



*Tuesday Tips* is a new outreach effort by OGCA. The idea behind *Tuesday Tips* is to convey tips, tricks and other helpful information around the area of research administration. Our goal is to post on (almost every) Tuesdays. If there is something you would like to see covered on *Tuesday Tips*, email: [UAF-GCReATE@alaska.edu](mailto:UAF-GCReATE@alaska.edu). For more Tips visit [OGCA website](#).

## Final Technical Reports

A final technical report is due within 90 days of the end of the award for most federal awards. The report length and content vary depending on sponsor. Such reports range from a brief summary and list of publications to a complete, exhaustive compilation of the project results.

The PI is responsible for the submission of all technical reports required under the terms of an award in the form required by the sponsor. A copy of the final technical report should be sent to OGCA by the PI or department for record retention at the time it is submitted to the sponsor.

Failure on the part of the PI to deliver any required technical reports or deliverables to the sponsor in a timely manner may affect the collection of funds for the project and future funding from that sponsor to the University.

Technical report submission processes by sponsor:

Department of Defense (DOD)

Specific requirements on submissions (i.e. electronic system or email to Program/Grants Officer) and content of the report vary in each award document.

The [SF 298 Form](#), which summarizes the grant or contract information and includes the abstract and any distribution limitations, may be required as part of the final technical report. Please check your award for details.

DOD requires [DD Form 250](#), Material Inspection & Receiving Report when DFARS Clause 252.246-7000 is included in a DOD contract. The Office of Naval Research (ONR) may be the administering office, in which case a copy must be forwarded.

Resources:

- [U.S. Army Medical Research and Development Command Technical Reporting Requirements](#)

#### Department of Education (DOED)

The final report is submitted via the [U.S. Department of Education eGrants system](#). The [ED 524B report](#) cover sheet requires signature of an authorized representative. The PI must receive Grants & Contracts Accounting (GCA) concurrence on the section regarding Budget Expenditures prior to OGCA sign-off and approval of the report.

#### Department of Energy (DOE)

The PI submits the final report electronically via the DOE [Energy Link System](#). Details regarding the award/report will be entered and the report is uploaded directly (preferably in PDF). Upon submission, confirmation can be printed and a DOE Office of Scientific and Technical Information (OSTI) ID number will be issued.

#### Department of Health and Human Services (DHHS)

##### Agency for Healthcare Research & Quality (AHRQ)

The final report is submitted by the PI via email to [grantfpr@ahrq.gov](mailto:grantfpr@ahrq.gov). A template and further instructions on content are found on the [AHRQ Grant Post Award Management](#) site.

##### Centers for Disease Control (CDC)

The final report is submitted by the PI to the Grants Management Officer. Further [closeout guidance](#) from the CDC is available.

### **Health Resources and Services Administration (HRSA)**

All progress reports, including the final report, are submitted via the [HRSA Electronic Handbook](#).

### **National Institutes of Health (NIH)**

NIH requires submission of the final report via [eRA Commons](#). The PI logs into eRA Commons and clicks the Status tab at the top of the screen. The PI selects the "Requires Closeout" hyperlink in the Action column on the award. When the closeout status screen appears, the PI clicks the "Final Progress Report" hyperlink. Once the PI has completed the final reporting electronically, he/she should route to OGCA to provide the institutional approval of the final technical report.

### **Substance Abuse and Mental Health Services Administration (SAMHSA)**

Unless the award specifies otherwise, a hard copy of the report must be mailed to the sponsor at:

Closeout, Division of Grants Management  
Office of Program Services, SAMHSA  
1 Choke Cherry Room 7-1091  
Rockville, MD 20857

### **National Aeronautics and Space Administration (NASA)**

The PI submits the final report as a PDF file via email to the NASA Shared Center: [NSSCcloseout@mail.nasa.gov](mailto:NSSCcloseout@mail.nasa.gov) and [NSSC-Grant-Report@mail.nasa.gov](mailto:NSSC-Grant-Report@mail.nasa.gov) with a copy to the Program Officer. The Office of Naval Research (ONR) may be the administering office, in which case a copy must be forwarded.

The Grant and Cooperative Agreement Handbook ([1260.22 b and c](#) and [1260.151d](#)) notes that "Reports shall be in the English language, informal in nature, and ordinarily not exceed three pages (not counting bibliographies, abstracts, and lists of other media)." and that "Progress Reports, Summaries of Research, and Educational Activity Reports shall include the following on the first page:

1. Title of the grant.
2. Type of report.
3. Name of the principal investigator.
4. Period covered by the report.
5. Name and address of the recipient's institution.
6. Grant number.

According to the new cross agency Research Performance Progress Report (RPPR) format annual progress reports should contain the following three parts:

1. Accomplishments: Start by reminding us what are the major goals and objectives of the project and What did you achieve towards those goals? At first the emphasis will be on reporting activities but as the project progresses you will be reporting specific accomplishments. For example, describe major activities; significant results, major findings, developments, or conclusions (both positive and negative); and key outcomes or other achievements. Include a discussion of stated goals not met.
2. How have the results been disseminated: For example, a list of publications that have appeared as a result of the award. Of course, all publications should acknowledge NASA support, including the name of the program, and the grant number(s).
3. Future plans: if this is not your final report, what are you planning to do next? Is it different than what was in the original proposal? That's OK, but please explain a bit.

## National Oceanic and Atmospheric Administration (NOAA)

The PI submits the final report via NOAA [Grants Online](#).

## National Science Foundation (NSF)

On March 18, 2013, NSF transitioned all project reporting from FastLane to [Research.gov](#). This means that PI's and Co-PIs will now use Research.gov to meet all NSF project reporting requirements, including submission of final, annual and interim project reports and the Project Outcomes Report.

Additionally, the new Project Reporting Dashboard makes it easier for PIs, Co-PIs, and OGCA to see which reports are due or overdue, and provides access to all reports submitted to NSF.

Follow these steps to prepare and submit Project Reports on Research.gov:

1. Login to Research.gov using your FastLane user ID and password. (First time Research.gov users, see [How Do I Login?](#))
2. You will see any required reports on your Project Report Dashboard.
3. Click on the *Project Outcomes Report* link or the *Annual, Final and Interim Project Report* link to see a list of awards.
4. From there, you can create, edit, and submit reports for each award.

See also [Format, Content and Timing of Technical Reporting](#) from NSF's Research Terms and.

For additional Information visit the [Office of Grants and Contracts Administration](#)