Prepare & Submit Your Annual, Final and Interim Project Reports

Principal Investigators (PIs) and Co-PIs must use Research.gov to meet all NSF project reporting requirements, including submission of Final, Annual and Interim Project Reports and the Project Outcomes Report. The Project Reports Dashboard is a one-stop shop for all NSF project reports, including the Project Outcomes Report.

Logging into Research.gov

The PI/Co-PI can access the Project Report service by **logging into Research.gov**. Additionally, you can navigate to this service from:

- Project Reports System in FastLane (seamlessly connects you directly to Research.gov)
- A link to Research.gov provided in the email notifications for due and overdue reports.

To log into Research.gov:

1. On the Research.gov homepage, select **Log In** at the top of the page.

2. On the NSF User Log In page, enter your Last Name, NSF ID, and Password (same as FastLane ID and password), and click **Log In**. If your organization appears in the drop-down list, you can log in with your organization credentials.

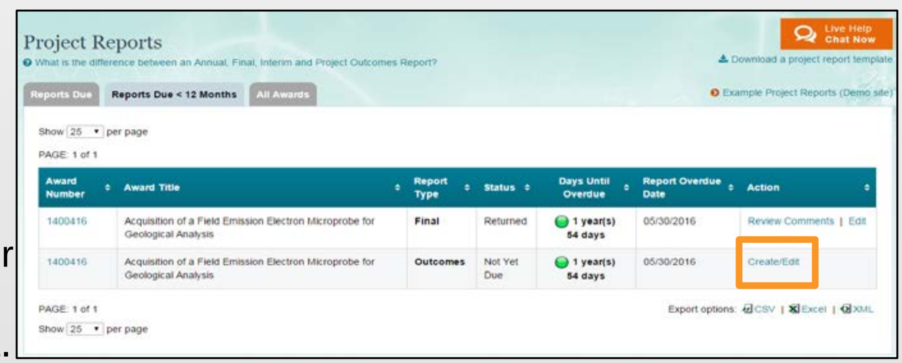
Preparing and Submitting Your Report

Once logged in, you will see your **Submit Publications, Project Reports, and Outcomes Dashboard**

1. Click on the **Annual, Final and Interim Report** link provided on the Project Reporting Dashboard to prepare reports.

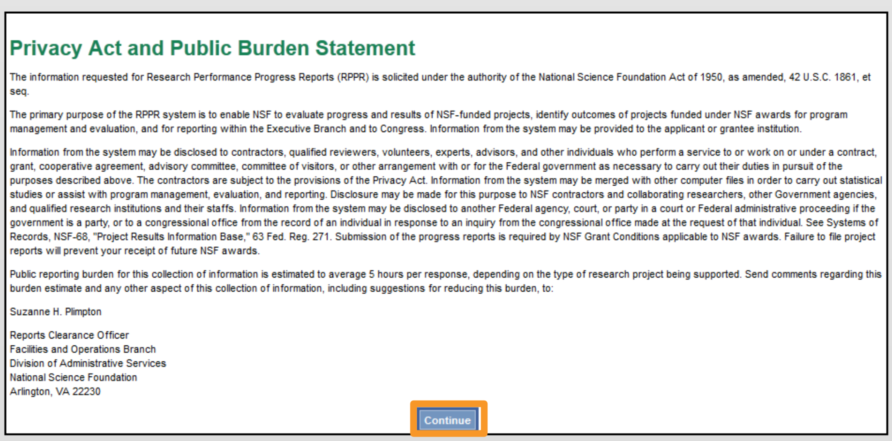
2. The Project Reports page will show you the status of all of your project reports that are due or overdue.

Click the **Create/Edit** link under the **Action** column for the award to create or edit a report.



Award Number	Award Title	Report Type	Status	Days Until Overdue	Report Overdue Date	Action
1400416	Acquisition of a Field Emission Electron Microprobe for Geological Analysis	Final	Returned	1 year(s) 54 days	05/30/2016	Review Comments | Edit
1400416	Acquisition of a Field Emission Electron Microprobe for Geological Analysis	Outcomes	Not Yet Due	1 year(s) 54 days	05/30/2016	Create/Edit

3. Read the Privacy Act and Public Burden Statement, and then click **Continue**.


Privacy Act and Public Burden Statement

The information requested for Research Performance Progress Reports (RPPR) is solicited under the authority of the National Science Foundation Act of 1950, as amended, 42 U.S.C. 1861, et seq.

