

OFFICE OF NAVAL RESEARCH

RESEARCH PERFORMANCE PROGRESS REPORT (RPPR) INSTRUCTIONS

U.S. OFFICE OF NAVAL RESEARCH

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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 Interim Progress Reports are collected via the Army Research Office (ARO) extranet site. Through 2024, ONR collected only Interim (annual) RPPRs through ARO's site, but starting in July of 2024, newly awarded grants will also submit Final Reports through the Extranet. ONR updates its instructions periodically and suggestions for improvement are welcome.

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 grant portfolio; the spectrum of performers; and your achievements and results.

Best regards,

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

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SECTION I. Overview

Benefits of Thorough Grant Reporting

Research Performance Progress Reports (RPPRs) not only provide the Office of Naval Research (ONR) with information on grantee 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 use of a new analysis tool for data exploration and aggregation. Thorough and accurate reporting is in the best-interests of both ONR and our Principal Investigators.

What's new in 2024?

ONR uses the Army Research Office's RPPR data collection "Extranet". A new release was anticipated in time for the 2024 collection, but that's still in testing so you'll be using the same system as last year, but with several improvements:

- Submission of accepted journal Articles to DTIC will now be done by ONR. When you list your journal article in the "Products" section and upload a pdf, ONR will submit it to DTIC. This replaces the previous requirement for PI submission of journal articles.
- DOI entry will typically produce auto-population of most product info. This isn't new this year, but many submitters may not have been aware of the capability. Note also that you can enter more than one DOI in the window at a time. After data upload, edit each entry individually to add the abstract, key words, and any missing fields.
- Greater product reporting accuracy. We've built in a review step to look for reports that don't list journal articles or conference papers. Last year over 1,300 reports had no articles and no conference papers listed. We believe some submitters may have been under-reporting the output of their grant and this data is important to us.
- 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.
- Earlier confirmation of PI email addresses. Last year, many of you didn't receive the report solicitation until after the deadline, due to either problems with email addresses that were no longer functional or institutional firewalls. This year we tested for bad email addresses BEFORE the collection season started.

SECTION II. Reporting Requirements

Who do these requirements apply to?

Put simply – all recipients whose grants were active across the end of the FY24 fiscal year should submit Interim reports for the period of 10/1/2023-9/30/2024. 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. In 2023 we started asking for Interim RPPRs for DURIPs (Defense University Research Instrumentation Program) and MURIs (Multidisciplinary University Research Initiative) – two key programs that weren’t being included. We also asked for reports from conference support grants so that we can retain corporate knowledge of those meetings. Our goal is to have a centralized, queryable database describing ONR’s grant portfolio.

Scale of your reports

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. If your grant was a MURI, please submit one report covering the entire effort.

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

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/>. Toward the end of the fiscal year we email will come out with a subject of “Office of Naval Research Progress Report Reminder for [insert your grant 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 of nominally 45 days later.

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. Currently those are sent 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. Again, this will only effect newly awarded grants.

Changes in Completion Date

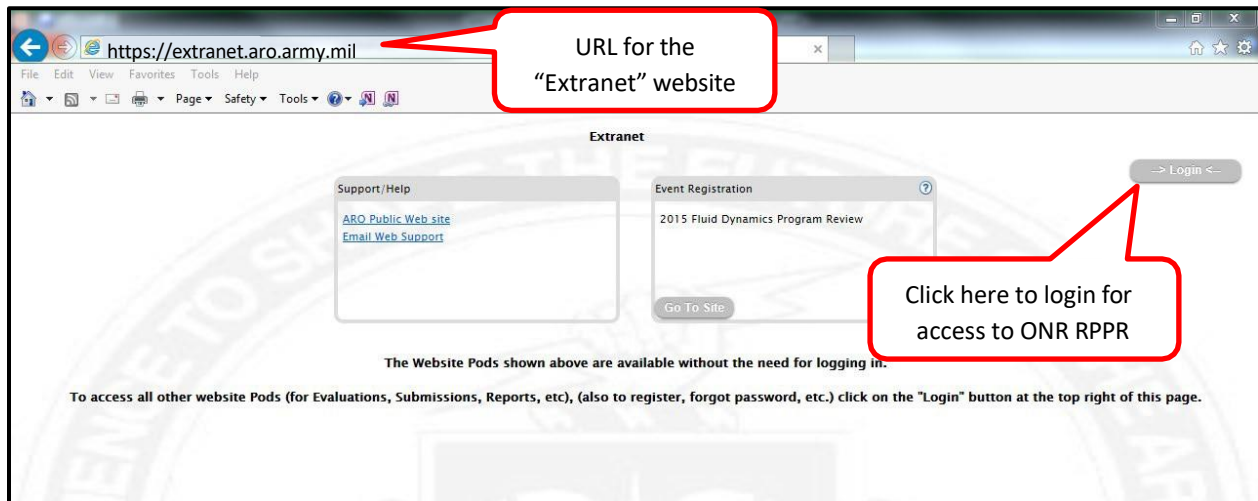
If the period of performance on your grant is extended within the final weeks of the year, we may not catch it before the list is submitted to ARO for Interim Report collection. If you think you owe us an Interim Report but your grant isn’t listed on the ARO Extranet as due, send an email to ONR.NCR.03R.list.annualreports@us.navy.mil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

