SNAP RPPR Tips for Departments

- Go into RMS -> Proposal Tracking (PT).
- Find your last PT Record to create a “Child” PD Record.
  - As of go-live May 2018, your last competitive application PDS doc should have converted to a PT Record. This will be the PT Record that you need to locate and create a child record off of.
    - Note: If you already created a PDS doc for your SNAP RPPR that is due 5/15/18, it should have converted to RMS. OSRS will award this Record in RMS.
- This PD Record should reflect information to be effective for the next budget period. For example if the RPPR is due 5/15/18 and the start date is 7/1/18, the budget, key personnel, and compliance should be for the 7/1/18 budget period.
- If there is an FOA in your new child record, delete it. Refer to the PT section of the user guide for additional details.
- If compliance and/or key personnel will be changing, you must address this in the RPPR per the NIH RPPR Instruction Guide.
- PD Child Record Total Costs should match the “Recommended Dollars” per the latest NOA for your next budget period.
- In the budget, you will need to enter all key personnel with effort.
- You may enter all other direct costs into a lump sum category (see “Direct Costs” category in RMS) to come up to the NOA “Recommended Dollars”.
- To determine the correct F&A Rate you will need to find the last Competitive NOA (Type 1 or Type 2). If the a competitive start date is:
  - Before 7/1/2017 rate = 52.5% F&A for the life of the grant
  - On and after 7/1/17 new rates apply based on chart below (unless Federal agency will not allow new rates)

<table>
<thead>
<tr>
<th>Effective Period</th>
<th>On Campus Research</th>
<th>On Campus OSA</th>
<th>On Campus Instruction</th>
<th>OFF CAMPUS RESEARCH, OSA and INSTRUCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY2018 (7/1/17-6/30/18)</td>
<td>52.5%</td>
<td>36%</td>
<td>36%</td>
<td>26%</td>
</tr>
<tr>
<td>FY2019 (7/1/18-6/30/19)</td>
<td>55.5%</td>
<td>36%</td>
<td>36%</td>
<td>26%</td>
</tr>
<tr>
<td>FY2020 (7/1/19-6/30/20)</td>
<td>57%</td>
<td>36%</td>
<td>36%</td>
<td>26%</td>
</tr>
<tr>
<td>FY2021 (7/1/20-6/30/21)</td>
<td>57.5%</td>
<td>36%</td>
<td>36%</td>
<td>26%</td>
</tr>
</tbody>
</table>

- PD Record will need to go through the normal PD Routes and Approvals
  - A signed PC Form will be required.
- Refer to the PT section of the User Guide for more details on how to create a Child record.