



**Office of the Vice President for Research  
Standard Operating Procedure**

**Externally Funded Grant Progress Reports**

**#1020**

**Effective Date: 01/01/2019**

**I. Purpose**

The purpose of this Standard Operating Procedure (SOP) is to describe how Post-Award Specialists (PAS) handle externally funded grant progress reports. This process will promote a consistent approach and understanding to ensure all externally funded grant progress reports are handled the same way throughout the GO Centers.

**II. Introduction**

Progress reports come in different forms. Each sponsor has specific requirements and forms to complete, making it imperative that the PAS carefully review the instructions provided by the agency before proceeding with a progress report.

**III. Procedure**

The PAS is responsible for ensuring progress reports are completed and submitted. For non-financial progress reports, the Principal Investigator (PI) must complete the narratives required for the report. For some agencies, the PI may submit the report. For other agencies (NIH and NSF in particular), the AOR must submit the report. The PAS ensures the report is either submitted directly to the agency or is completed and given to the AOR to submit. Institutional review and approval is required before submission to sponsor by AOR.

If a financial progress report is required, Sponsored Programs Accounting (SPA) will complete the report, particularly when invoices and detailed expenditures are requested. If financial reports are brief and required few details, the PAS may prepare the report and attach the report as a related doc in eRS for SPA to review and approve. Once SPA approves, the PAS may submit the progress report to the agency or ask the AOR to do so when necessary.

#### IV. Version History

Version Date	Approval Date	Summary Changes
[01/01/2019]	[01/01/2019]	Initial Version