

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.



Submit Publications, Project Reports, and Outcomes

8 Publications in the NSF Public Access Repository (NSF-PAR) [What is Public Access?](#)  
Deposit the final accepted version of your manuscript and publication details

[Deposit publication \(NSF-PAR\)](#) [Manage deposited publications \(NSF-PAR\)](#) [Public Access FAQs](#)

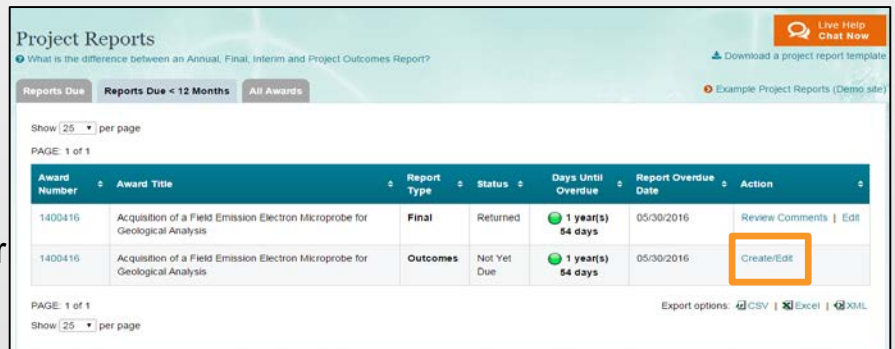
**Annual, Final and Interim Report**  
View, complete and submit reporting requirements

[Project Outcomes Report](#)  
Create, edit and submit the outcomes of NSF-funded research

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.



Project Reports

What is the difference between an Annual, Final, Interim and Project Outcomes Report?

Download a project report template

Example Project Reports (Demo site)

Reports Due Reports Due < 12 Months All Awards

Show 25 per page

PAGE: 1 of 1

| 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)<br>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)<br>54 days | 05/30/2016          | Create/Edit            |

PAGE: 1 of 1

Show 25 per page

Export options: CSV Excel XML

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.

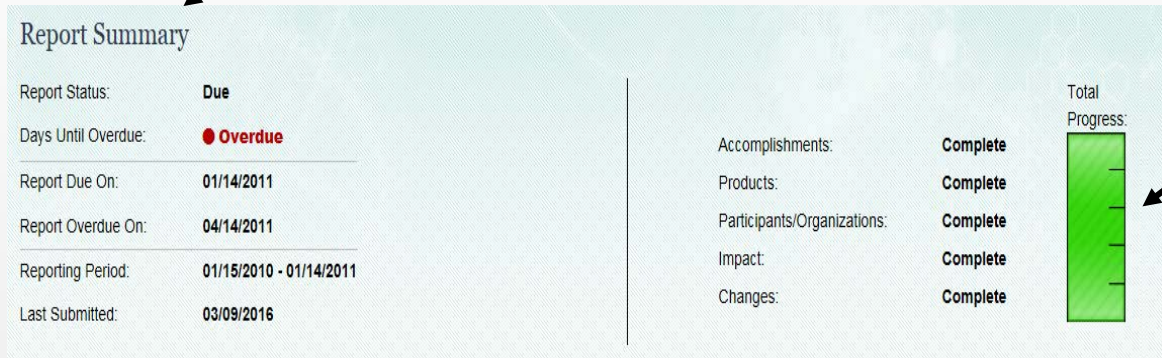
Public reporting burden for this collection of information is estimated to average 5 hours per response, depending on the type of research project being supported. Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing this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




**Report Summary**

|                     |                         |
|---------------------|-------------------------|
| Report Status:      | Due                     |
| Days Until Overdue: | ● <b>Overdue</b>        |
| Report Due On:      | 01/14/2011              |
| Report Overdue On:  | 04/14/2011              |
| Reporting Period:   | 01/15/2010 - 01/14/2011 |
| Last Submitted:     | 03/09/2016              |

