FINAL TECHNICAL & FINANCIAL REPORTING ON SPONSORED PROJECTS

Guidelines for effective project reporting and compliance
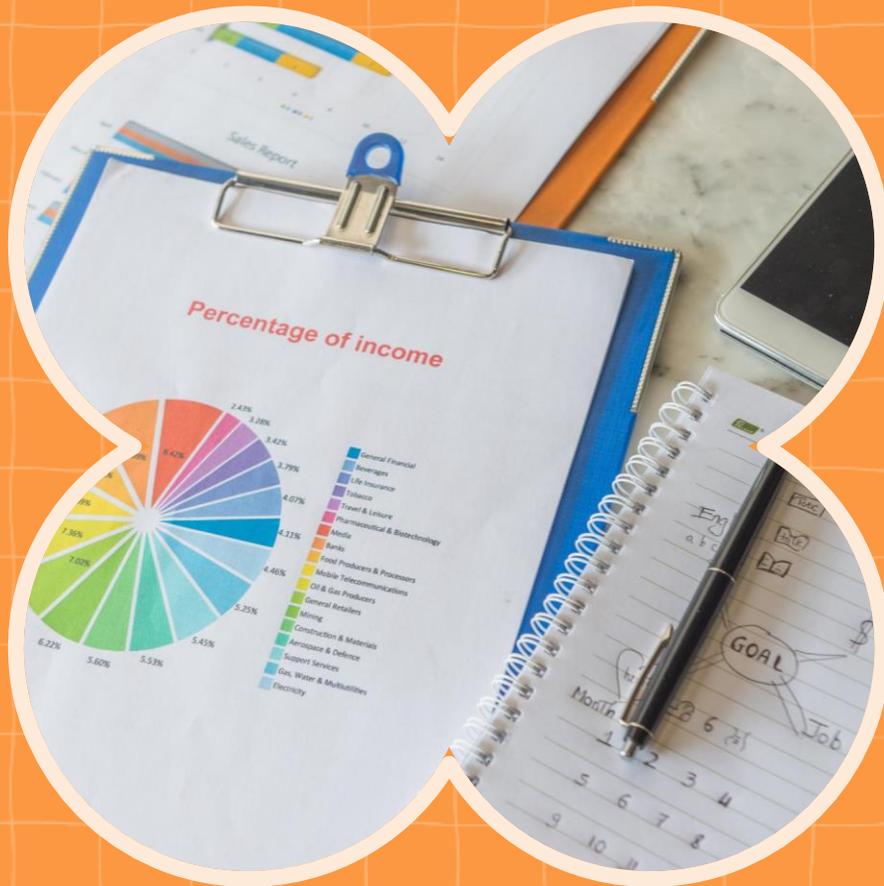
Overview and Importance of Final Reporting for Sponsored Projects

Purpose and Importance of Final Reporting

Compliance and Contractual Obligations

Final reporting fulfills contractual and regulatory requirements, ensuring good standing with funding partners and avoiding sanctions.

Scientific and Financial Accountability

Reports summarize scientific achievements and financial stewardship, demonstrating proper use of funds and project outcomes.

Impact on Future Funding

Timely and accurate reporting influences future funding decisions and reduces administrative burdens for investigators.

Transparency and Institutional Integrity

Final reports maintain transparency, preserve trust with sponsors and the public, and support institutional integrity.

Roles and Responsibilities

Key Personnel Involved in Final Reporting

Principal Investigator Responsibilities

The PI prepares and submits the final technical report documenting progress, results, and deliverables while confirming publications and data outputs.

Research Administration Role

Research Administration manages the final financial report, ensuring detailed accounting and compliance with sponsor guidelines.

