



"How To" Guide for Reporting Requirements

Major Federal Sponsors	System Name, if applicable	Website for submission or info	Who can access?	Who submits?	What is submitted?	Useful link for Performance Requirements	How is OCG notified the project report is complete?
NASA grants	None	None, email NASA Technical Officer and NSSC-Grant-Report@mail.nasa.gov	N/A	The PI, cc OCG	Project Reports, Final Summary of Research, SF-425 (Final Financial)	See NASA 1800.902, Technical Publications and Reports	The reports should be cc'd to ocreports@colorado.edu upon submission. Patent or property reports will be submitted by OCG, and financial reports will be submitted by the appropriate grant accountant .
NIH grants	eRA Commons	https://public.era.nih.gov/commons	The PI, OCG	The PI creates report, OCG submits	Project Reports	Helpful info for Project Report	The reports are completed by the PI and then reviewed and submitted by OCG.
NOAA grants	Grants Online	https://grantsonline.rdc.noaa.gov/flows/home/Login/LoginController.jsp	The PI, OCG, approved Dept. Admin, grant accountant	PI submits project report & financials by appropriate grant accountant	Both Financials and Project Reports	Helpful info for Project Report	The PI has authority to submit project reports in Grants Online. It is not required for OCG to review prior to submission.
NSF grants	Research.gov	www.research.gov	Only the PI can submit reports under his/her Login	The PI	Project Reports	Helpful info for Project Report	OCG can access reports. OCG does not receive a notice when the PI submits the annual reports, but OCG receives notices for final and project outcomes reports.
Any Federal contracts	None	Often these are sent via email	N/A	The PI, cc OCG	Project Reports	Varies	Upon submission, the reports should be cc'd to ocreports@colorado.edu
Sponsors w/online submission	System Name	Website for submission	Who can access?	Who submits?	What is submitted?	Useful link for Performance Requirements	How is OCG notified the report is complete?
American Cancer Society	Proposal Central	https://proposalcentral.altum.com/default.asp	PI	PI submits project report & cc to OCG, PI works with appropriate grant accountant if needed	Both Financials and Project Reports	N/A	The reports should be cc'd to ocreports@colorado.edu upon submission.
Burroughs Wellcome Fund	N/A	http://www.bwfund.org/grant-programs/science-education/career-awards-science-and-mathematics-teachers/progress-and	Freely available report templates	PI submits project report & cc to OCG, PI works with appropriate grant accountant if needed	Both Financials and Project Reports	N/A	The reports should be cc'd to ocreports@colorado.edu upon submission.