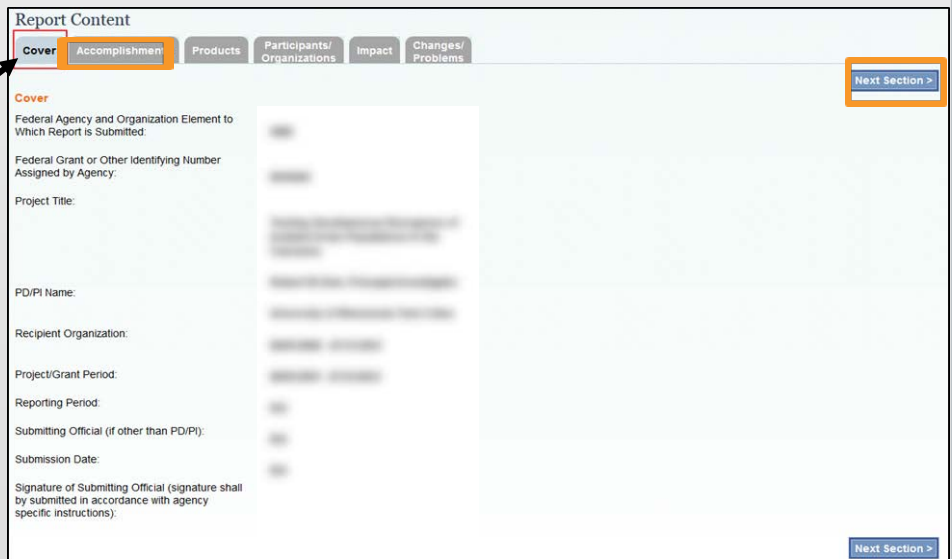
  

|                             |          |
|-----------------------------|----------|
| Accomplishments:            | Complete |
| Products:                   | Complete |
| Participants/Organizations: | Complete |
| Impact:                     | Complete |
| Changes:                    | Complete |

Total Progress: 

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



**Report Content**

[Cover](#) | [Accomplishments](#) | [Products](#) | [Participants/Organizations](#) | [Impact](#) | [Changes/Problems](#)

**Cover**

Federal Agency and Organization Element to Which Report is Submitted:

Federal Grant or Other Identifying Number Assigned by Agency:

Project Title:

PD/PI Name:

Recipient Organization:

Project/Grant Period:

Reporting Period:

Submitting Official (if other than PD/PI):

Submission Date:

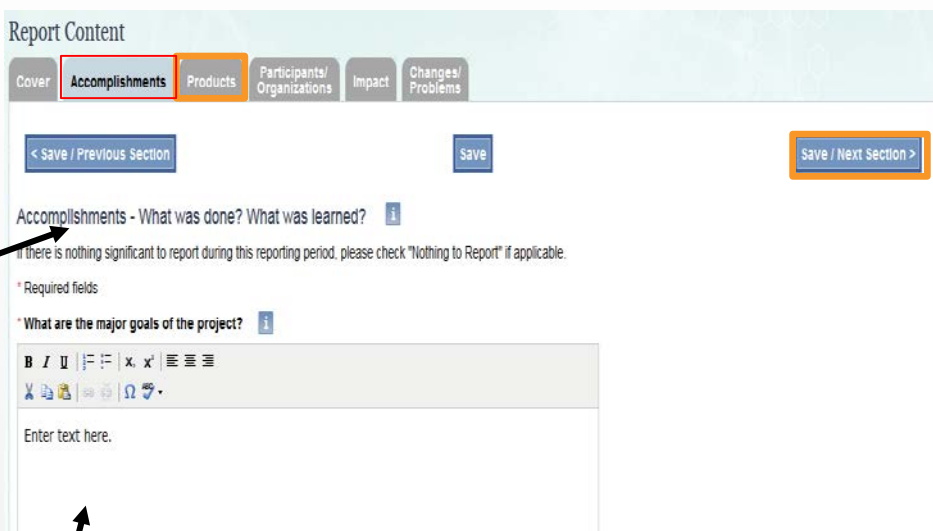
Signature of Submitting Official (signature shall be submitted in accordance with agency specific instructions):

[Next Section >](#)

