

# Technical and Programmatic Reporting Requirements

RP-12

## About This Policy

**Effective Dates:**

08/15/2024

**Last Updated:**

08/15/2024

**Responsible University Administrator(s):**

Assistant Provost for Research

**Approving Body:**

Office of the Provost

**Policy Contact:**

Office of the Provost, The Citadel

## Policy Statement (Purpose and Scope)

Federal and state agencies and other sponsors, including some private foundations, require technical and/or programmatic reports from grant and contract recipients during and after the project period. Guidance for monitoring and reporting of program performance for federally sponsored grants and contracts can be found in 2 CFR §200 (section 200.329 Monitoring and Reporting Program Performance), which specifically requires the recipient to relate accomplishments to performance goals and objectives through the use interim and final reporting mechanisms. State agencies and other sponsors have similar reporting requirements. Failure to comply with reporting requirements can jeopardize not only an individual faculty member's chances of future funding, but also puts other faculty from The Citadel at risk for not receiving future funding. Delinquent reporting can also negatively impact payment on awards and future funding for the entire institution. Furthermore, agency audits encompass reporting compliance, so penalties due to noncompliance represent real risks.

Any Citadel employee acting as a Principal Investigator (or Director) of an external grant or contract is required to understand and comply with the technical/programmatic reporting requirements of their awards, which includes being familiar with reporting formats, templates, any associated online submission portals, and deadlines.

## Process and Procedures

1. Principal Investigators receiving external funding will review all award documents to determine what reports are required and the scheduled timing of the reports. Office of Research & Grants staff will assist in the interpretation of the award documents as necessary.
2. Principal Investigators will submit technical/programmatic reports to sponsors as required by the award documents. Sponsors typically require both interim and final reports. Federal sponsors generally require annual technical reports and a final technical report due no later than 90 days after the completion of the project. Each sponsor has different requirements, and it is the Principal Investigator's responsibility to be familiar with the reporting requirements.
3. All submitted technical/programmatic reports, including those submitted through online portals, must also be submitted to the Office of Research & Grants to be included in the award documentation.
4. All awards, including those that don't have specific reporting requirements from the funder, are required to have a final technical/programmatic report from the Principal Investigator on file with the Office of Research & Grants. These final reports are required to relate project accomplishments and outcomes to performance goals and objectives. Final technical/programmatic reports are due in the Office of Research & Grants no later than 90 days after the completion of the project.
5. If the Principal Investigator is unable to fulfill these reporting requirements, the Department Head/Chair or Dean will be responsible for its submission.
6. Failure to comply with reporting requirements of the award, or failure to submit reports to the Office of Research & Grants, will result in a hold on future award applications until the reports are submitted.

7. Invoicing and financial reporting requirements are handled by Financial Services in coordination with the Office of Research & Grants. In no case may an invoice or financial report be prepared by anyone other than Financial Services staff.

**Related Policies/Documents**

Federal Uniform Guidance – <https://www.ecfr.gov>

NIH Grants Policy Statement – <https://grants.nih.gov/policy/index.htm>

NSF Requirements - <https://www.nsf.gov/bfa/dias/policy/>