9 Project Reports

The Project Report section is where the following reports can be accessed based on the different criteria in the select and search for reports sections:

- **Annual Progress Reports**. A progress report that is sent every year for a multi-year award.
- **Final Project Reports**. A project report submitted by a PI in the final year of the award.
- **Interim Reports**. A report sent at any time in addition to Annual Progress and Final Project Reports. These reports are not required and have no due date.

The *Project Reports Main Screen* page (Figure 1) appears when the Project Reports link is clicked on from the Research Administration Main Page. All lists of annual progress, final project, and interim reports are selected to view from this page, and then accessed from the list once it is provided.

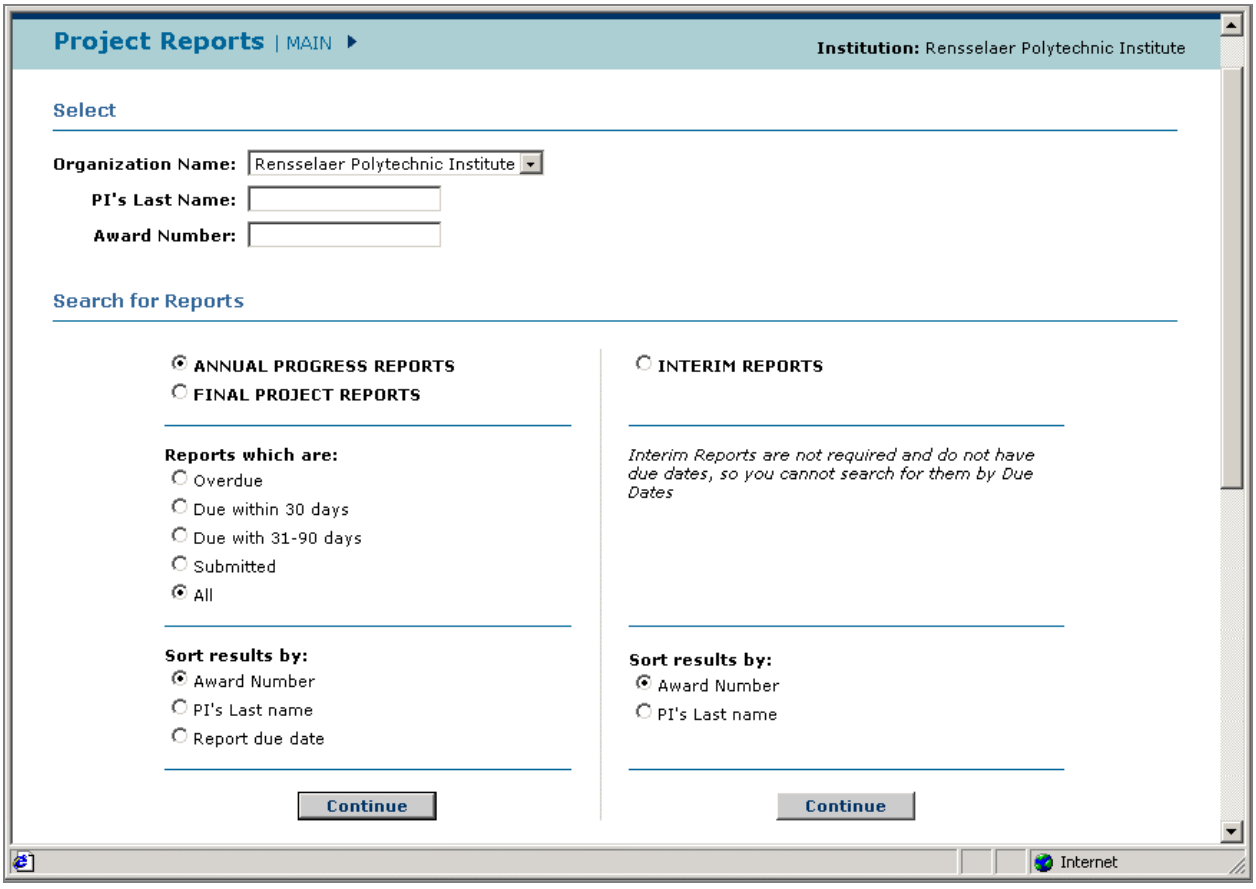

Figure 1. Project Reports Main

Searching for Reports

To search for a particular report or reports, complete the following actions:

1. Select the Organization Name by using the drop down box under the *Select* section of the *Project Reports Main Screen* page (Figure 1).