SECTION III: System Login

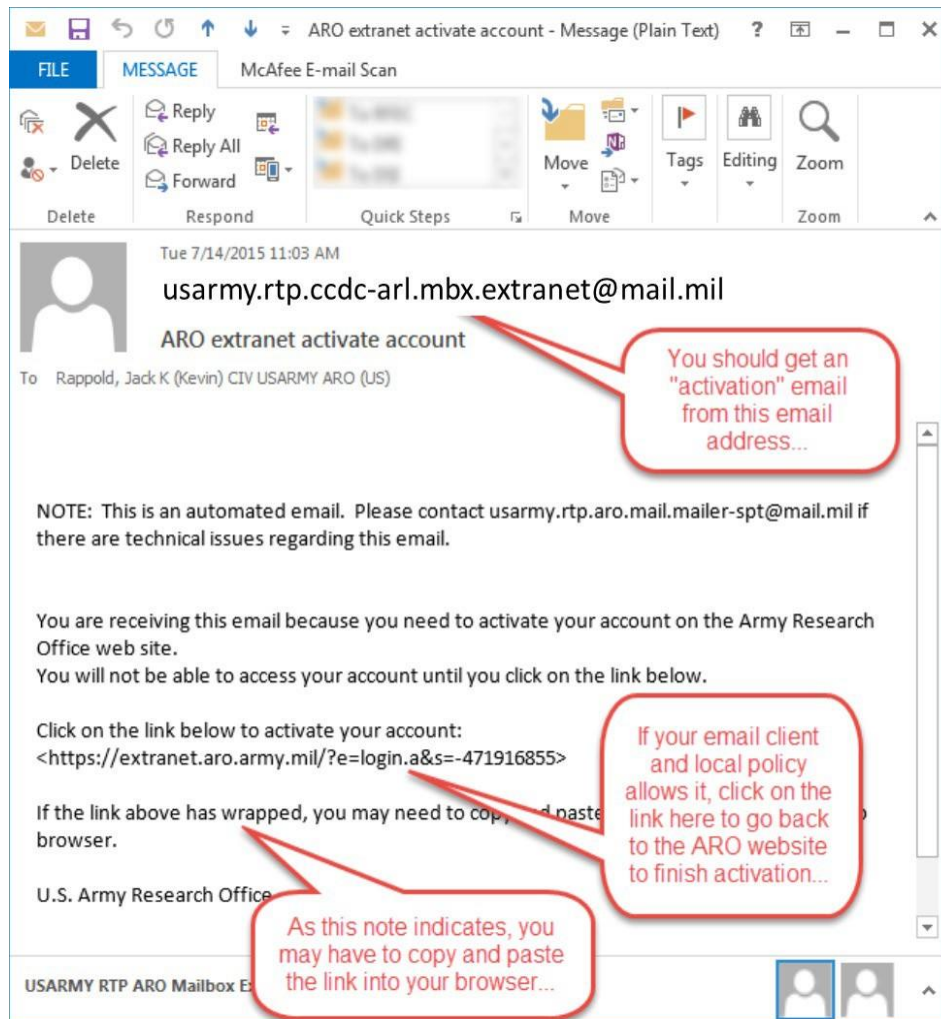
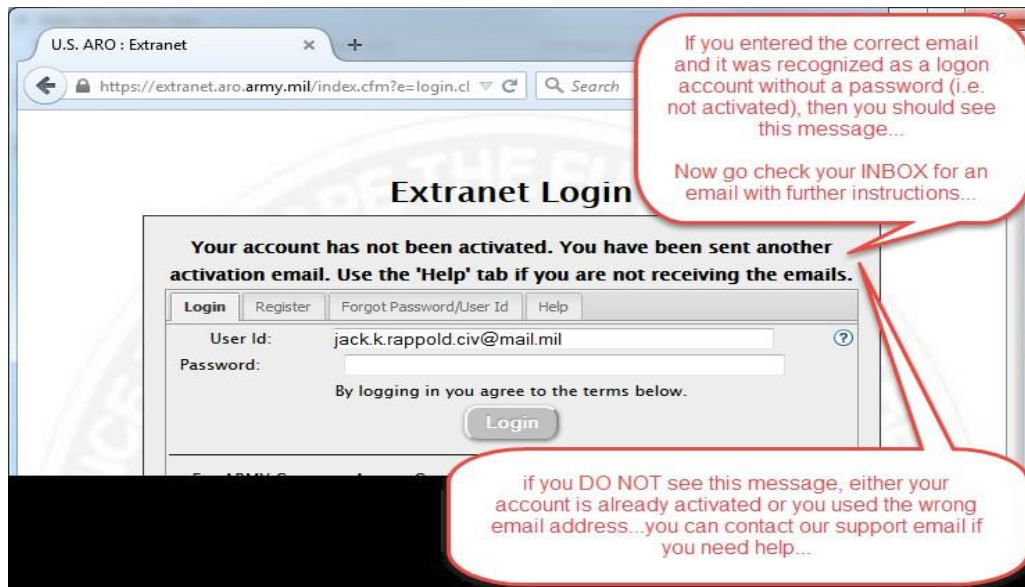
Website Login