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Defense Advanced Research Projects Agency	DOD, DARPA - TFIMS	https://www.tfims.darpa.mil/my.policy	The PI & possibly Grant Accountant	PI emails project report & cc to OCG, PI works with appropriate grant accountant if needed	Both Financials and Project Reports	N/A	The reports should be cc'd to ocgreports@colorado.edu upon submission.
DOD - Army Research Office	ARO website	https://extranet.aro.army.mil/	The PI, OCG	PI submits project report & cc to OCG	Project Reports	ARO Form 18, Reporting Instructions	The reports should be cc'd to ocgreports@colorado.edu upon submission.
DOD, service contracts reporting	Contractor Manpower Reporting (CMRA)	http://www.ecmra.mil/	Anyone once a login is requested online	OCG	Expenditures and Labor Hrs. worked	Online Demo	OCG works with Grant Accountant and PI to gather info for input into appropriated CMRA system (There can be up to 4 separate logins based on Defense agency)
Dept. of Education	G5	https://www.g5.gov/ext/wps/portal	The PI	PI submits project report & cc to OCG	Project Reports	Online Training	After the PI submits online, the project report or an email notification should be sent to ocgreports@colorado.edu identifying submission complete
Dept of Education	IRIS for IFLE programs	https://iris.ed.gov/iris/ieps/irishome.cfm	The PI	PI submits project report & cc to OCG	Project Report	IRIS Reporting information	After the PI submits online, the project report or an email notification should be sent to ocgreports@colorado.edu identifying submission complete
Dept. of Energy, DOE - ARPA awards	ARPA ePIC (Energy Program Information Center)	https://arpa-e-epic.energy.gov	The PI and anyone the PI authorizes access to	PI submits project report & financials by appropriate grant accountant	Both Financials and Project Reports	ARPA reporting information	After the PI submits online, the project report or an email notification should be sent to ocgreports@colorado.edu identifying submission complete
Dept. of Energy, DOE - OSTI submission	Office of Scientific & Technical Information (OSTI)	https://www.osti.gov/v/mlink/241-3.jsp	Freely available, no login required	Preferably the PI. Some questions only the PI can address.	Project Reports	Helpful info for Project Report	After the PI submits online, the project report or an email notification should be sent to ocgreports@colorado.edu identifying submission complete. Reports eventually freely available here: http://www.osti.gov/scitech/
Dept. of Energy, DOE	Portfolio Analysis & Management System	https://pamspublic.science.energy.gov/webpamsepxternal/login.aspx	The PI, OCG, approved Dept. Admin, grant accountants	PI for project report & financials handled by appropriate grant accountant	Both Financials and Project Reports	PAMS User Guide	In early 2015, award modifications began incorporating reporting requirements to be input through PAMS.
Dept. of Justice, DOJ	Grant Management System (GMS)	https://grants.ojp.usdoj.gov/gmsexternal/	Only the PI and grant accountants	PI for project report & financials handled by appropriate grant accountant	Both Financials and Project Reports	GMS Training Assistance	After the PI submits online, the project report or an email notification should be sent to ocgreports@colorado.edu identifying submission complete

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Dept. of Transportation, DOT	PHMSA R&D	http://primis.phmsa.dot.gov/rd/	DOT will provide login info after awarded	PI for project reports	Project Reports	N/A	After the PI submits online, the project report also needs emailed to DOT & cc'd to ocreports@colorado.edu identifying submission complete
Joint Fire Science Programs (JFSP)	N/A	www.firescience.gov	The PI	PI for project reports	Project Reports	Administrative Requirements weblink	Final Reports are available nearly immediately on the Firescience website
Howard Hughes Medical Institute	HMMI's Grants Central database	http://grantscentral.hhmi.org	The PI for Project Reports	PI emails project report & cc to OCG, PI works with appropriate grant accountant if needed	Both Financials and Project Reports	HHMI Policies & Procedures guidebook	After the PI submits online, the project report or an email notification should be sent to ocreports@colorado.edu identifying submission complete
James S. McDonnell Foundation	N/A	https://www.jsmf.org/admin/	Freely available, no login required	PI submits project report & cc to OCG, PI works with appropriate grant accountant if needed	Both Financials and Project Reports	Helpful info for Project Report submission	After the PI submits online, the project report or an email notification should be sent to ocreports@colorado.edu identifying submission complete
National Endowment for the Humanities (NEH)	eGMS	https://securegrants.neh.gov/eGMS/Login.aspx?ReturnUrl=%2feGMS%2f	Only the PI can submit under his/her Login. The PI's userid is on the award	PI for project report	Project Reports	Helpful info for Project Report	OCG can access reports, but OCG does not receive a notice when the PI submits the annual reports
National Institute of Food and Ag (NIFA)	NIFA Reporting Portal, REEport	http://portal.nifa.usda.gov	Only the PI can submit under his/her Login.	PI submits project report & cc to OCG	Project Reports	Grantee Reporting Instructions	The reports should be cc'd to ocreports@colorado.edu upon submission.
Robert Wood Johnson Foundation	N/A	None, email reports to grantreports@rwjf.org	Noone, it's emailed	PI emails project report & cc to OCG, PI works with appropriate grant accountant if needed	Both Financials and Project Reports	Grantee Reporting Instructions	The reports should be cc'd to ocreports@colorado.edu upon submission.
Simons Foundation (Other various foundations too)	Proposal Central	https://proposalcentral.altum.com/default.asp	PI's, anyone the PI grants access to, OCG compliance, grant accountant	The PI sends to OCG for signature & appropriate grant accountant submits financials	Both Financials and Project Reports	Grantee Reporting Instructions	OCG signs the final report document, sometimes within the system itself. OCG uploads signed document to Proposal Central if signed outside the system.