The primary purpose of the RPPR system is to enable NSF to evaluate progress and results of NSF-funded projects, identify outcomes of projects funded under NSF awards for program management and evaluation, and for reporting within the Executive Branch and to Congress. Information from the system may be provided to the applicant or grantee institution.

Information from the system may be disclosed to contractors, qualified reviewers, volunteers, experts, advisors, and other individuals who perform a service to or work on or under a contract, grant, cooperative agreement, advisory committee, committee of visitors, or other arrangement with or for the Federal government as necessary to carry out their duties in pursuit of the purposes described above. The contractors are subject to the provisions of the Privacy Act. Information from the system may be merged with other computer files in order to carry out statistical studies or assist with program management, evaluation, and reporting. Disclosure may be made for this purpose to NSF contractors and collaborating researchers, other Government agencies, and qualified research institutions and their staffs. Information from the system may be disclosed to another Federal agency, court, or party in a court or Federal administrative proceeding if the government is a party, or to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual. See Systems of Records, NSF-68, "Project Results Information Base," 63 Fed. Reg. 271. Submission of the progress reports is required by NSF Grant Conditions applicable to NSF awards. Failure to file project reports will prevent your receipt of future NSF awards.

Public reporting burden for this collection of information is estimated to average 5 hours per response, depending on the type of research project being supported. Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to:

Suzanne H. Plimpton

Reports Clearance Officer
Facilities and Operations Branch
Division of Administrative Services
National Science Foundation
Arlington, VA 22230

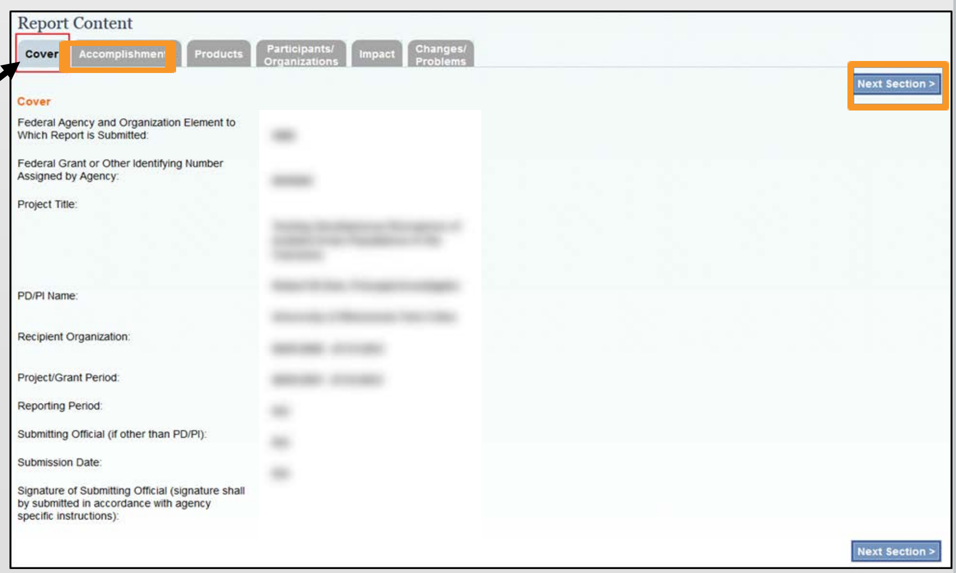
Continue

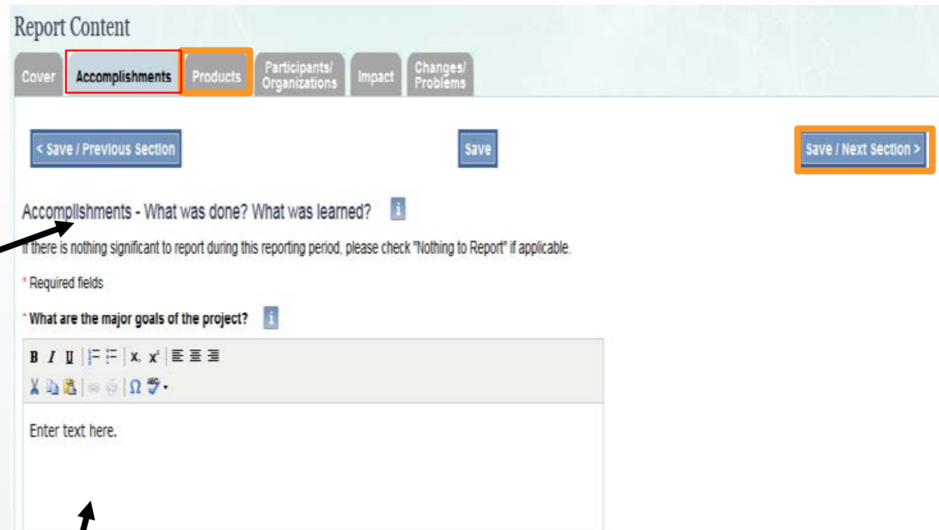
You will be brought to the **Report Summary** which provides award information and progress/status of your report.

