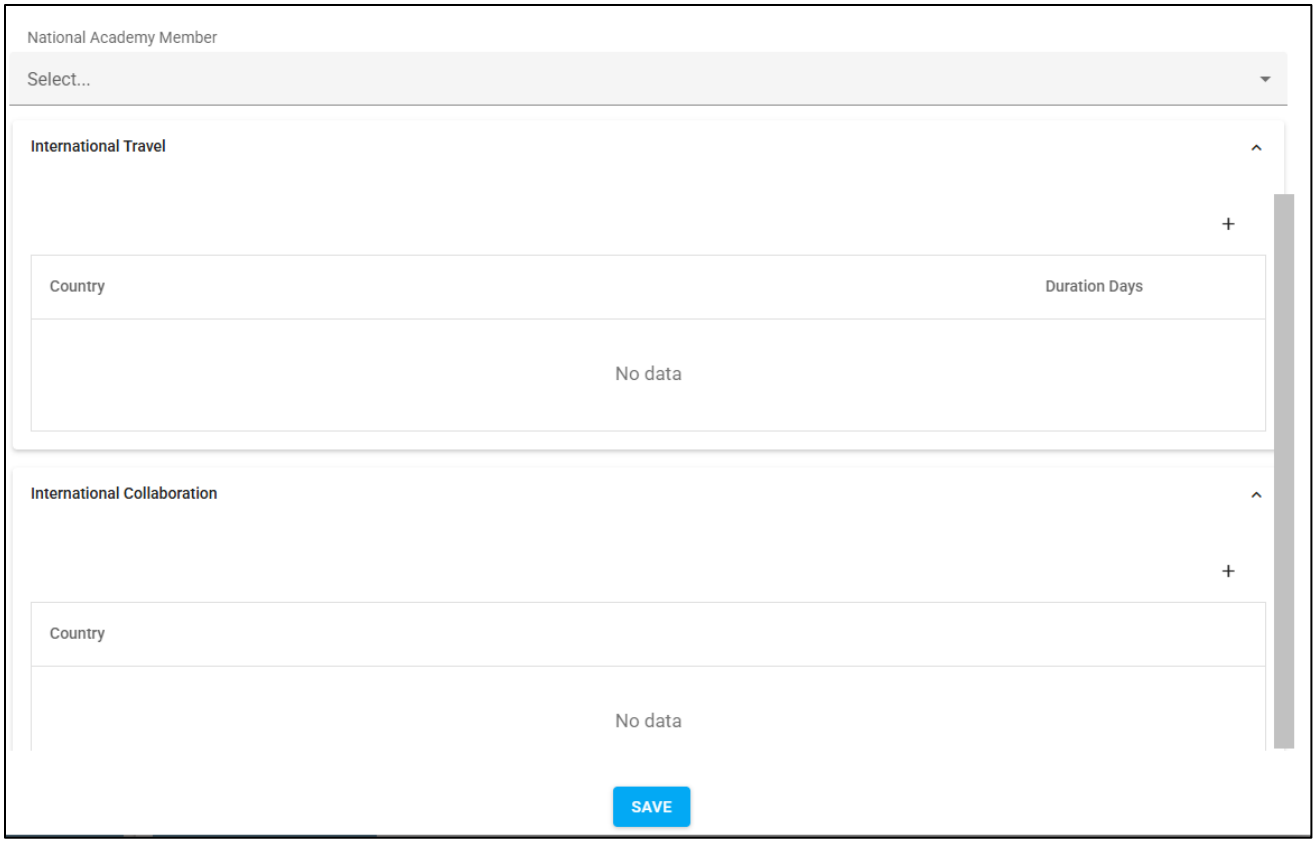
Participants (required)

Please list all participants, including collaborators working directly on the project and funded under through the award. Months-worked during the past year should be an estimate. Please do not delay your report to obtain hours-worked from your business office. Estimates of +/- two months are adequate.

Use the + on the right side to add Participants. Be sure to scroll down through the pop-up screen to catch all input fields. Planned international travel should be annotated. If an international collaborator is funded through the award, indicate their country.







Other Collaborators

If you collaborated with anyone NOT funded through the award, please list them here with reference to their organization, role, and contribution.

Partners

Describe partner organizations – academic/DoD/Government institutions, not-for-profits, industrial or commercial firms, state or local governments, schools or school systems, or other organizations (foreign or domestic) – that were involved with the project. Partner organizations may have provided financial or in-kind support, supplied facilities or equipment, collaborated in the project, exchanged personnel, or otherwise contributed. Provide the following information for each partnership: Organization Name: Location of Organization: (if foreign location list country) Partner's contribution to the project (identify one or more) among 1) Financial support; 2) In-kind support (e.g., partner makes software, computers, equipment, etc., available to project staff); 3) Facilities (e.g., project staff use the partner's facilities for project activities).

Upload Attachment (required)

Submitters are required to upload one attachment of their choice. You are encouraged put any figures, images, graphs, equations, links, etc. that cannot be included in the narrative fields in one pdf file which you can reference within the narrative fields, e.g. "Data was collected using the newly developed sampling strategy (see attached collection site map, Fig 4)". You are welcome to upload a complete report, but please do not take the short-cut and enter "see attached pdf" as the sole content of the various data fields (this will defeat any topic/text searches). Alternatively, you can upload a presentation of interest.

Please entitle your upload accordingly so that the contents are clear without having to open the file.

Be sure to embed unique fonts or your PDF may not display as intended on other systems. Append multiple files together into one document before uploading. If you upload a new file, the previous file will be overwritten. Select the "browse" button to select a file to upload.

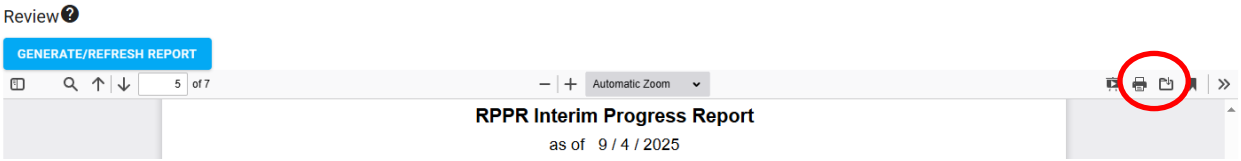
You must upload one, and only one attachment. If you don't have anything appropriate, please upload a page with the words and title "Nothing to upload".

Students

Please enter in the number of STEM students supported (any level) and the number of participants that received a STEM degree during the reporting period.

Review

The review button assembles all the data that you have entered into a single on-screen document for your review, revision if needed, and printing / download if desired (icons at upper-right).



Complete with Signature

To submit your report, you must "sign" the form and then click the "Complete". Note that you might have to scroll down the menu bar to see the button. You cannot edit your report after it has been "completed". Once submitted, the Extranet will send you an acknowledgment email.

Assistance

Hopefully these instructions have the answers you need, but if not, please reach out to ONR.NCR.03R.list.annualreports@us.navy.mil . Typical response times are on the order of hours during normal business hours.