Step 3.3: Reporting

**Purpose:** To provide assistance and clarity in regards to project reporting requirement for all involved parties

**Parties Involved:** Principal Investigator, Research Administrators, C&G Accountants, Administrative Assistants

**Steps in the Process:**

- Identify on the Notice of Award the reporting requirements for the technical and financial reports as described in Step 2.5 Prepare NOA
  - Due Dates or Frequency (e.g. Quarterly, Monthly, Annually)
  - Method of Submission (e.g. E-mail, website)
  - Who will submit the reports (e.g. C&G Accounting, PI, RA)
  - Report Format
- When reports are submitted separately, C&G Accountant will submit the financial report and PI and/or RA will submit the technical report.
- When reports are submitted together (technical and financial), PI will submit their technical report to RA. RA or PI will submit the financial and technical report to the agency.
- If a hard copy report is required, ORSP administrative assistant will mail the reports to the agency via certified mail.
- RA will file the reports in Questys.

**Agency Notifications on Reports:** (NSF, ONR, NIH, etc.)

- When notifications are received stating a **report will be due**, no action is required since PI received the same notification.
- When notifications are received stating a **report is now due**, RA will use their discretion to notify the PI and offer assistance.
- When notifications are received, stating a **report is past due**, RA must contact PI to encourage and insure immediate submission and offer assistance.

**Summary Description:** To comply with all University, federal and agency award regulations for project reporting

**Date:** 03/17/2015