View the Progress Indicator of your report.

Below the Report Summary, you will see the **Report Content**.

4. Verify the pre-populated information found on the Cover tab. Click **Next Section** or the **Accomplishments** tab to continue.

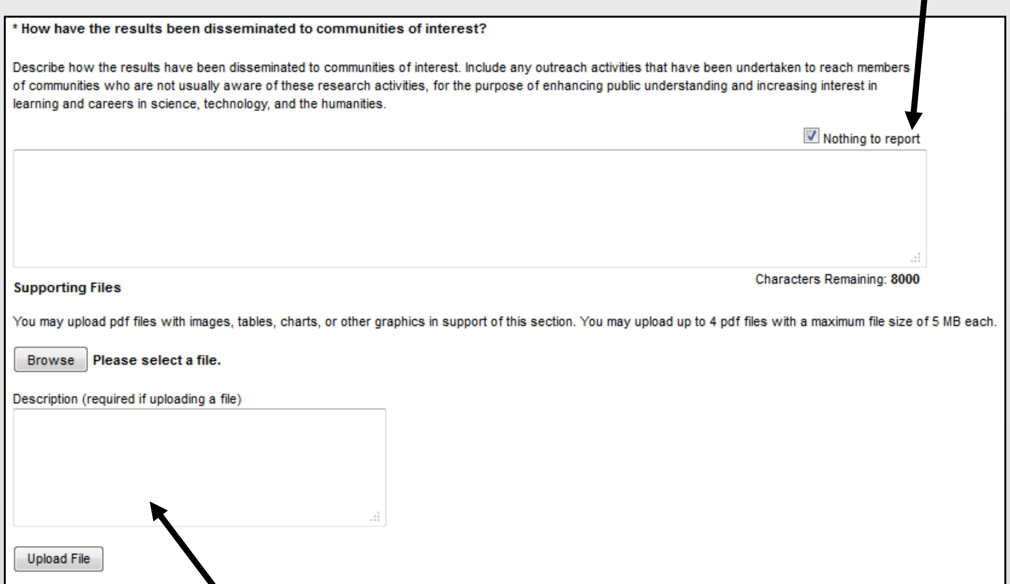




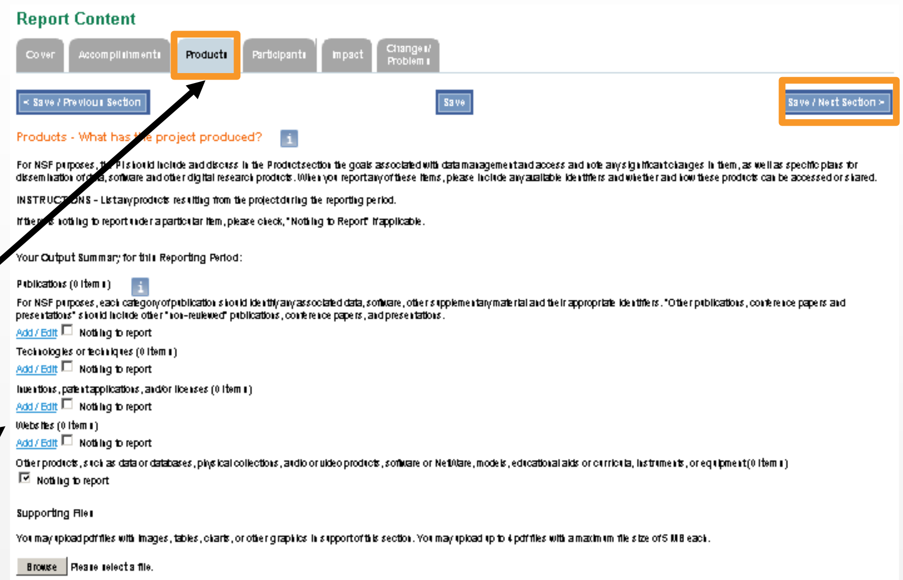
5. You will shift to the Accomplishments tab. Fill out all required information and click **Save/Next Section** or the **Products** tab to continue.

