

# NSF Project Reports and Reminder Email Schedule

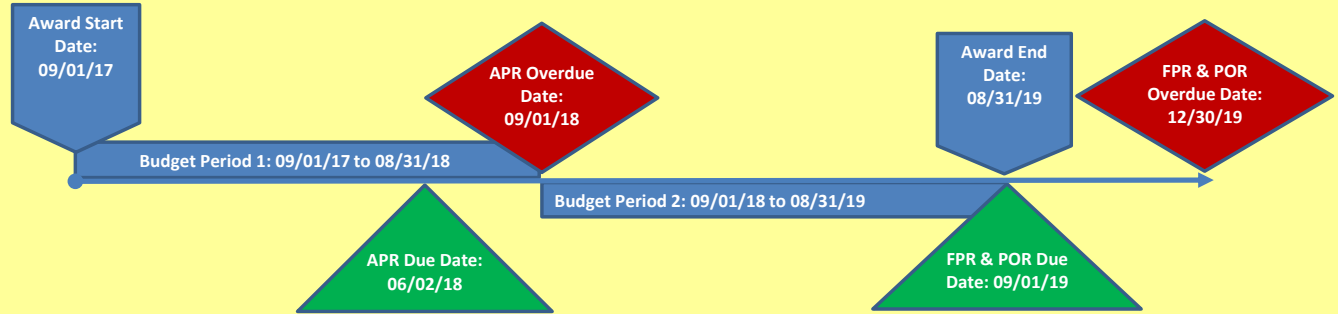
(Updated October 2017)

**Project Report Example:**

NSF award starts on 09/01/17 and ends on 08/31/19

**Three reporting periods:**

1. 09/01/17- 08/31/18 - Annual Project Report
- 2 . 09/01/18- 08/31/19 - Final Project Report
3. 09/01/17 - 08/31/19 - Project Outcomes Report



	Annual Project Report Year 1	Final Project Report	Project Outcomes Report
<b>Report Due Process</b>			
<b>When is the first report due reminder email sent?</b>	90 days prior to the end of the budget period. In our example, the first report due reminder email is sent on 06/02/18.	In our example, the first report due reminder email is sent on 09/01/19.	In our example, the first report due reminder email is sent on 09/01/19.
<b>Who receives the report due reminder emails?</b>	Principal Investigator (PI), all co-PIs, and all Sponsored Project Offices (SPO) associated with the award	PI, all co-PIs, and all SPOs associated with the award	PI, all co-PIs, and all SPOs associated with the award. The cognizant NSF Program Officer (PO) is copied on the email.
<b>How often are report due reminder emails sent?</b>	Annual project reports should be submitted electronically no later than 90 days prior to the end of the current budget period, to allow adequate time for the PO to review and approve the report. Reminder emails are sent at beginning of 90, 60, and 30 days until the end of the current budget period. In our example, reminders are sent on 06/02/18, 07/02/18, and 08/01/18, as long as the report is not submitted.	The final project report should be submitted electronically no later than 120 days following the end date of the grant. Reminder emails are sent beginning the day after the expiration of the grant and on the 30th, 60th, and 90th days thereafter. In our example, reminder emails are sent on 09/01/19, 9/30/19, 10/30/19, and 11/29/19, as long as the report is not submitted.	The project outcomes report for the general public should be submitted electronically no later than 120 days following the end date of the grant. Reminder emails are sent beginning the day after the expiration of the grant and on the 31st day and 61st day thereafter. In our example, reminder emails are sent on 09/01/19, 10/01/19, and 10/31/19.
<b>Report Overdue Process</b>			
<b>When does the report become overdue?</b>	Annual project reports should be submitted no later than 90 days prior to the end of the current budget period, to allow adequate time for the PO to review and approve the report. The report becomes overdue on 09/01/18, in our example.	The final project report should be submitted electronically no later than 120 days following the end date of the grant. For the reporting period 09/01/18 - 08/31/19 in our example, the report becomes overdue on 12/30/19.	The project outcomes report for the general public should be submitted electronically no later than 120 days following the end date of the grant. For the reporting period 09/01/18 - 08/31/19 in our example, the report becomes overdue on 12/30/19.
<b>When is the first report overdue reminder email sent?</b>	The first report overdue reminder email is sent on 09/01/18, in our example.	The first report overdue notice email is sent on 12/30/19, in our example.	The first report overdue notice email is sent on 12/30/19, in our example.

	Annual Project Report Year 1	Final Project Report	Project Outcomes Report
<b>Report Overdue Process (cont'd)</b>			
<b>How often are the report overdue reminder emails sent?</b>	The PI, co-PI, and associated SPOs receive emails every 14 days until the report is submitted. In our example, the first overdue report reminder email is sent on 09/01/18. The second overdue report reminder email is sent on 09/15/18. The third overdue report email reminder is sent on 09/29/18, etc.	The PI, co-PI, and associated SPOs receive emails every 14 days until the report is submitted. In our example, the first overdue report reminder email is sent on 12/30/19. The second overdue report reminder email is sent on 1/13/20. The third overdue report reminder email is sent on 1/27/20, etc.	The PI, co-PI, and associated SPOs receive email reminders every 14 days until the report is submitted. In our example, the first overdue report reminder email is sent on 12/30/19. The second overdue report reminder email is sent on 1/13/20. The third overdue report reminder email is sent on 1/27/20, etc.
<b>Who receives the report overdue reminder emails?</b>	PI, all co-PIs, and all SPOs associated with the award. The first overdue report reminder email is also sent to the NSF cognizant PO.	PI, all Co-PIs, and all SPOs associated with the award. The first overdue report reminder email is also sent to the NSF cognizant PO.	PI, all co-PIs, and all SPOs associated with the award. The first overdue report reminder email is also sent to the NSF cognizant PO.
<b>How long is the report considered overdue?</b>	The report is considered overdue until the NSF cognizant PO approves the report.	The report is considered overdue until the NSF cognizant PO approves the report.	The report is considered overdue until the PI submits the report and it is posted on Research.gov (~one day).
<b>Wait, I submitted my report but it still says overdue in Research.gov. What is happening?</b>	The NSF cognizant PO has not completed reviewing and approving the report. Failure to submit timely reports will delay processing of additional funding and administrative actions, including, but not limited to, no-cost extensions. In the case of continuing grants, failure to submit timely reports may delay processing of funding increments.	The NSF cognizant PO has not completed reviewing and approving the report. Failure to submit timely reports will delay processing of additional funding and administrative actions, including, but not limited to, no-cost extensions. In the case of continuing grants, failure to submit timely reports may delay processing of funding increments.	Not applicable. The NSF cognizant PO does not approve project outcomes reports. However, if the project outcomes report is not submitted and received, it may delay processing of funding increments.

- Notes:**
- (1) This guidance applies to new awards made on or after January 25, 2016, and existing awards that have received additional funding (i.e., supplements or increments) on or after January 25, 2016.
  - (2) NSF does not send reminder emails for interim project reports as these reports are not required.
  - (3) Please see the NSF Proposal & Award Policies & Procedures Guide (PAPPG) for additional guidance. Project reporting questions may be directed to [rgov@nsf.gov](mailto:rgov@nsf.gov).