

Reporting Requirements

Always review your funding agency's procedures and due dates for all reports (non financial interim, year end, final reports, etc.). Remember, it is your responsibility to complete all tasks on your grant including the close out reports.

- Read the awards letter thoroughly
- Provide any award documents to OSP
- Submit a copy of all non-financial reports to OSP
- Ensure all non-financial reports are submitted by the agency's due date
- Contact Business and Finance for financial reports
- Keep accurate records if in-kind/cash match is part of your budget. These records include time sheets, equipment or space used or other documentation to support the match.
- Contact Business and Finance for proper cost match record keeping procedures