Within the Accomplishments tab, you will fill out text fields with information such as major goals, objectives, results, etc.

To complete the tab, you must either fill out all required text boxes or click **Nothing to Report**.



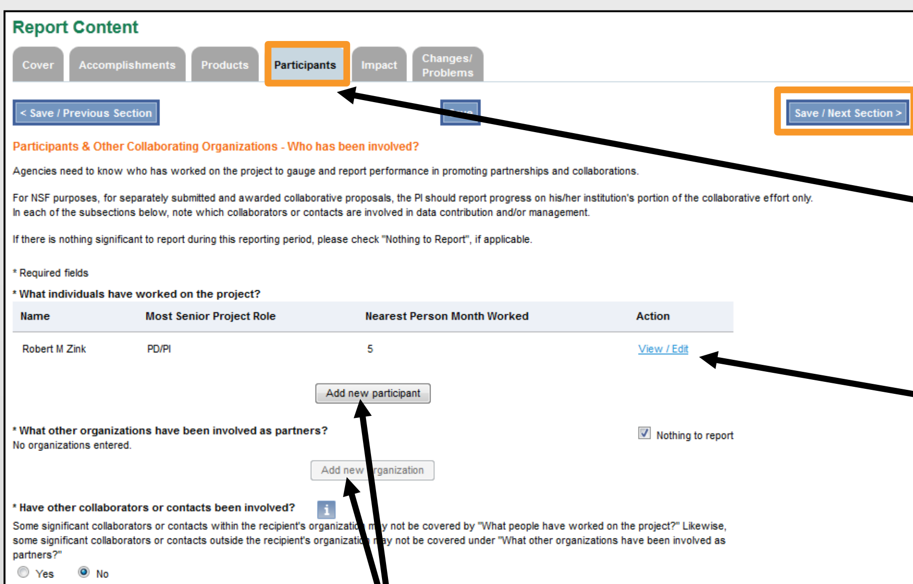
You have the option to upload PDF files with images, tables or charts in support of the Accomplishments section.



6. You will shift to the Products tab. Fill out all required information and click **Save/Next Section** or the **Participants** tab to continue.

Within the Products tab, list any products resulting from the project during the reporting period.

Once again, you have the option to upload PDF files with images, tables or charts in support of the section.

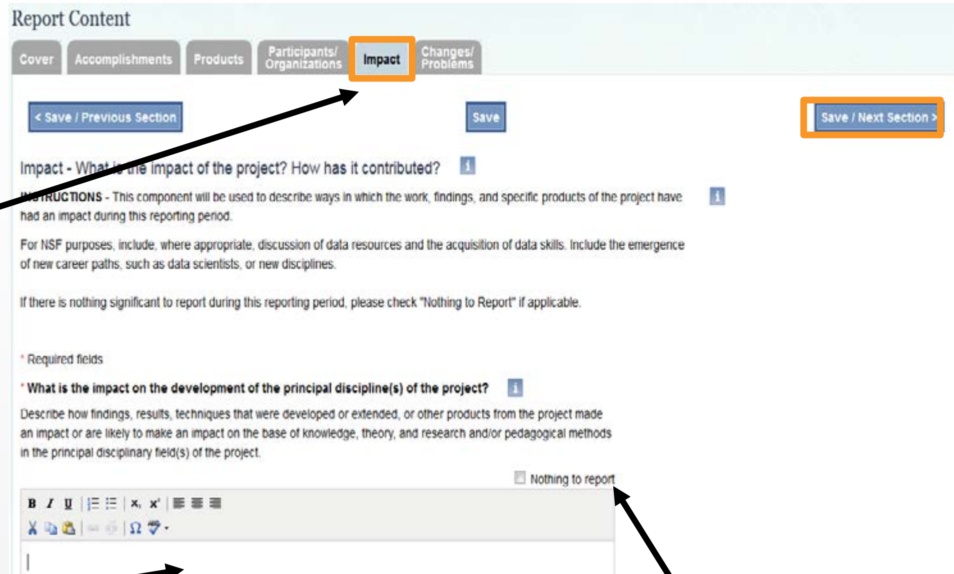


7. You will shift to the Participants tab. Fill out all required information and click **Save/Next Section** or the **Impact** tab to continue.

