

**TITLE:** Reporting Requirements for Investigators on Externally-Sponsored Projects

**DESCRIPTION**

Grants and contracts from external sponsors generally include terms and conditions for accepting any award, and in most cases, there is an expectation for reporting. In addition to financial reports, the sponsor expects to receive progress or technical reports from the investigator at specific times throughout the project period and at closeout of the award. Furthermore, sponsors must be informed when there are problems that may affect the project and jeopardize its timely completion. Although different agencies have different reporting requirements, interim reports are often required 30-60 days before the end of the current budget year, and final reports within 90 days of the expiration of the award.

**RESPONSIBILITY**

Documents received from the sponsor at the time of the award will normally detail the type and timing of required reports. The Principal Investigator must monitor these requirements to ensure reports are submitted in a timely fashion. The Principal Investigator is responsible for preparing all technical reports. The Principal Investigator must then coordinate with Sponsored Programs Administration for submission to the sponsor. Grants Accounting submits all financial reports.

Many sponsors (especially government agencies) will not provide additional funds or award new grants to a Principal Investigator who has an overdue report. Delinquent reporting can affect not only future funding for the Principal Investigator, but may also jeopardize future funding for the entire University.

*Applicable Regulations, Document(s):*

Policy

*Additional Documents*