The Army Research Office (ARO) generously allows ONR use of its “Extranet” portal and a suite of post-collection processing tools for collection and processing of our RPPRs. <https://extranet.aro.army.mil> Keep in mind though that some of the language you come across may be related to the much broader range of Amy uses of the Extranet and beyond ONR’s current RPPR program. When you hit the landing page, click on the “LOGIN” button on the right side.



First Time Login

When you first access the extranet site, your username will have already been established as the email address provided by the ONR RPPR Coordinator. This username will be referenced in the solicitation email from ARO that kicks off the collection period. Type your username in the on the Login tab (see figure below). If recognized by the system but not yet activated, the following message will appear, and you will be automatically sent an email with instruction on how to activate your account which will look like the second figure below.



Once you go to the link in the email, you should get the screen below:

https://extranet.aro.army.mil/?e=login.a&s=-4719

Your account has been activated, Set Your Password Below.

Set your password below following these rules:

- Must be at least 15 characters long.
- Must contain 2 lower case characters.
- Must contain 2 upper case characters.
- Must contain 2 numbers.
- Must contain 2 special characters. ~`!@#\$%^&*()-_+=+[]\|;:","' > < ?/.
- NO SPACES

User Id: jack.k.rappold.civ@mail.mil

Password:

Password Again:

You must create your password...pay attention to the password rules....

Notice that your account is now "activated"...

After you enter your new password 2 times, click "Set Password" to store it...

U.S. ARO : Extranet

https://extranet.aro.army.mil/index.cfm

Extranet Login

User Id: jack.k.rappold.civ@mail.mil

Password:

By logging in you agree to the terms below.

holders only. If you do not have an ARMY CAC register tab at the top.

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the

Once your new password is updated, you will be taken back to the logon screen...

Enter your email and new password on this screen...

...then click "Logon" to logon...

Returning (non-first time) Logins

When you access the site, click on the "LOGIN" button on the right, go to the Login" tab and enter your Username. Enter the password you chose on activation. If you've forgotten your password switch to that tab. If you have any issue with your login you can get help from the ONR RPPR Coordinator through

ONR.NCR.03R.list.annualreports@us.navy.mil

The image is a screenshot of a web browser window displaying the "U.S. ARO : Extranet" login page. The browser's address bar shows the URL "https://extranet.aro.army.mil/index.cfm". The page title is "Extranet Login". Below the title, there are four tabs: "Login", "Register", "Forgot Password/User Id", and "Help". The "Login" tab is selected. The login form contains two input fields: "User Id:" and "Password:". Below these fields is a checkbox labeled "I agree to the terms below." and a "Login" button. A large, faint watermark of the U.S. Army seal is visible in the background. Four red callout boxes with white text provide instructions: 1) "1) Enter your work email address...for military personnel, this is typically your DISA @mail.mil address... For non-military, use your work or university address..." pointing to the "User Id:" field; 2) "2) Enter your password....." pointing to the "Password:" field; 3) "3) Click 'Login' to logon..." pointing to the "Login" button; and 4) "This graphic covers normal logon (it is assumed you have performed the initial 'setting of the password' logon already)...." pointing to the top of the login form. At the bottom of the page, there is a disclaimer: "YOU ARE ACCESSING A U.S. ... PROVID ... ONLY. By using this IS (which includ ... this IS), you consent to the following conditions: • The USG routinely intercepts and monitors communications on this IS for".