Important Note: Your name will automatically appear as a participant. You must select **View/Edit** and fill out all required information to complete this tab.

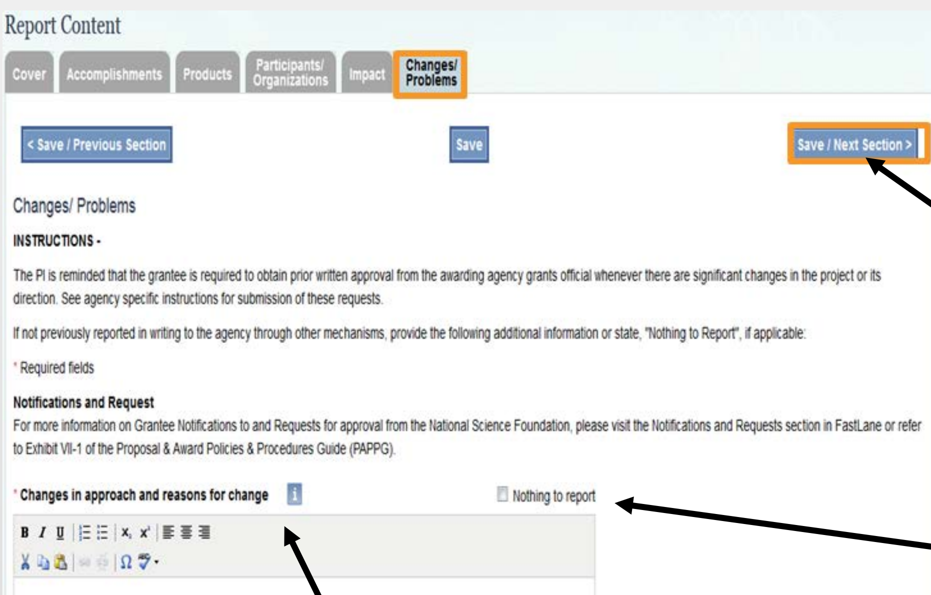
Within the Participant tab, include additional participants or other collaborating organizations.

8. You will shift to the Impact tab. Fill out all required information and click **Save/Next Section** or the **Changes/Problems** tab to continue.



Within the Impact tab, explain the impact of the project during the reporting period.

To complete the page, you must either fill out all required text boxes or click **Nothing to Report**.



9. You will shift to the Changes/Problems tab. Fill out all required information and click **Save/Next Section** to continue.

To complete the tab, you must either fill out all required text boxes or click **Nothing to Report**.

Within the Changes/Problems tab, describe any changes or problems that occurred on the project during the reporting period.

Important note: *If an award has a Special Reporting Requirement, a seventh tab will appear next to the Changes/Problems Tab.*

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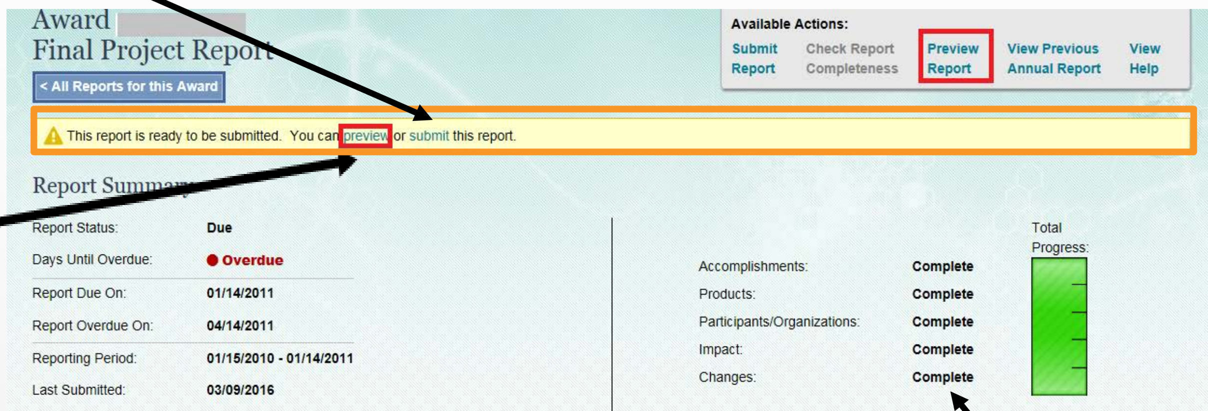
10. Once ALL required fields are completed in ALL tabs, an option will appear to submit the report. Select **Submit**.

