OFFICE OF SPONSORED PROGRAMS
NATIONAL SCIENCE FOUNDATION TECHNICAL REPORTING DEADLINES

1. Generally

1.1. National Science Foundation (NSF) requires project reports for all financial assistance awards (i.e., grants and cooperative agreements). Information from these reports enables NSF to satisfy statutory requirements and make information available to the public.

1.2. Boise State University (University) has implemented the following deadlines with respect to NSF reporting.

2. Annual Project Reports

2.1. Requirements

2.1.1. "Annual Project Reports should address progress in all activities of the project, including any activities intended to address the Broader Impacts criterion that are not intrinsic to the research. These reports are not cumulative, and should be written specifically for the most recently completed budget period. Unless otherwise specified in the grant, 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 cognizant Program Officer to review and approve the report.” (emphasis added).

2.1.2. "[T]he report is considered due during the 90 day period. The report becomes overdue the day after the 90 day period ends. 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.”

2.2. University Implementation

2.2.1. PIs' Annual Project Reports will be considered late/overdue by the University if they are not submitted to NSF at least ninety (90) days prior to the end of each budget period.

3. Final Project Reports

3.1. Requirements

3.1.1. “The Final Project Report should address progress in all activities of the project, including any activities intended to address the Broader Impacts criterion that are not intrinsic to the research. This report is not cumulative; it is the last annual report of the project and should be written specifically for the most recently completed budget period.

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2 PAPPG, Chapter VII.D.1 at page 88.
3 Id.
period. Unless otherwise specified in the award, the final project report should be submitted electronically no later than 120 days following the end date of the grant.” (emphasis added.)

3.1.2. “[T]he report is considered due during the 120 day period. The report becomes overdue the day after the 120 day period ends.” (emphasis added.)

3.2. University Implementation

3.2.1. Because NSF Program Officers need adequate time to review these reports before the overdue date:

   3.2.1.1. The University strongly encourages PIs to submit Final Project Reports as soon as possible after the grant/cooperative agreement end date; and

   3.2.1.2. PIs’ Final Project Reports will be considered late/overdue by the University if they are not submitted to NSF 120 days after the grant/cooperative agreement end date.

4. Project Outcomes Reports

4.1. Requirements

   4.1.1. “No later than 120 days following expiration of the grant, a project outcomes report for the general public must be submitted electronically. This report serves as a brief summary, prepared specifically for the public, of the nature and outcomes of the project.” (emphasis added).

4.2. University Implementation

   4.2.1. Because NSF Program Officers need adequate time to review these reports before the overdue date:

      4.2.1.1. The University strongly encourages PIs to submit Project Outcomes Reports as soon as possible after the grant/cooperative agreement end date; and

      4.2.1.2. PIs’ Project Outcome Reports will be considered late/overdue by the University if they are not submitted to NSF 90 days after the grant/cooperative agreement end date.

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4 PAPPG, Chapter VII.D.2 at page 89.
5 Id.
6 PAPPG, Chapter VII.D.3 at page 89