4

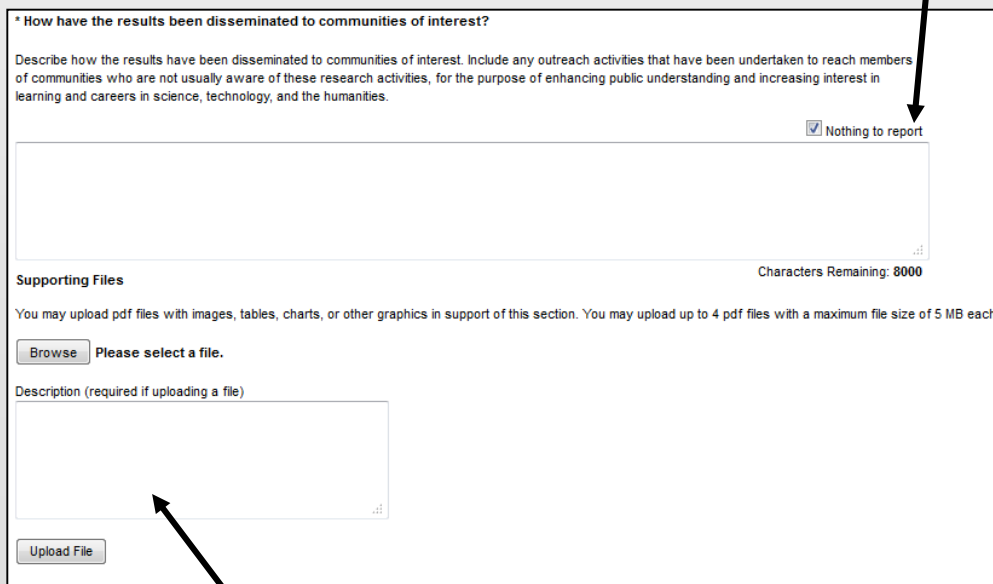
Verify the pre-populated information found on the Cover tab. Click **Next Section** or the **Accomplishments** tab to continue.

**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.

## Report Content



Products - What has the project produced?

For NSF purposes, you should include and address in the Products section the goals associated with data management and access and other significant outcomes in them, as well as specific plans for dissemination of data, software and other digital research products. When you report any of these items, please include any available identifiers and whether and how these products can be accessed or shared.

**INSTRUCTIONS** - List any products resulting from the project during the reporting period. If there is nothing to report under a particular item, please check, "Nothing to Report," if applicable.

Your Output Summary for this Reporting Period:

Publications (0 item(s))  
For NSF purposes, each category/publication should identify any associated data, software, other supplementary material and their appropriate identifiers. "Other publications," conference papers and presentations" should include other "non-reviewed" publications, conference papers, and presentations.  
[Add / Edit](#)  Nothing to report

Technologies or Technologies (0 item(s))  
[Add / Edit](#)  Nothing to report

Hardware, software applications, and/or licenses (0 item(s))  
[Add / Edit](#)  Nothing to report

Web sites (0 item(s))  
[Add / Edit](#)  Nothing to report

Other products, such as data or databases, physical collections, audio or video products, software or firmware, models, educational aids or curricula, instruments, or equipment (0 item(s))  
 Nothing to report