2. Enter in either the PI's Last Name or the Award Number.

3. In the *Search for Reports* section of the *Project Reports Main Screen* page (Figure 1), click on the corresponding radio button for an Annual Progress Report, Final Project Report, or Interim Report, depending on your preference.

4. If you are searching for Annual Progress or Final Project Reports, refine your search by clicking on a radio button in the *Reports which are:* section.

    a. Choose (reports that are): Overdue, Due within 30 days, Due in 31-90 days, All submitted reports, or All reports regardless if they are submitted or not.

    Or

    b. If you are searching for Interim Reports, Step 4 does not apply (See Interim Report definition on page 9-1). Move on to Step 5.

5. Click on a radio button in the *Sort results by:* section.

    a. If you are searching for Annual Progress or Final Project Reports, choose (reports sorted by): Award Number, PI's Last Name, or Report Due Date. Sort in a number of manners: award number, PI's last name, or report due date.

    Or

    b. If you are searching for Interim Reports, choose (reports sorted by): Award Number or PI's Last Name.

6. Click on either **Continue**.

- **Annual Progress Reports**. If you chose to view Annual Progress Reports in the *Search for Reports* section of the *Project Reports Main Screen* page (Figure 1), the *Annual Progress Reports Search Results* page (Figure 2) will appear. Annual Progress Reports are arranged by categories:

    - Award Number
    - PI Name
    - Report Due Date
    - Award Title and Status (for all reports meeting the select and search criteria).

1. Click on the column title to sort the reports by category.

2. *Status* can either be submitted or not submitted. If it is submitted, click on the award number to bring up the submitted annual progress report. An example of a progress report can be found in Figure 3.