U.S. ARO : Extranet

https://extranet.aro.army.mil/index.cfm

Extranet Login

Login Register Forgot Password/User Id Help

User Id:

Password:

I agree to the terms below.

Login

on Access Card folders only. If you do not have use the ...

YOU ARE ACCESSING A U.S. ... PROVID ... ONLY. By using this IS (which includ ... this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for

1) Enter your work email address...for military personnel, this is typically your DISA @mail.mil address... For non-military, use your work or university address...

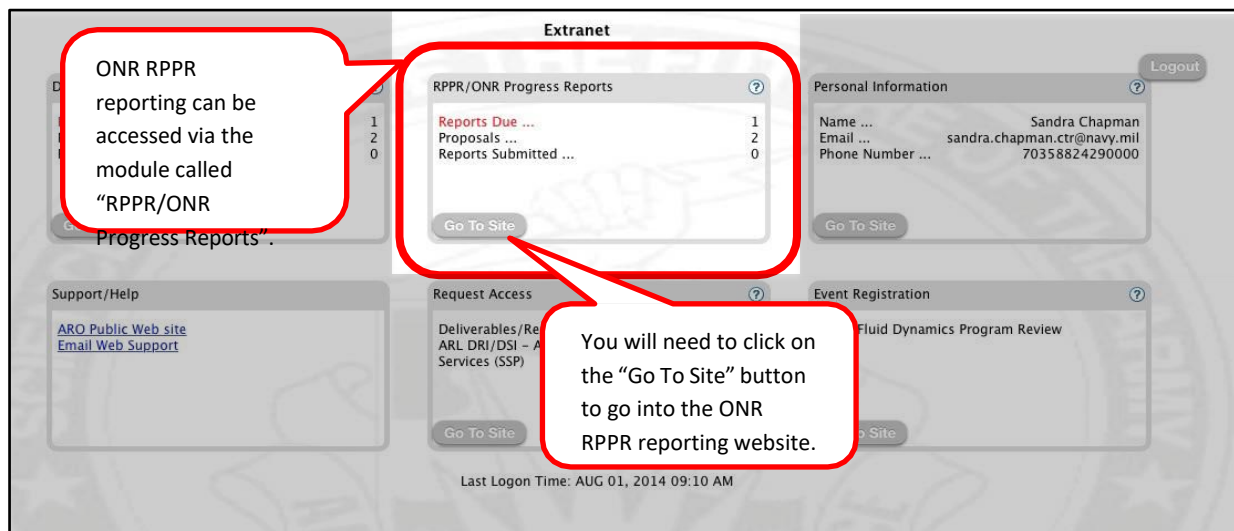
2) Enter your password.....

3) Click "Login" to logon...

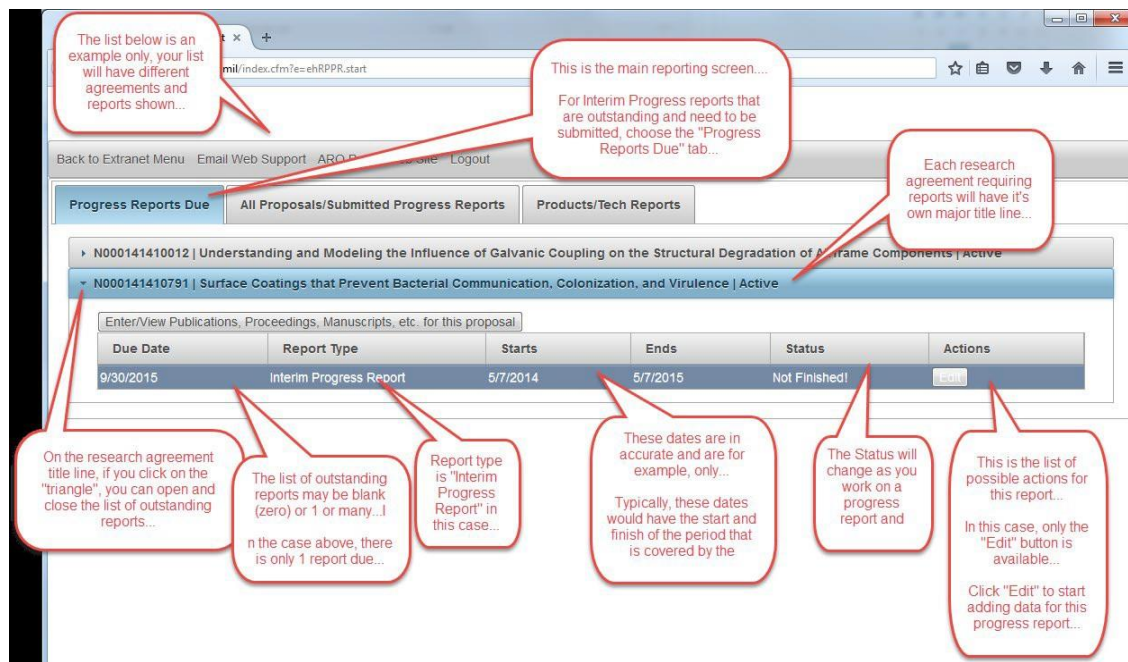
This graphic covers normal logon (it is assumed you have performed the initial "setting of the password" logon already)....

