



# Project Report Frequently Asked Questions for Research Organizations

## 1. How do I get started?

1. Log into [Research.gov](https://www.research.gov) using your NSF ID and password.
2. You will see any required reports on your Project Report Dashboard.
3. Click on the Project Outcomes, Final or Annual Project Report link to see a list of awards.
4. From there, you can create, edit, and submit reports for each award.

## 2. How do I navigate to Project Reports once logged into Research.gov?

Once logged into [Research.gov](https://www.research.gov), you can navigate to Project Reports by performing one of the following options:

- Click on Project Reports under the Awards & Reporting tab at the top of the page; or
- Click on the Annual, Final and Interim Reports or Project Outcomes Report link in the Project Report Dashboard.

## 3. Where can I find help to create and submit a project report?

For instructions on creating and submitting a project report using Research.gov, you can use the following resources:

- [Research.gov](#) Online Help
- [About Project Reports](#) Information Page
- Research.gov Help Desk ([rgov@nsf.gov](mailto:rgov@nsf.gov) or 1-800-381-1532; 7 AM - 9 PM Eastern Time, Monday through Friday, except federal holidays)

#### **4. How do I get my Principal Investigator (PI) password so I can access the Project Reports System application to complete my report?**

If you are a PI at a registered NSF awardee institution, contact your organization's Sponsored Project Office. NSF does not issue passwords directly to PIs. Please note that you do not need a different login and password to complete reports. Your NSF ID and password grants you access to [Research.gov](https://www.research.gov).

#### **5. What award types require submission of reports?**

Annual project reports are required for all standard and continuing grants and cooperative agreements. Final and project outcome reports are required for all standard and continuing grants, cooperative agreements, and fellowships. All submitted annual and final reports must be approved by an NSF Program Officer (PO) to meet the submission requirement. Project Outcome Reports are not reviewed or approved by NSF.

#### **6. When can a PI submit an annual or final project report?**

Unless otherwise specified in the award, 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. As reflected in the Project Report System, the report is considered due during the 90-day period. The report becomes overdue the day after the 90-day period ends.

The final project report should be submitted electronically no later than 120 days following expiration of the award. As reflected in the Project Report System, the report is considered due during the 120-day period. The report becomes overdue the day after the 120-day period ends.

For additional information on project reporting, see the [Proposal & Award Policies & Procedures Guide](#), Chapter VII.D.

#### **7. How is an interim project report submission different from other report submissions?**

Interim project reports may be submitted at any time before submission of the final project report. There is no restriction on the submission frequency or on the reporting period; however, interim project reports cannot be used as a substitute for any other type of report.

#### **8. How can I create an Interim Project Report?**

To create an interim project report:

- Go to the Project Report Dashboard
- From the Reports Due, Reports Due in < 12 Months or All Awards tabs, click on the Award ID
- Then click on the Create IPR link in the Available Actions box on the top right of the screen

## **9. What happens if a PI or co-PI is overdue on the submission of any required project reports?**

An overdue project report impedes processing of funding actions for the PI and any co-PIs identified on an award. Furthermore, overdue project reports will impede processing for all post-award actions for the PI and co-PIs. For additional information on project reporting, see the [Proposal & Award Policies & Procedures Guide](#), Chapter VII.D.

## **10. What is the impact on the award project reporting requirement if a time extension or additional time has been granted?**

Any additional time added to the award will extend the total reporting requirement. If the additional time extends the last reporting period by more than 12 months, then a new project reporting period will be added.

## **11. The end date on my award is incorrect. How can I get it corrected?**

If you have received an extension and your award end date does not reflect the extension, contact your NSF PO.

## **12. How will I know if NSF has received my annual or final project report?**

After you submit your report to NSF, you will receive an email acknowledging the receipt of your report. The Project Reports Dashboard also displays a Status of "Under Review" on the screens for the associated report. Once the report is approved, the Status of "Approved" will be displayed on the screens.

## **13. How will I know NSF received my interim project report?**

After you submit your report to NSF, you will receive an email acknowledging the receipt of your report. The Project Reports Dashboard also displays a Status of "Submitted" on the screens for the associated report. Once the report is reviewed by NSF, the Status of "Received" will be displayed on the screens.

## **14. How do I print a copy of my submitted report?**

To print your submitted report, take the following steps:

1. View the list of project reports
2. Select a report to view
3. Click View Report
4. Click the print icon towards the top of the report to print the page

## **15. I submitted my report, but I need to make corrections. How do I do this?**

You can recall an annual or final project report as long as the PO hasn't "approved" the report, or in the case of an interim report, as long as the PO hasn't "received" it. If you need to recall a project report, first view the list of project reports on the Project Report Dashboard, then select the Recall option for the specific award, and then click to verify that you want to recall the report. The system will email the PI, co-PI, and PO with a notification that the report was recalled. Once the report has been recalled, the Project Report System will display the recalled report with an action of "Create/Edit."