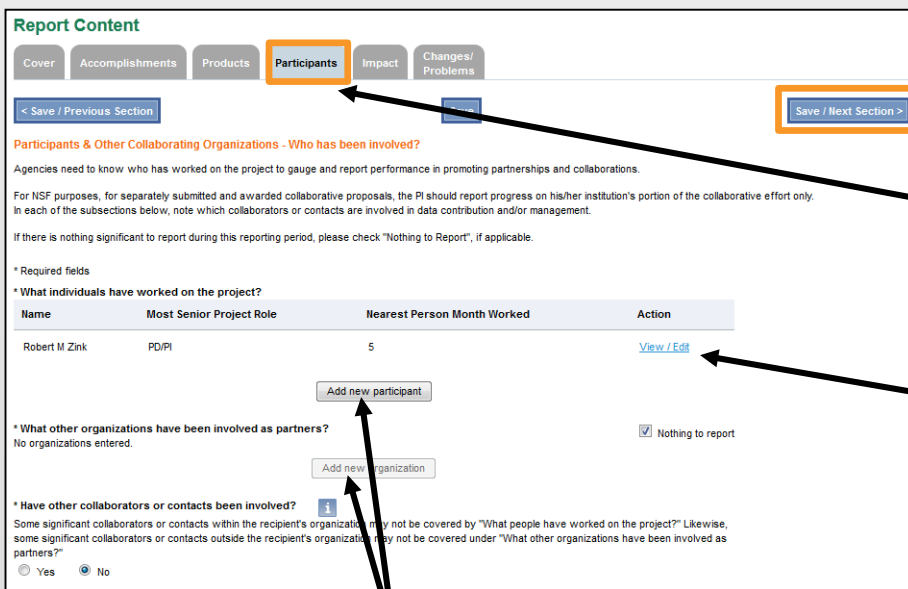
Supporting Files  
You may upload profiles with images, tables, charts, or other graphics in a supporting file section. You may upload up to 4 profiles with a maximum file size of 5 MB each.  
[Browse](#) Please select a file.

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.



Participants & Other Collaborating Organizations - Who has been involved?

Agencies need to know who has worked on the project to gauge and report performance in promoting partnerships and collaborations.

For NSF purposes, for separately submitted and awarded collaborative proposals, the PI should report progress on his/her institution's portion of the collaborative effort only. In each of the subsections below, note which collaborators or contacts are involved in data contribution and/or management.

If there is nothing significant to report during this reporting period, please check "Nothing to Report", if applicable.

\* Required fields

\* What individuals have worked on the project?

| Name          | Most Senior Project Role | Nearest Person Month Worked | Action                      |
|---------------|--------------------------|-----------------------------|-----------------------------|
| Robert M Zink | PD/PI                    | 5                           | <a href="#">View / Edit</a> |

[Add new participant](#)

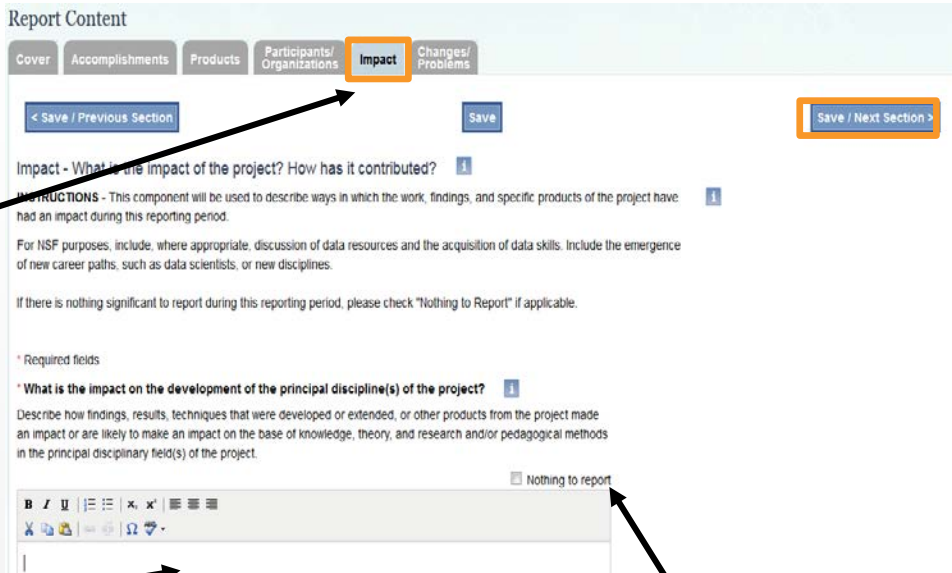
\* What other organizations have been involved as partners?  
No organizations entered.  
[Add new organization](#)

\* Have other collaborators or contacts been involved?  
Some significant collaborators or contacts within the recipient's organization may not be covered by "What people have worked on the project?" Likewise, some significant collaborators or contacts outside the recipient's organization may not be covered under "What other organizations have been involved as partners?"  
 Yes  No

