

**Department of Energy / Office of Science  
BioSketch / Current and Pending / RPPR Checklist**

**NOTE:** The checklists below are intended to be used as a tool when preparing disclosure information for DOE grant proposals and awards. While we have tried to capture the essential aspects of agency guidance, it is still important to review all agency guidance, solicitation documents and relevant FAQs before final submission to the specific agency. Please contact your [RAS administrator](#) if you have any questions.

- [DOE FY 2021 Continuation of Solicitation for the Office of Science Financial Assistance Program – DE-FOA-0002414](#) – October 1, 2020
- [SciENCv: Science Experts Network Curriculum Vitae](#)
- [VPR/RAS DOE Sponsor Information page](#)

BioSketch	
	Review <a href="#">DOE Office of Science (DE-FOA-0002414)</a> , page 91
	Review funding notice for specific requirements
	All academic, professional or institutional appointments. Include the following:
	<ul style="list-style-type: none"> <li>• Any titled academic, professional or institutional position regardless whether or not remuneration is received</li> </ul>
	<ul style="list-style-type: none"> <li>• All full-time, part-time or voluntary positions</li> </ul>
	<ul style="list-style-type: none"> <li>• All adjunct, visiting or honorary appointments</li> </ul>

Current and Pending Support	
	Review <a href="#">DOE Office of Science (DE-FOA-0002414)</a> , pages 92 - 93
	Review funding notice for specific requirements
	The PI and each senior/key person at the prime applicant and any proposed subaward must provide a list of all sponsored activities, awards, and appointments:
	<ul style="list-style-type: none"> <li>• Paid or unpaid</li> </ul>
	<ul style="list-style-type: none"> <li>• Provided as a gift with terms or conditions or provided as a gift without terms or conditions</li> </ul>
	<ul style="list-style-type: none"> <li>• Full-time, part-time, or voluntary</li> </ul>
	<ul style="list-style-type: none"> <li>• Faculty, visiting, adjunct, or honorary</li> </ul>
	<ul style="list-style-type: none"> <li>• Foreign or domestic</li> </ul>
	<ul style="list-style-type: none"> <li>• Governmental or private-sector</li> </ul>
	<ul style="list-style-type: none"> <li>• Directly supporting the individual’s research or indirectly supporting the individual by supporting students, research staff, space, equipment, or other research expenses</li> </ul>
	<ul style="list-style-type: none"> <li>• All foreign government-sponsored talent recruitment programs must be identified in current and pending support.</li> </ul>
	For every activity, list the following items:

	<ul style="list-style-type: none"> <li>• The sponsor of the activity or the source of funding</li> </ul>
	<ul style="list-style-type: none"> <li>• The award or other identifying number</li> </ul>
	<ul style="list-style-type: none"> <li>• The title of the award or activity. If the title of the award or activity is not descriptive, add a brief description of the research being performed that would identify any overlaps or synergies with the proposed research.</li> </ul>
	<ul style="list-style-type: none"> <li>• The total cost or value of the award or activity, including direct and indirect costs. For pending proposals, provide the total amount of requested funding.</li> </ul>
	<ul style="list-style-type: none"> <li>• The award period (start date – end date).</li> </ul>
	<ul style="list-style-type: none"> <li>• The person-months of effort per year being dedicated to the award or activity .</li> </ul>

<b>Research Performance Progress Reports (RPPR)</b>	
	The following items must be included in an RPPR
	<ul style="list-style-type: none"> <li>• For Project Directors/Principal Investigators and each person who has worked on the project at least one person per month per year, provide the name and role of the person, contribution to the project, funding support if funding provided from other award, Yes/No collaborated with individual in foreign country, country(ies) of foreign collaborator, if the individual traveled to the foreign country, and if so, the duration of the stay.</li> </ul>
	<ul style="list-style-type: none"> <li>• Active other support – include an updated Current and Pending to respond to, “Has there been a change in the active support since the last reporting period?”</li> </ul>
	<ul style="list-style-type: none"> <li>• Response to, “What percentage of the budget was spent in a foreign country?”</li> </ul>
	<ul style="list-style-type: none"> <li>• Response to, “Has there been a change in the primary performance site location?”</li> </ul>
	<ul style="list-style-type: none"> <li>• Response to, “What other organizations have been involved as partners?”</li> </ul>
	<ul style="list-style-type: none"> <li>• Response to, “Have other collaborators or contacts been involved?”</li> </ul>