If you would like to print the report, select **Preview,** then print.



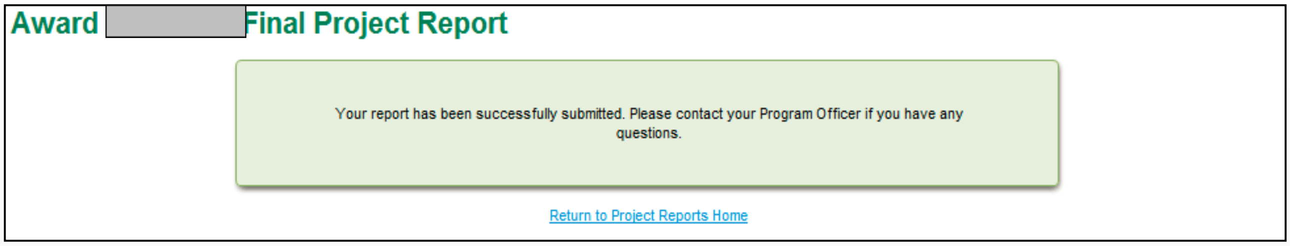
Please Note: Requirements will vary for Interim Project Reports. There will also be no Report Summary screen.

A status of Complete will appear when all required fields in a section are filled out.

11. Review the checklist to ensure everything is complete. Click **Continue**.

12. Certify the report by checking the box, and click **Submit Report**. The Program Officer (PO), PI and Co-PI will be notified via email of the report submission.

13. A box will pop up informing you that the report was submitted successfully.



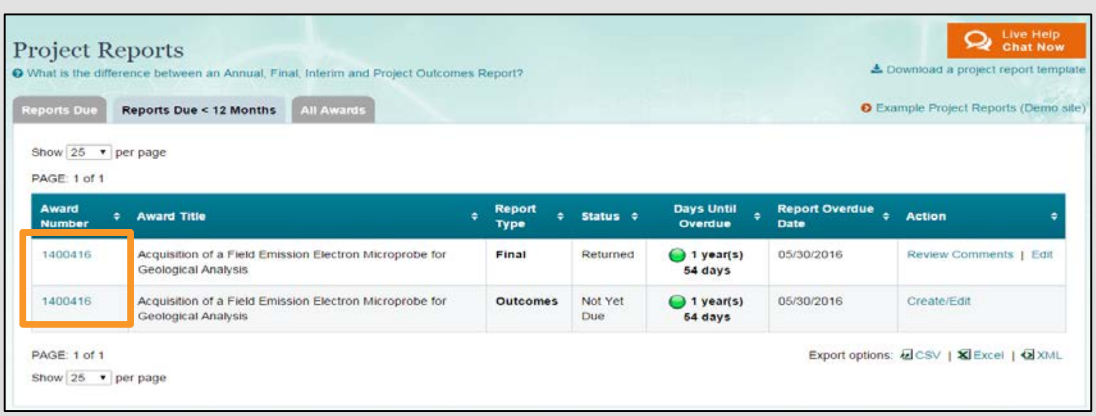
If needed, after a report is submitted, you will be able to recall a report from the Project Reports page.

Viewing Reporting Requirements

1. Login to the **Submit Publications, Project Reports, and Outcomes** by completing all steps from *Logging into Research.gov* (Page 1).

2. After logging in, click on the **Annual, Final and Interim Report** link on the Project Reporting Dashboard.

3. Click on the **Award Number** for which you want to see the Reporting Requirements**.**



4. You will now see the **Reporting Requirements** for the Award you selected.

Award

< Project Reports Main

Available Actions:
Create IPR   View Help

Award Title:	**Testing Simultaneous Divergence of Isolated Avian Populations in the Caucasus**	PI Transfer From Award:	**N/A**
Award Type:	**Standard Grant**	PI Transfer To Award:	**N/A**
PI/Co-PI Name(s):	**Robert Zink**	Managing Program Officer:	

Reporting Requirements

Report Type	Report Period Start	Report Period End	Status	Days Until Overdue	Report Overdue Date	Action
Interim	05/11/2011	06/01/2011	Draft Started	--	--	Create/Edit
Interim	05/13/2010	06/02/2010	Received	--	--	View
Annual	08/01/2009	07/31/2010	Approved	--	✓	View
Annual	08/01/2010	07/31/2011	Approved	--	✓	View
Final	08/01/2011	07/31/2012	Due	90 0 **81 days**	10/30/2012	Create/Edit