**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.

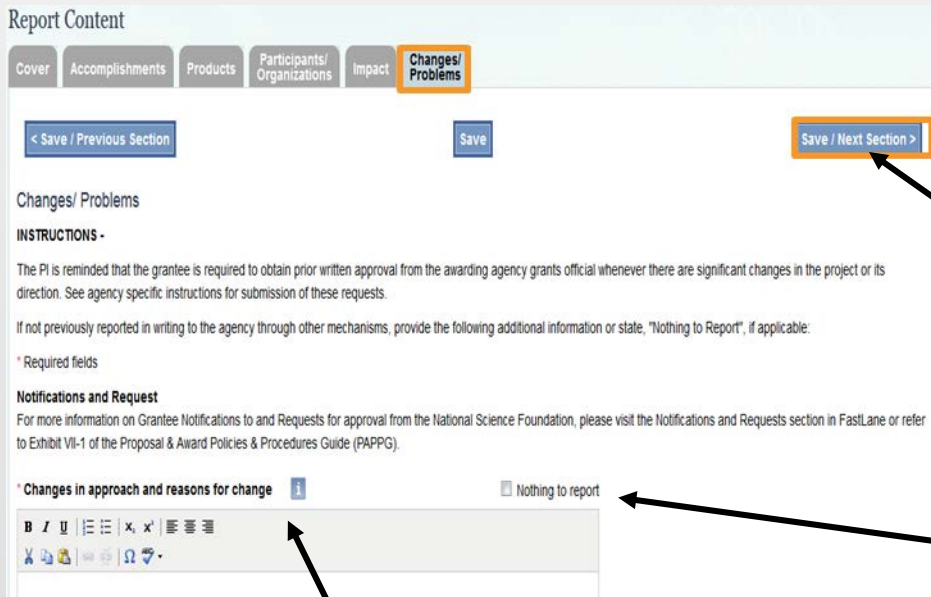
Within the Participant tab, include additional participants or other collaborating organizations.

**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**.

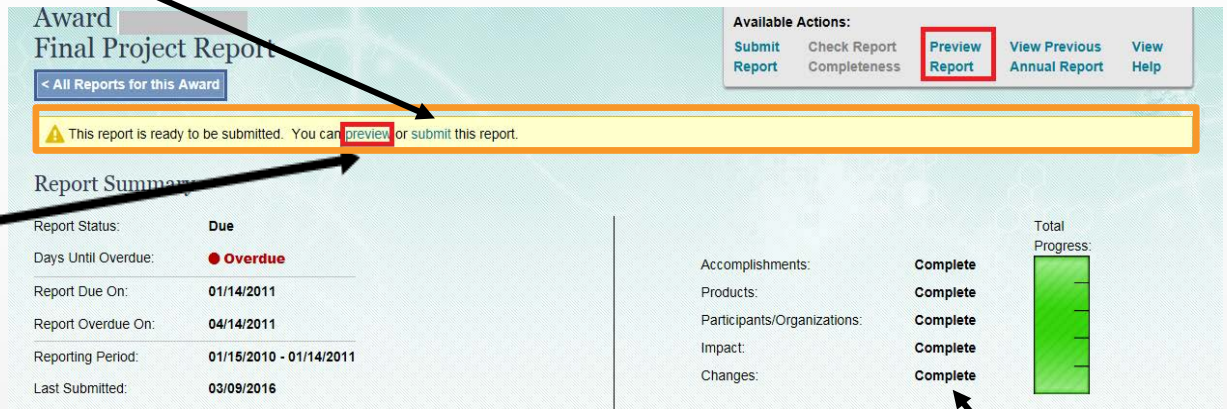
Within the Changes/Problems tab, describe any changes or problems that occurred on the project during the reporting period.