## **16. How can I view reporting requirements for an award that has been transferred to a new organization?**

When an award is transferred to a new organization, the remaining reporting requirements are transferred to the new awardee organization. PIs can view the remaining reporting requirements under the new award number and previously approved reports under the old award number.

## **17. How do I upload a file?**

PDF upload is only available to submit images, charts, and other complex graphics. Main report narrative should not be included in attached PDFs. Only files in PDF format are allowed to be uploaded to your project report. To upload a file, take the following steps:

1. Click the browse button to search for a file
2. Select the file to upload
3. Click the Upload File button

Upon successful PDF upload, Research.gov will display the section of the report from which you initiated the upload with information regarding the file that you uploaded.

## **18. Why is there a file size limit when I upload a PDF?**

Research.gov limits PDF file size to 5MB for the Products and Accomplishments section and 10MB for the Special Requirements section. Note that the "Special Requirements" tab appears only under awards with predetermined special requirements. Additionally, Research.gov requires that you enter information into each section of the report, and prohibits uploading files in place of entering text.

## **19. Why didn't Research.gov prompt me to enter demographic information for a project participant?**

NSF no longer allows PIs/co-PIs to enter demographic information on behalf of project participants. Instead, all participants identified on the report will receive an email requesting them to provide their own demographic information directly to NSF. The email will contain a link to the appropriate site where each participant can enter his or her own demographic information. Submission of this information is voluntary only and has no impact on your award. The change in how NSF collects this information was made to comply with Federal-wide privacy standards and to better protect the privacy of participants.

## **20. I've added participants in my project report; however, they have indicated that they have not received the demographic survey. What do I need to do to get the survey sent to them?**

The Participant demographic emails are sent upon submission of the report. If the project report is submitted and the participant has not received the demographic email, please reach out to the Research.gov Help Desk at [rgov@nsf.gov](mailto:rgov@nsf.gov) or 1-800-381-1532 (7 AM – 9 PM Eastern Time, Monday through Friday, except for federal holidays).

## **21. Why am I not able to assign an Other Authorized User (OAU)?**

At this time, OAUs are not given access to Research.gov. Only PIs and co-PIs may work on and submit project reports in Research.gov.

## **22. After I completed one of the required sections (e.g., Accomplishments) of my report, the progress indicator graphic is not showing that section as complete. What should I do?**

The progress indicator fills from the bottom up, so it will continue to fill up until all of the required sections are 100% complete. Once you complete the required questions in the Accomplishments section or in any of the required sections, the status will be updated to "Complete."

## **23. Can I search my reports by "Due within X number Days" or by "All Project Reports for This Year" (like I used to in FastLane)?**

PIs may sort the various project reports by the Days Until Overdue and/or Overdue Date columns, as well as by the Award Number and Status columns, in order to identify reports. Sponsored Project Offices also have a separate search capability to search and locate awards.

## **24. My PO returned my project report. How do I view the PO's comments?**

From the Project Reports view tab list, click on the Review the Comments link. You will be redirected to the specific report with review comments. Click on the Review the Comments link in the box at the top of the page. This link will only be available for reports returned with comments.

## **25. I started to work on my report and the participants section shows that it has already been started. How is this possible?**

PIs and co-PIs are considered project participants as well, so much of their information is automatically pre-populated. Therefore, this section already has a status of "Started." However, it is important to view and review every pre-populated user, to ensure that all required fields have entries. This section will not be considered complete until all of the required fields for each participant have been filled in.

## **26. I am required to report on the participant's "Person Months Worked." Should this be the amount of work specified in my NSF project budget?**

No, the "Person Months Worked" field should be populated with the amount of months worked on the project. You should enter the total effort into this field, irrespective of the funding source or budget. This information is there for POs to use so that they can gauge participation level. It also enables NSF to create statistics showing counts of individuals involved on reports and their general levels of effort.

## **27. How do I know if the Public Access requirement applies to me?**

If your organization receives an award based on a proposal submitted/due on or after January 25, 2016, you are required to comply with the Public Access requirement to deposit published journal articles and juried conference papers in the NSF Public Access Repository. For more information on Public Access requirements, please refer to the [About Public Access](#) page.

## **28. If I deposit my published journal in the NSF Public Access Repository (NSF-PAR), do I need to report the same information in my Project Report?**

Once you deposit your published journal articles or juried conference papers in NSF-PAR, and if your award is subjected to the Public Access mandate, the data will be automatically included in your project report within six hours of depositing your publication.

## **29. Can multiple people work on the same project report at once?**

No, Research.gov is currently not designed to allow multiple people to work on the same project report at once. Your work will be overwritten if another individual is simultaneously in the report and making and saving edits.