



The University of Texas at El Paso
Office of Research and Sponsored Project
Handbook / Enchiridion

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