



*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](#).

## The Importance of Annual and Final Project Reporting

Annual and Final Project Reporting: The Uniform Guidance, 200.328 sets forth program performance reporting requirements for assistance awards, stating, *'The non-Federal entity must submit performance reports at the interval required by the Federal awarding agency or pass-through entity to best inform improvements in program outcomes and productivity. Intervals must be no less frequently than annually not more frequent than quarterly except in unusual circumstances, for example where more frequent reporting is necessary for the effective monitoring of the Federal award or could significantly affect program outcomes. Annual reports must be due 90 calendar days after the reporting period. Alternatively, the Federal awarding agency or pass-through entity may require annual reports before the anniversary dates of multiple year Federal awards. The final performance report will be due 90 calendar days after the period of performance end date. If a justified request is submitted by a non-Federal entity, the Federal agency may extend the due date for any performance report.'*

With few exceptions, every federally funded sponsored project will require a number of reports during the life of the project and at the conclusion of the project, unless otherwise indicated as unnecessary by the award's terms. Every Principal Investigator should be prepared to submit a final project (technical) report at the very least, whether the sponsor is federal or not.

The importance of the submission of such reports on a timely basis cannot be overstated. Annual and Final Project (technical) Reports are federally mandated requirements. In a grant or contract arrangement, unlike a gift, the sponsor expects and deserves to be informed of results. Inattention by the Principal Investigator may substantially impact his or her (and UAF's) ability to receive other support from the sponsor; it could also result in a loss of payment to UAF for costs already incurred. Such losses could become a liability chargeable to the department and unit.

In addition to the Annual and Final project (technical report) other reports may be required relating to inventions, equipment accountability, fiscal/financial data, etc... With the Principal Investigator's input, the Office of Intellectual Property Commercialization (OIPC) will provide assistance to OGCA with invention reports.

Additional information can be found at:

<https://www.uaf.edu/ogca/lifecycle/7-closeout/index.php>