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NSF Technical Reporting Requirements ([NSF 16-040](#))

NSF requires technical project reports for all assistance awards. These reports provide NSF program officers and administrative offices with information on the progress of supported projects and the way these funds are used.

NSF technical reports must be submitted via the electronic project reporting system in [Research.gov](#). If you need to register for Fastlane or have forgotten your password go to the following for assistance:

To register for Fastlane: <http://www.research.usf.edu/dsr/proposal-prep/forms/fastlane/fastlane-registration.asp>

To reset your password:

<https://identity.research.gov/sso/ui/NSFPWResetUserValidation?org=/research>

NSF Annual Project Reports

Unless otherwise specified in the award, annual project reports should be submitted at least 90 days prior to the end of the current budget period to allow adequate time for the Program Officer to review and approve the report. As reflected in the [Research.gov](#), the report is considered due during the 90 day period. The report becomes overdue the day after the 90 day period ends. Failure to submit timely reports will delay processing of additional funding and administrative actions, including, but not limited to, no cost extensions. In the case of continuing grants, failure to submit timely reports may delay processing of funding increments.

Annual project reports are generally not required for fellowship awards. Specific reporting requirements for fellowships are established in the program solicitation and award conditions.

For multi-year standard grants, PIs are required to submit annual reports as outlined above. In the case of cooperative agreements, the annual report is required before NSF approves any future funding increments.

Continuing grants also are subject to the same policies regarding report submission as outlined above. For continuing grants that have a duration of 18 months or more per increment, two annual reports are required. A report must be submitted for the first 12 months of the project, and then another report for the remaining months of the increment. Continuing grants which include an initial increment of 24 months will require an annual report for each 12 month period.

Final Project Report ([NSF PAPPG Chapter VII.D.](#))

Within 120 days following expiration of the grant, a final project report must be submitted electronically via the [Research.gov](#). As reflected in the [Research.gov](#), the report is considered due during the 120 day period. The report becomes overdue the day after the 120 day period ends. In addition, the grantee also shall provide to the cognizant NSF Program Officer, within 120 days following the expiration of the grant:

Any unique reports or other end items specified in the award, including any reporting requirements set forth in any NSF brochure, guide, solicitation, etc., referenced in the award as being directly related to either the award or the administration of the award.

A final cost share notification documented and certified by the Authorized Organizational Representative for awards where there is mandatory cost sharing established for the program.

Final project reports are normally not required for institutional graduate research fellowships and interagency agreements. However, final project reporting requirements for individual fellowships are established in the program solicitation.

Compliance with Technical Reporting Requirements

PIs must submit final technical reports within the time period specified. **Failure to provide these reports on a timely basis will delay NSF review and processing of pending proposals for all identified PIs and co-Pis on a given award.**

NIH Technical Reporting Requirements (Progress Reports)

NIH requires that grantees periodically submit progress reports (NIH Grants Policy Statement Section 8.4.1 Reporting). The Grants Management Officer is the receipt point for non-competing and final grant progress reports. Non-competing continuation progress reports must be submitted in eRA Commons. Submission of these reports to individuals other than the GMO may result in delays in processing of the non-competing continuation award or the submission being considered delinquent.

Failure to submit complete, accurate, and timely reports may indicate the need for closer monitoring by NIH or may result in possible award delays or enforcement actions, including withholding, removal of expanded authorities, or conversion to a reimbursement payment method.

Non-Competing Grant Progress Reports

Progress reports usually are required annually as part of the non-competing continuation award process. The “Non-Competing Continuation Progress Report” (PHS 2590) or equivalent documentation (e.g., Research Performance Progress Report or RPPR) must be submitted to, and approved by NIH to non-competitively fund each additional budget period within a previously approved project period (competitive segment). Except for awards subject to SNAP, the progress report includes an updated budget in addition to other required information.

The information to be included in the progress report is specified in the RPPR instructions, which also include alternate instructions for awards under SNAP (described in the next subsection). These instructions can be found at <http://grants.nih.gov/grants/RPPR>.

