



Office of Sponsored Research

Technical Narrative Progress Report Submission Procedure

1. Overview

Most sponsors require annual, interim, and/or final technical progress reports to document progress, achieved objectives, and deliverables, as well as to outline planned research efforts for the upcoming period. At Phronetik, the Contract and Grant Specialist within the Office of Sponsored Research (OSR) reviews and submits progress reports to sponsors on behalf of the Principal Investigator (PI) when submission must be completed by an Authorized Official. PIs are encouraged to initiate the review process at least ten (10) business days before the report's submission deadline.

2. Purpose

This document establishes expectations and procedures for submitting interim and final technical progress reports to sponsors.

3. Compliance Requirements

This policy applies to the following Phronetik personnel involved in sponsored programs:

- Principal Investigators (PIs)
- Project Personnel and Research Staff
- Department Leadership
- Research Financial Services
- Office of Sponsored Research (OSR)

4. Definitions

- **Authorized Organization Representative (AOR):** Phronetik personnel authorized to submit documents to sponsors on behalf of the institution.
- **Research Performance Progress Report (RPPR):** A standardized report documenting a project's progress, required by certain federal sponsors like the NIH.
- **Sponsor:** The funding organization or agency that requires reporting on a project's progress.
- **Streamlined Non-Competing Award Process (SNAP):** A simplified NIH process for non-competing continuation awards.

5. Procedure

A. Submission Process for Federally Funded Projects

For federal contracts and grants, including those from agencies such as the NIH and NSF, progress reports are required according to specific guidelines:

- **NIH Research Performance Progress Reports (RPPR):** PIs must complete the RPPR through the designated portal, addressing all compliance requirements. Reports should be



routed to the RSP Grant Specialist for review, who, upon approval, submits the RPPR to the sponsor on behalf of Phronetik.

- **Types of RPPRs:**

- **Annual RPPR:** Documents scientific progress, personnel efforts, and plans for the next budget period.
- **Interim RPPR:** Submitted with renewal applications; serves as the final RPPR if the renewal is not funded.
- **Final RPPR:** Submitted during the award closeout, covering project outcomes.

B. NSF Project Reports

The NSF requires all progress reports via Research.gov. Reports include:

- **Annual Reports:** Required 90 days before the end of the budget period.
- **Final Reports:** Due within 120 days post-award expiration. PIs should notify RSP of report submission and ensure it complies with sponsor guidelines.

C. Non-Federal Sponsors

Non-federal sponsors may have different reporting requirements. In cases where sponsors do not have dedicated submission systems, reports are submitted by the PI via email. The PI should copy the OSR Contract and Grant Specialist and upload the report to Phronetik's internal system for official record-keeping.

6. Roles and Responsibilities

- **PIs:** Prepare and submit technical progress reports per sponsor requirements, ensuring accuracy and completeness. Route reports to OSR when submission by an Authorized Official is required.
- **OSR Contract and Grant Specialist:** Reviews reports for compliance, submits to the sponsor if required, and records submissions in the Phronetik system.
- **Department Personnel:** Supports PIs in preparing reports, confirming budget balances, and reviewing effort reporting.

7. Resources

For additional guidance, please refer to:

- **NIH RPPR Guide:** <https://grants.nih.gov/grants/rppr/index.htm>
- **NSF RPPR Guide:** <https://www.nsf.gov/bfa/dias/policy/rppr/index.jsp>