

UNLV Office of Sponsored Programs Technical Reporting Policy

Principal Investigators (PI's) on sponsored projects are responsible for the management and conduct of sponsored activities. As part of that responsibility, PI's are required to understand and comply with the technical reporting requirements associated with their awards.

Sponsors typically require PIs to submit regular technical reports. Federal sponsors generally require annual technical reports and a final technical report due ninety (90) days after the completion of the project. Nevertheless, each sponsor will have different requirements, and it is the PI's responsibility to become familiar with the reporting requirements. To assist the PI, The Office of Sponsored Programs (OSP) will provide technical report requirements to the Principal Investigator at the start of the project. Additionally, OSP will send notifications to the PI on an ongoing basis when technical reports are due.

If a Principal Investigator cannot submit a technical report by a required due date, s/he should contact OSP prior to the due date with a written justification for the delay. In some cases, OSP can contact the sponsor to request an extension for the report if sufficient justification exists. When a PI has not prepared a technical report by the required due date and has not sought an extension or provided sufficient information to justify a delay, the following delinquent reporting procedures may be enforced to assure compliance.

Delinquent Reporting

Delinquent reporting is a significant issue and can negatively impact payment on individual awards, future funding for the entire university, and can damage UNLV's reputation. Furthermore, audits, including our annual A-133 audit, encompass reporting compliance so federal penalties and other consequences due to non-compliance are real possibilities. Consequently, the following procedures are designed to assure timeliness and full compliance with agency reporting requirements. A dual approach has been introduced to appropriately communicate the importance of timely reporting and implement measures to assure reports are submitted within the time-lines provided in the sponsored awards.

I: Communication

The Office of Sponsored Programs will provide a reporting schedule at the beginning of the award and will regularly notify the PI when progress reports are due and when awards are ending so the PI can fulfill their reporting requirements. Additional follow-up will occur until verification is received documenting the report(s) have been submitted. If the report is not submitted by the due date, the Chair, Center Director, and/or Dean will be copied on the correspondence so they are aware of reporting non-compliance and can become actively involved in resolving the problem. This procedure will continue until the report(s) become seriously delinquent (>3 months overdue) or the reports are submitted.

II: Account hold-up

Once a report becomes seriously delinquent (>3 months overdue) OSP will place a "hold" on the setup of any new accounts for the PI. New accounts include, but are not limited to, new awards, continuations, and risk accounts. If a Co-PI has a separate account and s/he has a seriously delinquent report, this procedure will also apply. Accounts will be released as soon as OSP receives documentation that the delinquent report has been submitted. In extreme cases, particularly when account hold-up does

not resolve the non-compliance issue, OSP may move to suspend all proposal review for the PI in question. All such actions will be in full consultation with the Associate Vice President for Research and will occur with the support of the VPR Office.

It is anticipated that this two-phase approach will allow OSP to ensure UNLV's contractual obligations are met in a timely manner, provide specific information to university administrators to help them address reporting deficiencies, prevent lost funding due to historically delinquent reporting, and restrict penalties to those with seriously overdue reports.