Progress Report Navigation

Once you successfully logon the system (see Accessing the Extranet), you should access the “RPPR/ONR Progress Reports” pod by clicking the “Go to Site” button (see below):



You should now see the screen below which lists each award number for which an interim progress report is due. Each award can be expanded to show the list of outstanding progress reports. This screen will list all ONR interim progress reports that are due for which you are the Principal Investigator. ONR award numbers all begin with N00014 (the award number shown here is an example). 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 (this may require scrolling down to see the button) . Click on “edit” under “actions” to access your report and begin entering data.



Data Entry

Tips to make your submission better and easier

- We suggest putting your narrative input into some other type of document beforehand and then cutting and pasting. Go with something simple like plain text. Starting from a pdf sometimes complicates things.
- If it's a long entry (multiple paragraphs) save after each paragraph. This can help you isolate where there's something the system is balking at. The new system, which we hoped to have in place this year, will greatly reduce the number of glitches over seemingly innocuous words & symbols. But for this year, try pasting in your section (for example "Major Goals" all at once and save. If it kicks it back, save after adding one paragraph at a time. You may even have to save after each sentence until you can find that offending entry and substitute something else. This isn't always related to specific characters, sometimes the Army's security firewall trips over every-day words. Please accept our apologies up front and look forward to next year.
- 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.
- **Don't upload something that looks like a report and then enter "see attached pdf" throughout the narrative blocks. The database will only record those words, preventing your work from being found through topic searches.**
- **The system requires that you upload one (and only one) pdf of your choosing. This is separate from uploading Products (articles, conference papers, theses, etc.). 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.**
- **Be sure to complete the "Products" section, listing journal articles, conference papers, etc. that were produced through the reported grant.**

Once you have logged onto the site and have accessed the RPPR section (see **Reports Requiring Submission**) and clicked "Edit" on a particular progress report, you will see a screen similar to below.

Should you encounter an issue during your use of this website, please send the ONR RPPR Coordinator an email at ONR.NCR.03R.list.annualreports@us.navy.mil with:

- 1) Your name
- 2) The award number of the report you are having issues with
- 3) Which section of data you are having problems with
- 4) A description of the problem

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

Interim reports on research supported by an ONR grant should typically be "DISTRIBUTION A". Consult your Program Officer if you believe a more restrictive Distribution Statement is required. Please do not include proprietary information in your progress report.

Select between:

- DISTRIBUTION A. Approved for public release: distribution unlimited.
- DISTRIBUTION B. Distribution authorized to U.S. Government Agencies (reason) (date of determination). Other request for this document shall be referred to (controlling DoD office).
- DISTRIBUTION C. Distribution authorized to U.S. Government Agencies and their contractors. (reason) (date of determination). Other request for this document shall be referred to (controlling DoD office).
- DISTRIBUTION D. Distribution authorized to Department of Defense and U.S. DoD contractors only (reason) (date of determination). Other request for this document shall be referred to (controlling DoD office).
- DISTRIBUTION E. Distribution authorized to DoD components only (reason) (date of determination). Other request for this document shall be referred to (controlling DoD office).
- DISTRIBUTION F. Further dissemination only as directed by (controlling office) (date of determination) or higher DoD authority.

