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. For more Tips visit OGCA website.

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.

Negligence 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/or unit.

In addition to the Annual and Final project (technical report) other reports may be required relating to inventions, equipment accountability, fiscal data, and other submissions.

Equipment Reports are the responsibility of the Property and the last two are the responsibility of OGCA. With the Principal Investigator's input, the Office of Intellectual Property and Commercialization (OIPC) will provide assistance to OGCA with invention reports.

Graduate Fellowships

Final project reports may not be required for institutional graduate research fellowships. However, final reporting requirements for individual fellowships are established in the applicable program solicitation.

Projects Outcomes Reports (POR) for the General Public (specific to NSF)

NSF instituted a new reporting requirement as a result of specific legislation in the America COMPETES Act of 2007, (Section 7010: Reporting of Research Results), which required that all final project reports and citations of published research documents resulting from research funded in whole, or in part, by the NSF, are made available to the public in a timely manner and in electronic form through NSF. This requirement is effective for new awards made or existing awards that receive funding increments or supplements on or after January 4, 2010. The policy for preparing and submitting these reports is provided in NSF's Proposal and Award Policies and Procedures (PAPPG).

The guidance for the preparation and submission of Projects Outcomes Reports is available on Research.gov:

In addition, NSF provides guidance on its NSF's Frequently Asked Questions (FAQs) on Project Outcomes Report for the General Public (POR) - updated January 2013, https://www.nsf.gov/pubs/policydocs/porfaqs.jsp

Compliance with Technical Reporting Requirements

The failure to provide any of the above technical reports on a timely basis may delay future proposal reviews for all identified researchers associated with a given award or may prevent the funding of other projects from that sponsor until the reporting requirements are met.

Financial Reports and Invoicing

Primary responsibility for technical and fiscal management of any project begins with the Principal Investigator. Many departments have services that provide assistance in fiscal and other administrative matters.

OGCA is the entity responsible for recording and facilitating all financial and administrative matters relating to expenditures and revenues. OGCA will make no adjustments such as encumbrances, expenditures, or cost transfers without initiation of such adjustments from the Principal Investigator or his or her designee. In order to transfer incorrect charges from one account to another the proper form must be filled out, authorized and submitted to OGCA.