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



**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.

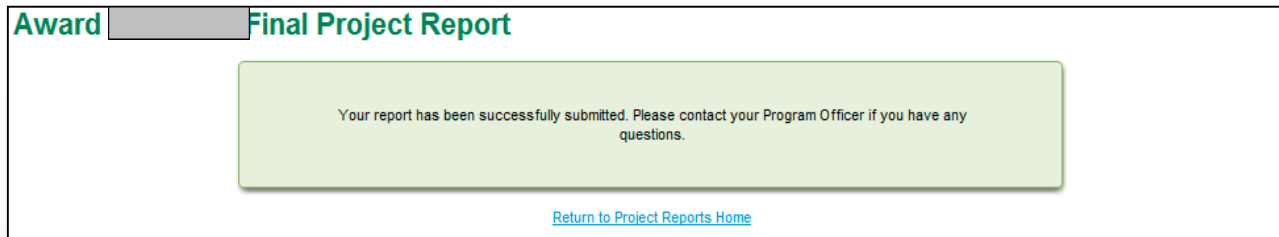
**11.** Review the checklist to ensure everything is complete. Click **Continue**.



**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.



**Award** [ ] **Final Project Report**

Your report has been successfully submitted. Please contact your Program Officer if you have any questions.

[Return to Project Reports Home](#)

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).

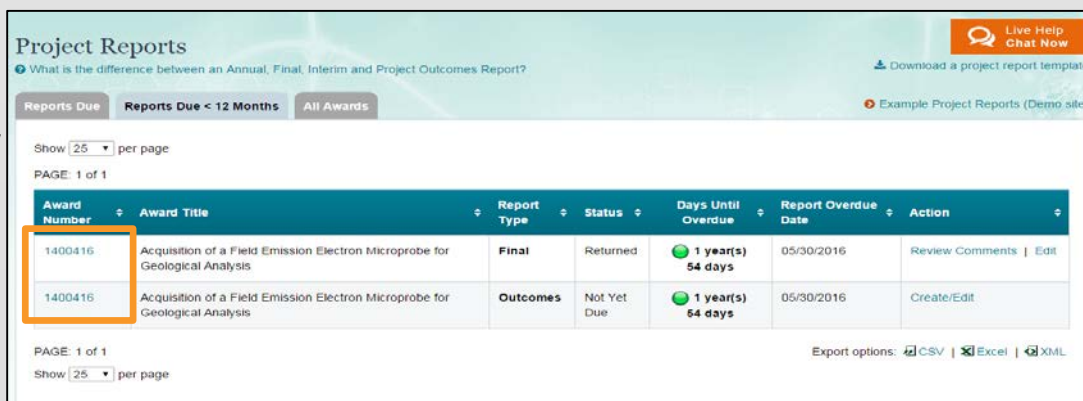
**2.** After logging in, click on the **Annual, Final and Interim Report** link on the Project Reporting Dashboard.



Submit Publications, Project Reports, and Outcomes

- 8 Publications in the NSF Public Access Repository (NSF-PAR) [What is Public Access?](#)  
Deposit the final accepted version of your manuscript and publication details
- Deposit publication (NSF-PAR) [Manage deposited publications](#) (NSF-PAR) [Public Access FAQs](#)
- Annual, Final and Interim Report**  
View, complete and submit reporting requirements
- Project Outcomes Report  
Create, edit and submit the outcomes of NSF-funded research

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



Project Reports

What is the difference between an Annual, Final, Interim and Project Outcomes Report? [Download a project report template](#) [Live Help Chat Now](#)

Reports Due | Reports Due < 12 Months | All Awards

Show 25 per page

PAGE: 1 of 1

| 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)<br>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)<br>54 days | 05/30/2016          | Create/Edit            |

PAGE: 1 of 1

Show 25 per page

Export options: [CSV](#) | [Excel](#) | [XML](#)



**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 | --  | --                  | <a href="#">Create/Edit</a> |
| Interim     | 05/13/2010          | 06/02/2010        | Received      | --  | --                  | <a href="#">View</a>        |
| Annual      | 08/01/2009          | 07/31/2010        | Approved      | --  | ✓                   | <a href="#">View</a>        |
| Annual      | 08/01/2010          | 07/31/2011        | Approved      | --  | ✓                   | <a href="#">View</a>        |
| Final       | 08/01/2011          | 07/31/2012        | Due           | 90  0 81 days | 10/30/2012          | <a href="#">Create/Edit</a> |