Screen Shot example:

The screenshot displays the ARO Public Web Site interface. At the top, there are navigation links: "Back to Progress Reports", "Back to Extranet Menu", "Email Web Support", "ARO Public Web Site", and "Logout". Below these, the contract details are shown: "Contract Number: N00014*", "Grantee Proposal Number: -", "Start: May, 07 2014", and "End: May, 07 2015". A legend indicates that blue dots represent "Data has been entered" and pink dots represent "Read Only, data can not be entered". On the left, a sidebar menu lists sections: "Award Information", "Recipient", "Distribution Stmt" (selected), "Major Goals", and "Accomplished". The main content area is titled "Distribution Statement" and features a dropdown menu with the selected option "Approved for public release; distribution is unlimited." Below the dropdown, a list of available distribution statements is shown: "Approved for public release; distribution is unlimited.", "Distribution Limited to U.S. Government agencies only; report contains proprietary information", "Distribution authorized to U.S. Government Agencies and their contractors", "Distribution authorized to the Department of Defense and U.S. DoD contractors only", and "Distribution authorized to DoD Components only".

Narrative Fields

On the RPPR website, each of the following text fields has an 8000-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. 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 achieve those goals. If the proposal listed milestones/target dates for important activities or phases, identify these dates and indicate actual completion dates or the percentage of completion.

Accomplished (required):

For this reporting period describe 1) major activities; 2) specific objectives; 3) significant results, including major findings, developments, or conclusions (both positive and negative); and 4) key outcomes or other achievements. Include a discussion of any stated goals not met. As the project progresses, the emphasis in reporting in this section should shift from reporting activities to reporting results and impacts.

Training (required):

If your grant is specifically aimed at development of training and 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., presentations, web sites, blogs, media interviews). 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.

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 or other DoD Agencies. Describe any commercialization efforts.

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, but not funded under the grant and partner organizations. ONR is particularly interested in Graduate Students and Post Docs. Months-worked during the past year should be an estimate. Please do not delay your report to collect hours worked from your business office, estimates of +/- two months are adequate.

Other Collaborators

Some significant collaborators within your organization may not be covered by “What people worked on the project?” Likewise, some significant collaborators outside your organization may not be formal enough to fall under “What other organizations were involved as partners?” (see next section).

Partners

Describe partner organizations – academic institutions, other nonprofits, 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 (beyond the Products uploads). You are encouraged put all figures, images, graphs, equations, 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)”. Please do not upload a prepared report and insert “see attached pdf” as the sole content of the various data fields.

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 an attachment, so if no additional content is desired, please upload a page saying, “nothing to upload”.

Students

Please enter in the number of students for each of the following categories: “Science, Technology, Engineering and Mathematics (STEM) participants” and “Participants that received a STEM degree”.

The data entered here should cover the reporting period of one year.

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 download if desired.

Products

Products include Journal Articles, Conference Papers, Books/Chapters, Thesis/Dissertations, Websites, and Patents. Accurate and thorough reporting is important as these products are a major contributor to the dissemination of knowledge gained through ONR's funding. In previous years PIs significantly under-report these components (in 2023 half of all reports had neither any journal articles nor conference papers). To prevent this going forward, ONR will now review all reports and query PIs that may have missed the requirement.

Please note that you can use DOIs to retrieve product data and populate many, though not all, fields. This can be a significant timesaver.

When on the Products tab, select the "Enter/View Publication, Proceedings, Manuscripts, etc. for this proposal". You will then be directed to the products menu as shown below:

Back to Current Report | Back to Progress Reports | Back to Extranet Menu | Email Web Support | ARO Public Web Site | Logout

V000141813020: Turbulence Transport in Extreme Non-Equilibrium Environments
Enter DOI(s), each one on a separate line.

Retrieve

Click on a grid header to sort

Articles | Conference Papers | Books | Book Chapters | Thesis/Dissertations | Websites | Other Products | Patents

Enter New Article Manually (No DOI)

Title	Received	Status	Journal	Actions
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Publications that are “published” or “awaiting publication” must be uploaded in pdf form.

Please fill in all other fields that have not been pre-populated as your records will not be complete until all fields are provided for.

Products entered will be listed on the menu page. The system only allows a product to be entered once and will be listed on that project report. Updates to the status are allowed. You may have to refresh your browser after “upload”. A new upload will overwrite the previous uploaded file.

Save Complete

Basic Information | Publication Information | Upload

Files of type pdf only (REQUIRED)

Upload files

File Uploaded:

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.