Late submission or receipt of an incomplete grant progress report will result in delaying the issuance and funding of the non-competing continuation award and may result in a reduced award amount.

The progress report for the final budget period of a competitive segment for which a competing continuation application is submitted will be part of that application; however, if an award is not made or the grantee does not submit an application for continued support, a final progress report is required.

The NIH IC office will specify the requirements for progress reporting under construction grants or grants supporting both construction activities, including acquisition or modernization, and non-construction activities.

Streamlined Non-Competing Award Reporting Process (SNAP)

The NIH Notice of Grant Award will specify whether an award is subject to SNAP. Award mechanisms routinely included in SNAP are “R” awards, with the exception of R35 and K awards. Award mechanisms excluded from SNAP are those that do not have the expanded authority to automatically carry over unobligated balances. In addition, individual awards under any mechanism may be excluded from SNAP if:

- They require close project monitoring or technical assistance, e.g., high-risk recipients, certain large individual or multi-project grants, or grants with significant unobligated balances, or
- The recipient has a consistent pattern of failure to adhere to appropriate reporting or notification deadlines.

Under SNAP, the Grants Management Officer negotiates the direct costs for the entire competitive segment at the time of the competing award or, in the case of modular awards, determines the applicable number of modules for each budget period within the competitive segment. This eliminates the need for annual budget submissions and any negotiations, and reduces the information NIH requires to review and approve non-competing continuation awards and to monitor non-competing continuation awards. As a result, for awards under SNAP, recipients are required to submit only limited portions of the Research Performance Progress Report. If there is a change in performance site or anticipated program income, recipients also must submit the PHS 2590 checklist. If program income is anticipated, the progress report should reflect the estimated amount and source of the income.

As part of the progress report, recipients must answer the following questions:

- Has there been a change in the “other support” of key personnel since the last reporting period? If so, the changes, including termination of a previously active grant or activation of a previously pending grant, must be explained. If not, the grantee must so state.
- In the next budget period, will there be a significant change in the level of effort for key personnel from what was approved for this project? A “significant change” is a 25 percent or greater reduction in time devoted to the project. If so, the grantee must explain. If not, the grantee must so state.
- Does the grantee anticipate that it will have an estimated unobligated balance (including prior-year carryover) that will be greater than 25 percent of the current year’s total budget? If so, the grantee will be required to explain why there is a significant balance and how it will be spent if carried forward into the next budget period. If not, the grantee should so state.

The awarding office will rely on the grantee's assessment of whether significant changes have occurred or will occur in these areas; however, the GMO may require additional information to evaluate the project for continued funding. Failure to provide this information will result in a delayed award.

eSNAP – Electronic Streamlined Non-Competing Award Process

NIH developed a Streamlined Non-competing Award Process (SNAP) to enable Principal Investigators with eligible grants to submit streamlined annual progress reports, simplifying the non-competitive renewal award process. The electronic version of SNAP – the eSNAP module – enables PIs to submit these streamlined progress reports electronically, through the eRA Commons.

[eRA Commons](#)

[eSNAP User Guide](#)

Features and Benefits

- eSNAP are due 45 days before the next budget start date.
- For easy updates, eSNAP retains *All Personnel Report* data from previous submissions.
- Citations included in an eSNAP are linked to the PD/PI's Publication information stored in their Personal Profile. The Publication citations are retrieved by eRA Commons from the PD/PI's MyBibliography (MyBib) data (see [NOT-OD-10-103](#)) and from the NIH Manuscript Submission System (NIHMS).
- System generates a PDF of progress report, which is stored in an electronic grant folder.
- Progress reports corresponding to the R01, R03, R21 and K mechanisms are generally eligible for submission via eSNAP.

There are several tools available to confirm whether your grant is eligible:

- [NIH Web Query](#) – NIH provides a query at to find when progress reports are due. To access the query you will need the Institutional Profile Number, which is 513807.
- eRA Commons Status Function –Use the Status Function to see whether NIH is providing an eSNAP link.

Notice of Grant Award: If the NGA includes the statement "This grant is subject to Streamlined Noncompeting Award Procedures, the progress report is eligible for submission via eSNAP".