Sponsors w/online submission	System Name	Website for submission	Who can access?	Who submits?	What is submitted?	Useful link for Performance Requirements	How is OCG notified the report is complete?
Spencer Foundation	N/A	https://spencer.smartsimple.us/s_Login.jsp	Only PI's or Co-PI's can have access	PI submits project report & cc to OCG	Project Reports (Financials sent via email)	Grantee Reporting Instructions	The reports should be cc'd to ocgreports@colorado.edu upon submission.
STSI	STSI Grants Management System	https://stgms.stsci.edu/stgms/	PI, OCG, grant accountant	PI submits project report, OCG submits New Technology & Equipment reports, financials by appropriate grant accountant	Financial, Project, New Technology & Equipment Reports	Grantee Information	The Project Reports and Final Invention Reports are forwarded by PI to OCG for submission, and OCG submits documents to STSI.
VentureWell	N/A	http://apps.venturewell.org/WebObjects/NciiiApplyForGrants.woa	PI's have access	PI for project report & financials handled by appropriate grant accountant	Project and Financial Reports	http://venturewell.org/facultygrants/guidelines/	After the PI submits online, the project report or an email notification should be sent to ocgreports@colorado.edu identifying submission complete
Vietnam Education Foundation	VEF Online Mgmt System	https://oms.vef.gov/	PI's have access	The PI submits the technical report on their website	Project Reports	N/A	After the PI submits online, the project report or an email notification should be sent to ocgreports@colorado.edu identifying submission complete
William and Flora Hewlett Foundation	Grantee Report Center	https://grantees.hewlett.org/	Anyone can access report info by entering award info online	PI emails project report & cc to OCG, PI works with appropriate grant accountant if needed	Project and Financial Reports	Online Reporting information	OCG can access reports, but OCG does not receive a notice when the PI submits the annual reports
William T. Grant Foundation	N/A	http://wtgrantfoundation.org/Grants#grantees	Anyone can access Report templates	PI emails project report & cc to OCG, PI works with appropriate grant accountant if needed	Both Financial & Project Reports via DropBox	N/A	After the PI submits online, the project report or an email notification should be sent to ocgreports@colorado.edu identifying submission complete
WM Keck Foundation	N/A	http://wmkeck.us/grant-programs/reporting-requirements-21471#forms	Freely available report templates	Both reports need submitted together. OCG can assist with this if necessary.	Both Financials and Project Reports	Information regarding grant reporting requirements	Both reports must be submitted together. Both can be submitted by OCG if preferred, or anyone involved can submit them together with a cc to ocgreports@colorado.edu
All Other Report Submissions	When any other Project Report is submitted to a Sponsor not listed here, the report needs to be submitted to ocgreports@colorado.edu . This includes any type of Progress/Project/Technical Reports with a quarterly, semi-annual, annual or greater reporting requirement. Please do not send monthly or weekly reporting requirements to this email address.						

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<p>Forms such as patent or invention, release of claims or property forms are not completed by the PI. Property forms should be forwarded to ocgproperty@colorado.edu. All other forms requiring authorized officials signatures should be forwarded to ocgreports@colorado.edu. If you have reporting requirement questions, please submit them to ocgreports@colorado.edu or call 303-735-1996. Websites are contantly changing. If this information is innacurate or out of date, please let us know.</p>							

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