

# How to submit progress reports

Annual standardized electronic progress reports are now required before the Program Officers can release second and third year funding. Progress reports should be submitted in any easily readable electronic format (such as a PDF). If you have a grant from the NSSC then the PI (and the AOR) will get a reminder email from NSSC. The PI will be asked to send in the progress report as PDF file. In case you deleted it, or the reminder email got filtered, the NSSC address to which you should send your progress report is: [NSSC-Grant-Report@mail.nasa.gov](mailto:NSSC-Grant-Report@mail.nasa.gov) and please also send a copy to your program officer, who's email address you can find [here](#). If you are at a NASA center or another government lab then you don't have a grant and will not get a reminder from the NSSC, nor do you need to send your report to them. Instead please send in your progress report to your program officer by September first so that your funds can be requested at the start of the fiscal year.

Annual progress reports shall include the following on the first page:

- Title of the grant.
- Type of report.
- Name of the principal investigator.
- Dates covered by the report, and grant year (Y1, Y2, etc.).
- Name and address of the recipient's institution.
- Grant number.

By default SMD uses the mandatory minimum Research Performance Progress Report (RPPR) format for the annual progress reports so, unless you were told otherwise by your program manager it should contain the following three parts:

- Accomplishments: Start by reminding us what are the major goals and objectives of the project and What did you achieve towards those goals? At first the emphasis will be on reporting activities but as the project progresses you will be reporting specific accomplishments. For example, describe major activities; significant results, major findings, developments, or conclusions (both positive and negative); and key outcomes or other achievements. Include a discussion of stated goals not met.
- How have the results been disseminated: For example, a list of publications that have appeared as a result of the award. Of course all publications should acknowledge NASA support, including the name of the program, and the grant

number(s). As part of your reporting on dissemination of results, please provide information on the archiving of as-accepted manuscripts of peer reviewed publications in [Pubspace](#) and on the archiving of data vs. what you promised in your [data management plan](#). Even if a DMP was not required as a part of a proposal, the information needed to validate the scientific conclusions of peer-reviewed publications resulting from an award, must be made public at the time of publication in a place where it can be found and it is likely to persist, e.g., in the supplemental material of the article, a community-endorsed repository, a NASA repository such as data.nasa.gov or a repository supported by a division, or a combination of different resources as would be most appropriate to the data being shared. Similarly, please report on code, if applicable. Code developed under grants should be made publicly available when it is practical and feasible to do so, and when there is scientific utility in doing so.

- Future plans: if this is not your final report, what are you planning to do next? Is it different than what was in the original proposal? That's OK, but please explain a bit.