3. Click **Cancel** to go back to the Project Reports Main (Figure 1).

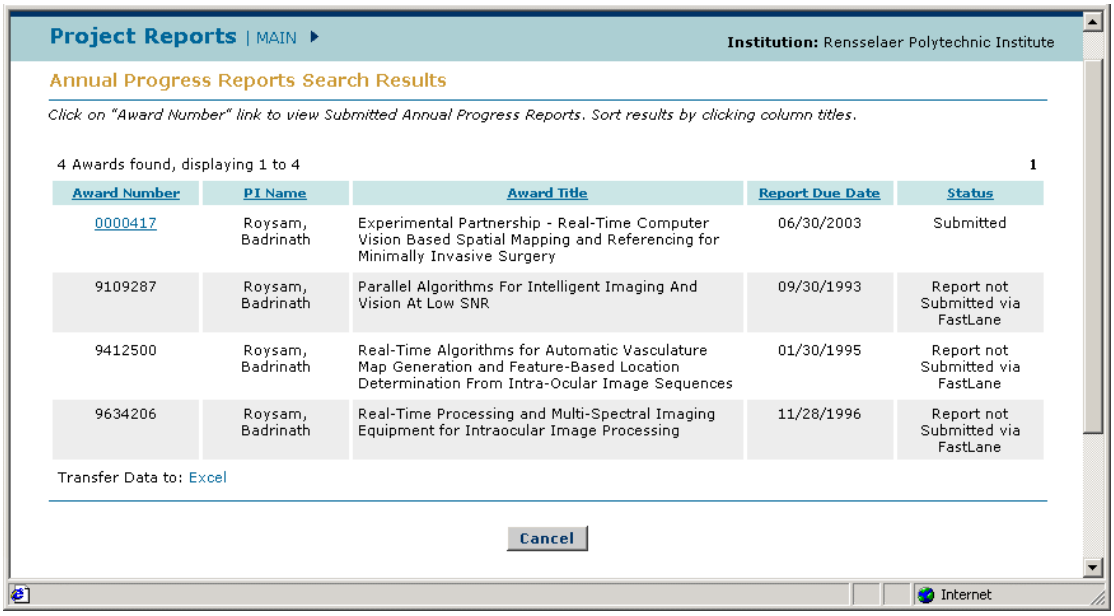

Figure 2. Annual Progress Reports Search Results

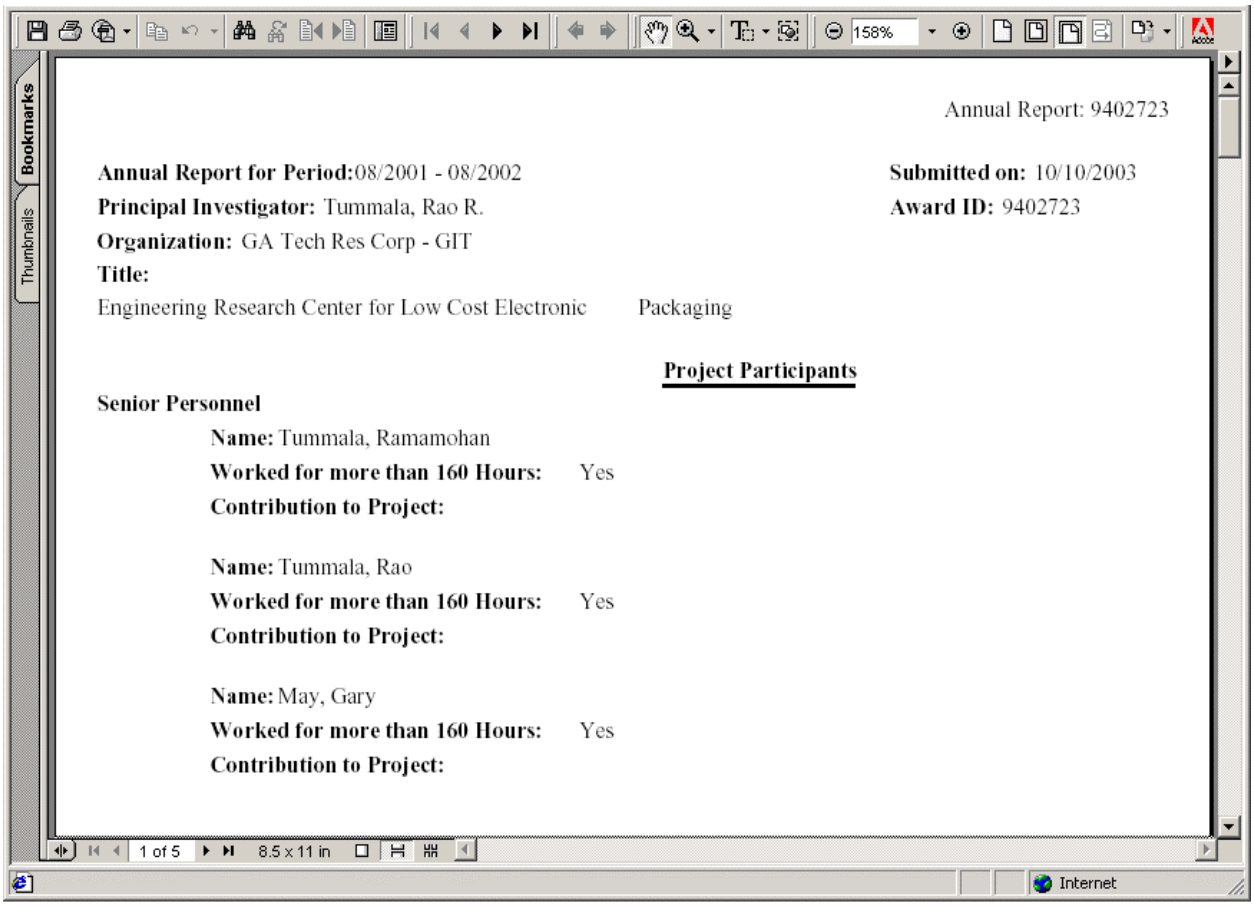

Figure 3. Annual Progress Report

- **Final Project Reports**. If you chose to view Final Project Reports in the *Search for Reports* section of the *Project Reports Main Screen* page (Figure 1), the *Final Project Reports Search Results* page (Figure 4) will appear. Final Project Reports are arranged by categories:

    - Award Number
    - PI Name
    - Award Title
    - Report Due Date
    - Status

1. Click on the column title to sort the reports by category.

2. Click on the specific Award Number (when a link is available) to view the Final Project Reports for all documents that have been submitted.

3. Click **Cancel** to go back to the Project Reports Main (Figure 1).

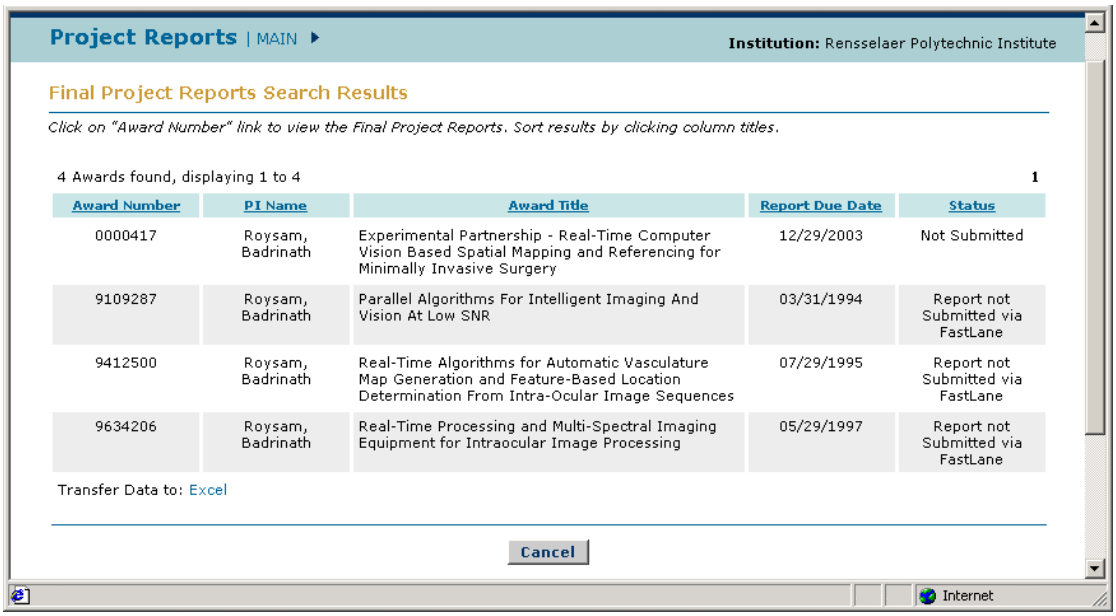

Figure 4. Final Project Reports Search Results screen

- **Interim Reports.** If you chose to view Interim Reports in the *Search for Reports* section of the *Project Reports Main Screen* page (Figure 1), the *Interim Reports Search Results* page (Figure 5) will appear. Interim reports are not required and therefore do not have due dates. They cannot be searched based on a due date. Interim Reports are arranged by categories:

    - Award Number
    - PI Name
    - Award Title

1. Click on the column title to sort the reports by category.

2. Click on the award number link to view the reports.

3. Click **Cancel** to go back to the Project Reports Main (Figure 1).

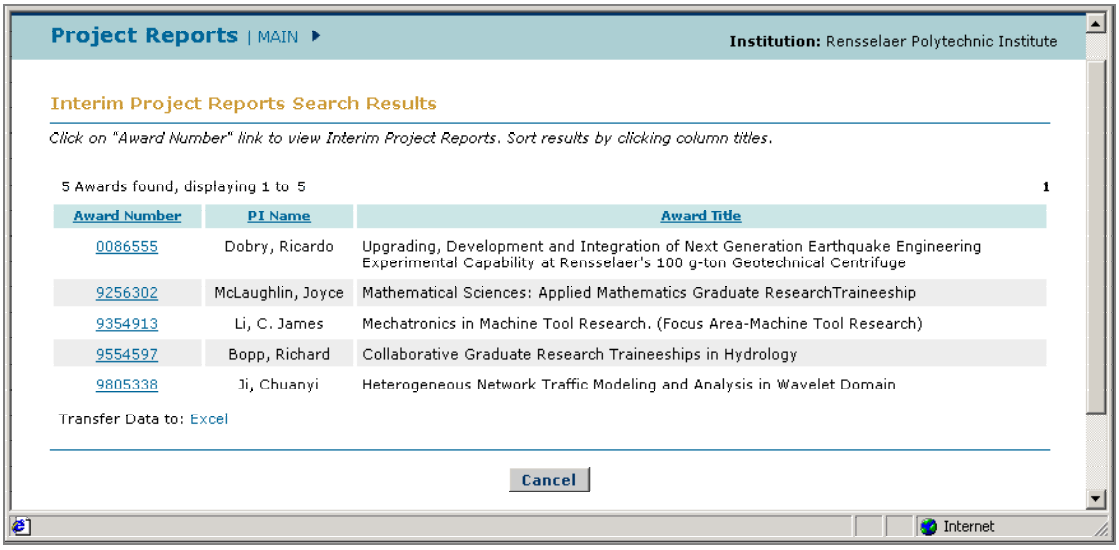

Figure 5. Interim Project Reports Search Results

- **Submitted Report.** If you chose to view Submitted Reports in the *Reports which are:* section of the *Project Reports Main Screen* page (Figure 1), the *Submitted Search Results* page for your selected reports (Annual Progress, Final Progress, and Interim Progress) will appear. Figure 6 is an example of a Submitted Annual Reports Search Results page. The following reports can be viewed when an award number has a submitted report associated with it:

    - Submitted Annual Progress Report
    - Submitted Final Project Report
    - Submitted Interim Project Report Search Result

    Submitted Reports are arranged by categories:

    - Report Number
    - Report Period Start
    - Report Period End
    - Submission Date
    - Approval Date

1. Click on the column title to sort the reports by category.
2. Click on the specific report number link to view the report in PDF form.
3. Click **Cancel** to go back to the Project Reports Main (Figure 1).

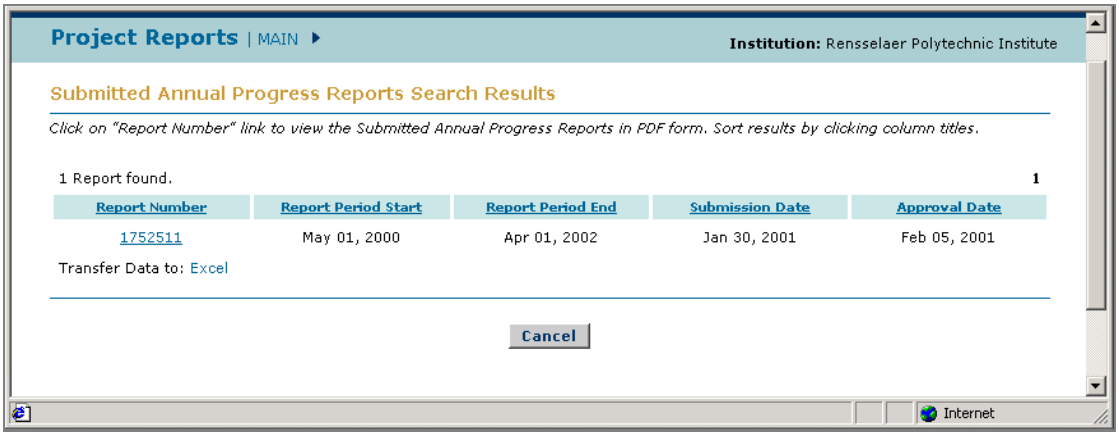

Figure 6. Submitted Annual Progress Reports Search Results