Reporting Policy

September 2018

The PI is responsible for the production and delivery of all reports and deliverables required by the award. It is the PI's responsibility to review the award for all requirements related to reports and deliverables ensure that all reports and deliverables are completed, and deliver such reports and deliverables to the sponsor prior to applicable award deadlines. The Project Coordinator may help prepare all the required reports and deliverables, but it is the responsibility of the Principal Investigator to review and approve all reports and deliverables prior to delivery to the sponsor. Any signatures required by the Institution/Organization/Company official should be directed to ORSP.

Notwithstanding the foregoing, the PI may request the ORSP's assistance in preparing any official financial reports specified in the award. All other reports remain the responsibility of the Principal Investigator. Copies of all annual and final reports along with proof of delivery should be forwarded to OSRP (electronic copies and PDFs are acceptable) for the official grant file