Departmental Administrator Support

Administrators reconcile accounts, confirm invoices, and ensure all expenses are posted before the project closeout deadline.
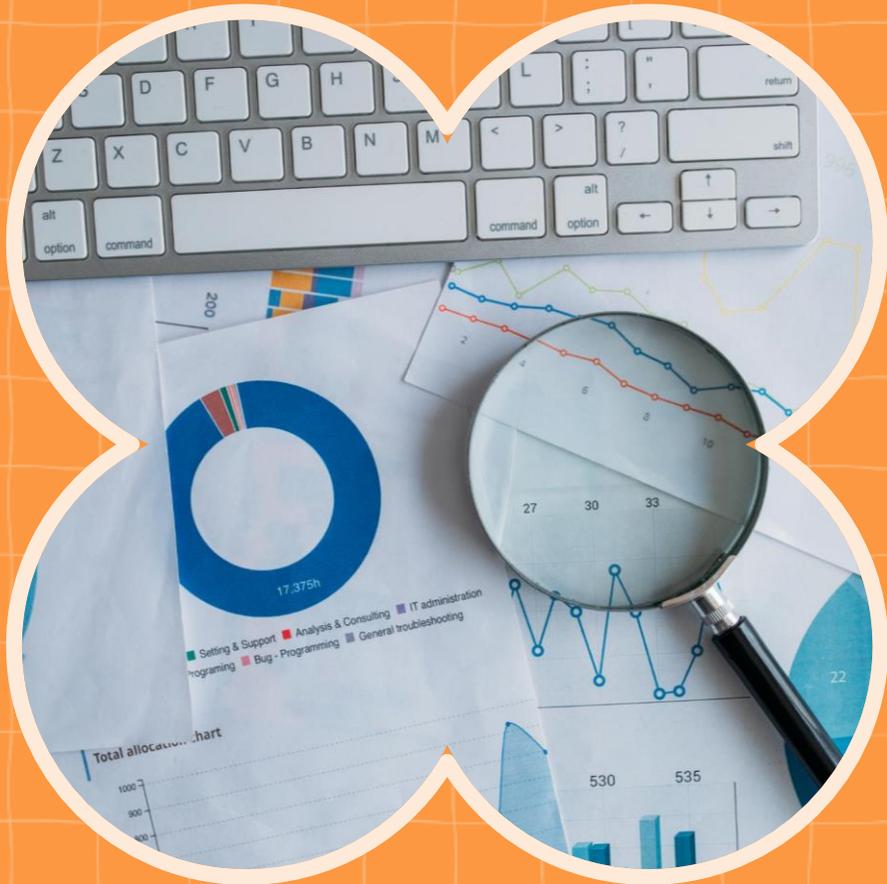
Subrecipient Reporting Coordination

Subrecipients submit final reports early to allow integration into the prime institution's sponsor reports, ensuring timely project closure.

Final Reporting Requirements

Types of Final Reports Required

Technical or Performance Report

Summarizes scientific achievements, outcomes, and deliverables such as datasets, publications, and prototypes.

Financial Report

Provides detailed accounting of expenses to verify budget compliance and cost share obligations.

Invention and Patent Reporting

Confirms intellectual property compliance through invention statements or patent reports, even if no inventions produced.

Property or Equipment Report

Documents disposition or tracking of equipment purchased with award funds as required by sponsors.

Deadlines and Submission Processes

Submission Timelines and Platforms

Sponsor Deadlines

Federal sponsors require final reports within 60 to 120 days after award end; timelines vary by sponsor type.

Submission Platforms

Reports are submitted via portals like eRA Commons or Research.gov, or through grant management platforms for foundations.

Roles and Responsibilities

PIs typically submit technical reports while research administration manages financial reports for compliance.

Importance of Timeliness

Meeting deadlines prevents audit issues, funding delays, and protects eligibility for future awards.

Record Retention Requirements

Retention Timelines and Required Documentation

Retention Periods

Federal awards require a minimum of three years retention from the final financial report submission. State and private entities may require three to seven years retention timelines.

Required Documentation

Essential records include award documents, financial ledgers, invoices, payroll records, technical reports, and sponsor communications.

Compliance Importance

Proper retention supports transparency, protects during audits, and ensures a complete historical record of project and financial management.

Extended Retention Conditions

Records must be maintained longer if there are ongoing audits, litigation, claims, or unresolved issues until fully resolved.