Principal Investigators (PIs) on sponsored projects are responsible for the management and conduct of sponsored activities. As part of that responsibility, PIs are required to understand and comply with the technical/programmatic reporting requirements of their awards.

Most sponsored projects require PIs to submit technical progress reports. Requirements for these projects vary between sponsoring agencies. Federal sponsors generally require annual technical reports and a final report within ninety (90) days after the completion of the project. It is the PI’s responsibility to become familiar with reporting requirements, templates, and any online submission portals. To assist the PI, the Office of Sponsored Programs (OSP) will include technical reporting information in the Award Checklist and PI Acceptance form (i.e., Frevvo) when the award is accepted. OSP will also assign technical reporting deliverables to the PI at the time of award setup and automated reminders will be sent to the PI 45 days before a technical report is due.

If a PI has not prepared and submitted a technical/performance report by the due date, OSP will take corrective action to ensure timely reporting.

**Late Reports:** Late reporting is a significant issue. Boise State is responsible for overseeing sponsored project operations. Technical reports must be submitted at the intervals required by the sponsor. Failure to submit timely reports can negatively impact a PI’s reputation. Additionally, federal regulations allow corrective actions that have a negative impact on the University. For example, the sponsor may:

- withhold payments to the University,
• disallow all or part of the costs of a project,
• suspend or terminate the award,
• initiate suspension or debarment proceedings against the University (which could make us ineligible for federal funding), and
• withhold any additional awards.

OSP will provide monthly reports to Department Chairs and Deans (or their non-academic equivalents) identifying PIs with reports due within the upcoming 30 days. OSP will also notify Department Chairs and Deans two (2) business days after a report becomes delinquent. The Department Chair or Dean will contact the PI immediately to resolve the issue and take any necessary corrective action.

Additionally, OSP will take the following action:
• When a technical report is two (2) days overdue, a PI will become ineligible to submit new proposals as a PI or Co-PI until the technical report has been submitted.
• When a technical report is seven (7) days overdue, the PI’s awards will be deactivated in the financial system. Costs that cannot post to the deactivated awards will be charged to the PI’s surplus/deficit account on file. Once the PI submits the technical report, OSP will work with the PI to reactive awards. **However, costs that were incurred during this time are ineligible for transfer back to the sponsored project.**
• OSP will also notify the VPRED of all technical reports that become 7 days past due. The VPRED will use his/her discretion to **reallocate previous and future Facilities and Administrative cost allocations** to cover costs associated with completing reports in the most expeditious way possible.

OSP recognizes that reporting due dates may change during the course of a sponsored project. If a PI receives a due date change notification from a sponsor, she/he is responsible for forwarding it to OSP so that our records can be updated.
Automated reminder instructions: PIs should be aware that the sender of the email reminders will be FusionERPCloudService_ww@oracle.com and the subject line will be FYI: Deliverable Technical Report Reminder. The PI should open the e-mail and expand the description box as follows:

Left-click the bottom, right-hand corner of the Description field and drag it down and out until you can see all the text.

After completing the previous step, the whole Description should be visible. Here’s an example:

Questions regarding these requirements should be sent to OSP at osp@boisestate.edu.