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)
    - **Note:** PD Records and applications to agency should have the new F&A Rates. You can go in for more than the recommended dollars (Total Costs) on the NOA, so as to not take direct costs away from the PI. In other words, you can request the recommended direct costs, the new F&A rates and a higher Total Costs.

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

- 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.