Kuali Technical Reports Notification – Effective November 28, 2022

Effective November 28, 2022, PIs will receive notifications from Kuali when a technical report is due. Notification will continue until the report is submitted and the OSP Administrator has been notified. Please copy your OSP administrator on all reports emailed to the appropriate individuals per your award document.

The PI is responsible for submitting all technical reports required under the terms of an award in the form required by the sponsor. Failure on the part of the PI to deliver any required technical reports or deliverables to the sponsor on time may affect the collection of funds for the project and future funding from that sponsor to the University.

We understand that sometimes submitting your report(s) is missed, so we have initiated the notification in Kuali.

Per the terms and conditions of the award, the PI should submit a copy of the final technical report. Specific requirements on submission (i.e., electronic system or email) and content of the report(s) vary in each award document. For example:

Department of Defense (DOD)
The SF 298 Form, which summarizes the grant or contract information and includes the abstract and any distribution limitations, may be required as part of the final technical report. Please check your award for details.
DOD requires DD Form 250, Material Inspection & Receiving Report when DFARS Clause 252.246-7000 is included in a DOD contract. The Office of Naval Research (ONR) may be the administering office, in which case a copy must be forwarded.

Department of Health and Human Services (DHHS)
- **Agency for Healthcare Research & Quality (AHRQ)**
  The final report is submitted by the PI via email to grantfpr@ahrq.gov. A template and further instructions on content are found on the AHRQ Grant Post Award Management site.
- **Centers for Disease Control (CDC)**
  The final report is submitted by the PI to the Grants Management Officer.
  Further closeout guidance from the CDC is available.
- **Health Resources and Services Administration (HRSA)**
  All progress reports, including the final report, are submitted via the HRSA Electronic Handbook.

National Institutes of Health (NIH)
NIH requires submission of the final report via eRA Commons. The PI logs into eRA Commons and clicks the Status tab at the top of the screen. The PI selects the "Requires Closeout" hyperlink in the Action column on the award. When the closeout status screen appears, the PI clicks the "Final Progress Report" hyperlink. Once the PI has completed the final reporting electronically, he/she should route to OSP to provide the institutional approval of the final technical report.

National Aeronautics and Space Administration (NASA)

The PI submits the final report as a PDF file via email to the NASA Shared Center: NSSCcloseout@mail.nasa.gov and NSSC-Grant-Report@mail.nasa.gov with a copy to the Program Officer. The Office of Naval Research (ONR) may be the administering office, in which case a copy must be forwarded.

The Grant and Cooperative Agreement Handbook (1260.22 b and c and 1260.151d) notes that "Reports shall be in the English language, informal in nature, and ordinarily not exceed three pages (not counting bibliographies, abstracts, and lists of other media)." and that "Progress Reports, Summaries of Research, and Educational Activity Reports shall include the following on the first page:

1. Title of the grant.
2. Type of report.
3. Name of the principal investigator.
4. Period covered by the report.
5. Name and address of the recipient's institution.
6. Grant number.

National Oceanic and Atmospheric Administration (NOAA)
The PI submits the final report via NOAA Grants Online.

National Science Foundation (NSF)
On March 18, 2013, NSF transitioned all project reporting from FastLane to Research.gov. This means that PI's and Co-PIs will now use Research.gov to meet all NSF project reporting requirements, including submission of final, annual and interim project reports and the Project Outcomes Report. Additionally, the new Project Reporting Dashboard makes it easier for PIs, Co-PIs, and OSP to see which reports are due or overdue, and provides access to all reports submitted to NSF.

Follow these steps to prepare and submit Project Reports on Research.gov:

1. Login to Research.gov using your FastLane user ID and password. (First time Research.gov users, see How Do I Login?)
2. You will see any required reports on your Project Report Dashboard.
3. Click on the *Project Outcomes Report* link or the *Annual, Final and Interim Project Report* link to see a list of awards.
4. From there, you can create, edit, and submit reports for each award.

See also Format, Content and Timing of Technical Reporting from NSF's Research Terms and Conditions (effective January 14, 2013).

Attached for your information/action are instructions on how to customize the notification email. In addition, information on types of reports, frequency, and due dates are included on the Document Approval Sheet (DAS) and in Kuali under the Technical Reports tab in the Awards Modules.

Note: Failure to submit your reports on time may result in all active award orgs being frozen until the delinquent reports are submitted.

If you have questions about a pending report(s), don't hesitate to contact your OSP Administrator.

Customizing Action List Emails

There are two ways to access the Action List preferences menu in Kuali Research:
- If you have received an Action List email previously, there is a link at the bottom of the email message that will take you directly to the preferences menu.
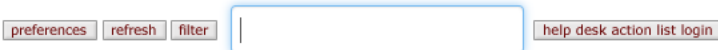- You can access the Action List preferences menu through the Kuali Research dashboard, as follows:

In Kuali Research, click 'Common Tasks' on the left menu:
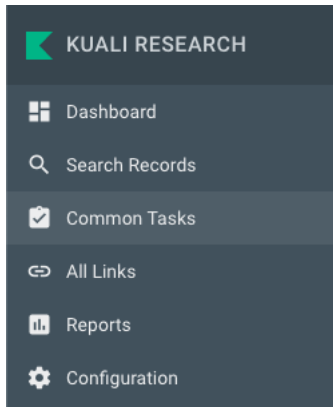
Then, on your dashboard, click 'Action List' in the top left Quick Links card:
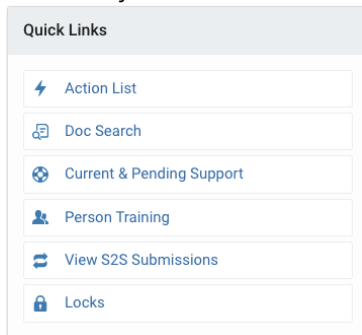
Then, in the Action List screen, click the Preferences button at the top right:

Finally, at the bottom of the preferences page, uncheck 'FYI' and click Save: