Principal Investigators (PIs) and Co-PIs must use Research.gov to meet all NSF project reporting requirements, including submission of Annual, Final Annual and Interim Project Reports and the Project Outcomes Report. The Project Reports Dashboard is a one-stop shop for all NSF project reports, including the Project Outcomes Report.
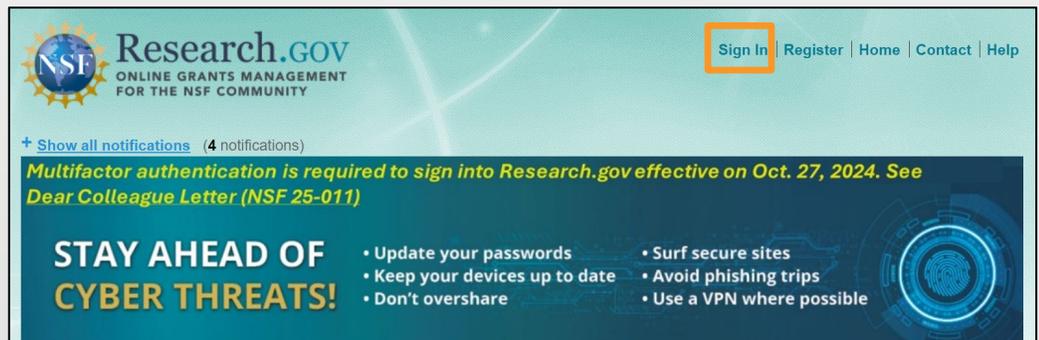
Logging into Research.gov

The PI/Co-PI can access the Project Report service by **logging into Research.gov**. Additionally, you can navigate to this service from:

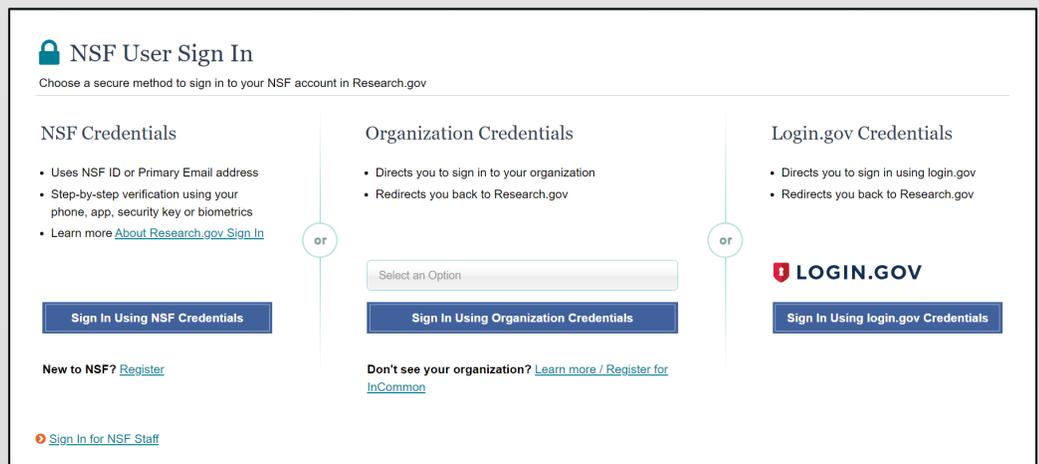- A link to Research.gov provided in the email notifications for due and overdue reports.

To log into Research.gov:

1. On the Research.gov homepage, select **Sign In** at the top of the page.

2. Once on the sign-in page, follow the step-by-step instructions provided [here](#).

Preparing and Submitting Your Report
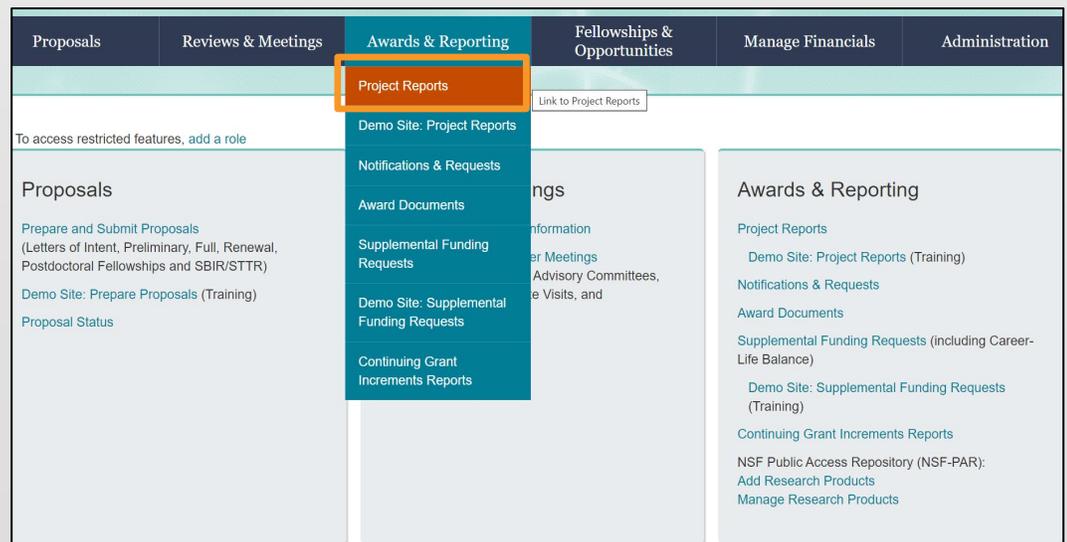
Once logged in, you will see the Research.gov Homepage.

1. Click on the **Projects Reports** link under **Awards & Reporting** tile to prepare reports.

Proposals	Reviews & Meetings	Awards & Reporting	Fellowships & Opportunities	Manage Financials	Administration

🔒 To access restricted features, add a role

Proposals

Prepare and Submit Proposals
(Letters of Intent, Preliminary, Full, Renewal, Postdoctoral Fellowships and SBIR/STTR)

Demo Site: Prepare Proposals (Training)

Proposal Status

Reviews & Meetings

Provide Reviewer Profile Information

Reviews, Panels, and Other Meetings
(Panels, *Ad Hoc* Reviews, Advisory Committees, Committees of Visitors, Site Visits, and Subcommittees)

Awards & Reporting

Project Reports

Demo Site: Project Reports (Training)

Notifications & Requests

Award Documents

Supplemental Funding Requests (including Career-Life Balance)

Demo Site: Supplemental Funding Requests (Training)

Continuing Grant Increments Reports

NSF Public Access Repository (NSF-PAR):
Add Research Products
Manage Research Products

Alternately, you can access **Project Reports** link from the global navigation bar drop-down menu, located under the **Awards & Reporting** tab.

Proposals	Reviews & Meetings	Awards & Reporting	Fellowships & Opportunities	Manage Financials	Administration

Project Reports   Link to Project Reports

Demo Site: Project Reports

To access restricted features, add a role

Notifications & Requests

Award Documents

Proposals

Prepare and Submit Proposals
(Letters of Intent, Preliminary, Full, Renewal, Postdoctoral Fellowships and SBIR/STTR)

Demo Site: Prepare Proposals (Training)

Proposal Status

Supplemental Funding Requests

Demo Site: Supplemental Funding Requests

Continuing Grant Increments Reports

Awards & Reporting

Project Reports

Demo Site: Project Reports (Training)

Notifications & Requests

Award Documents

Supplemental Funding Requests (including Career-Life Balance)

Demo Site: Supplemental Funding Requests (Training)

Continuing Grant Increments Reports

NSF Public Access Repository (NSF-PAR):
Add Research Products
Manage Research Products

Preparing and Submitting Your Report

2. The Project Reports page will show you the status of all of your project reports that are due or overdue.

Click the **Create/Edit** link under the **Action** column for the award to create or edit a report.

Project Reports

❓ What is the difference between an Annual, Final Annual, Interim and Project Outcomes Report?

⬇ Download a project report template
❯ Example Project Reports (Demo site)

| Reports Due | **Reports Due < 12 Months** | Report Search | All Awards |

Show [25 ▾] per page

PAGE: 1 of 1

Filter by PI Name: [Show All ▾]

Export options: 📄 CSV | 📊 Excel | 📄 XML

Organization	Award Number	Award Title	Report Type	Status	Calendar Days Until Overdue	Report Overdue Date	PI Name	Action
University of Chicago View SAM Legal Business Name	2436904	Awardee org code	**Final Annual**	Not Yet Due	🟢 1 year(s) 75 days	12/30/2025	Alan Alphaman	Create/Edit

PAGE: 1 of 1

Export options: 📄 CSV | 📊 Excel | 📄 XML

Show [25 ▾] per page

3. Read the Privacy Act and Public Burden Statement, and then click **Continue**.

Privacy Act and Public Burden Statement

The information requested for Research Performance Progress Reports (RPPR) is solicited under the authority of the National Science Foundation Act of 1950, as amended, 42 U.S.C. 1861, et seq.

The primary purpose of the RPPR system is to enable NSF to evaluate progress and results of NSF-funded projects, identify outcomes of projects funded under NSF awards for program management and evaluation, and for reporting within the Executive Branch and to Congress. Information from the system may be provided to the applicant or grantee institution.

Information from the system may be disclosed to contractors, qualified reviewers, volunteers, experts, advisors, and other individuals who perform a service to or work on or under a contract, grant, cooperative agreement, advisory committee, committee of visitors, or other arrangement with or for the Federal government as necessary to carry out their duties in pursuit of the purposes described above. The contractors are subject to the provisions of the Privacy Act. Information from the system may be merged with other computer files in order to carry out statistical studies or assist with program management, evaluation, and reporting. Disclosure may be made for this purpose to NSF contractors and collaborating researchers, other Government agencies, and qualified research institutions and their staffs. Information from the system may be disclosed to another Federal agency, court, or party in a court or Federal administrative proceeding if the government is a party, or to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual. See Systems of Records, NSF-68, "Project Results Information Base," 63 Fed. Reg. 271. Submission of the progress reports is required by NSF Grant Conditions applicable to NSF awards. Failure to file project reports will prevent your receipt of future NSF awards.

Public reporting burden for this collection of information is estimated to average 5 hours per response, depending on the type of research project being supported. Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to:

Suzanne H. Plimpton

Reports Clearance Officer
Facilities and Operations Branch
Division of Administrative Services
National Science Foundation
Arlington, VA 22230

[Continue]

Note: To view Report Summary, click on **Show Report & Progress Summary** link on top of the page. This provides award information and progress/status of your report.

View the Progress Indicator of your report.
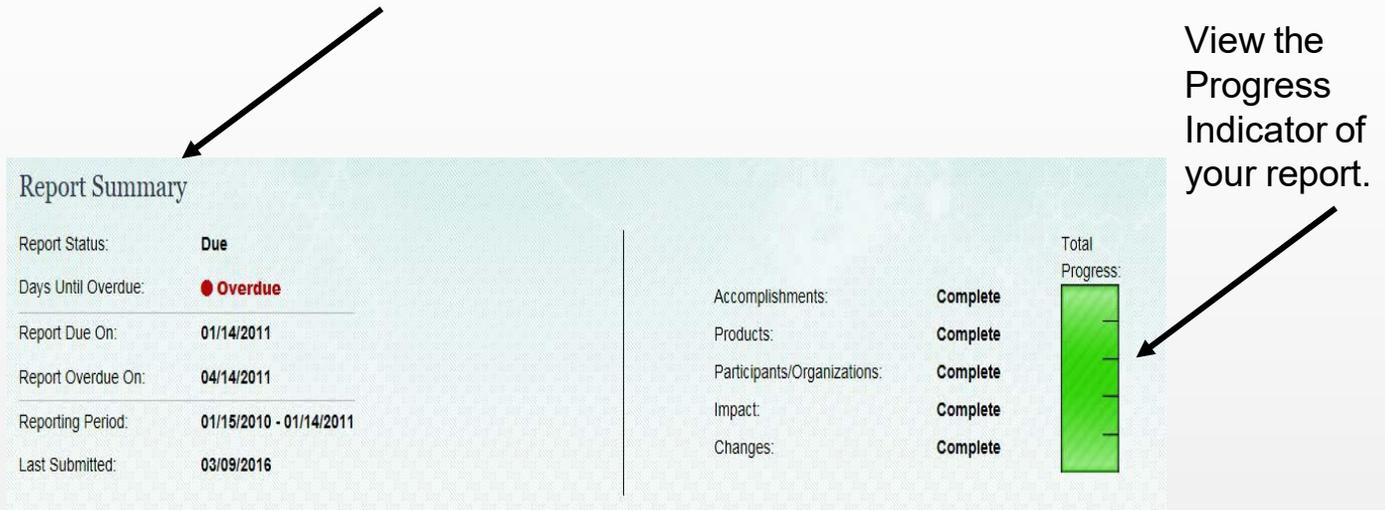
Report Summary

Report Status:	**Due**
Days Until Overdue:	● **Overdue**
Report Due On:	01/14/2011
Report Overdue On:	04/14/2011
Reporting Period:	01/15/2010 - 01/14/2011
Last Submitted:	03/09/2016

		Total Progress:
Accomplishments:	Complete	
Products:	Complete	
Participants/Organizations:	Complete	
Impact:	Complete	
Changes:	Complete	

Below the Report Summary, you will see the **Report Content**.

Report Content

Cover | Accomplishment | Products | Participants/Organizations | Impact | Changes/Problems

Next Section >

Cover

Federal Agency and Organization Element to Which Report is Submitted:

Federal Grant or Other Identifying Number Assigned by Agency:

Project Title:

PD/PI Name:

Recipient Organization:

Project/Grant Period:

Reporting Period:

Submitting Official (if other than PD/PI):

Submission Date:

Signature of Submitting Official (signature shall by submitted in accordance with agency specific instructions):

Next Section >

4. Verify the pre-populated information found on the **Cover** tab. Click Next Section or the **Accomplishments** tab to continue.

5. You will shift to the Accomplishments tab. Fill out all required information and click **Save/Next Section** or the **Products** tab to continue.
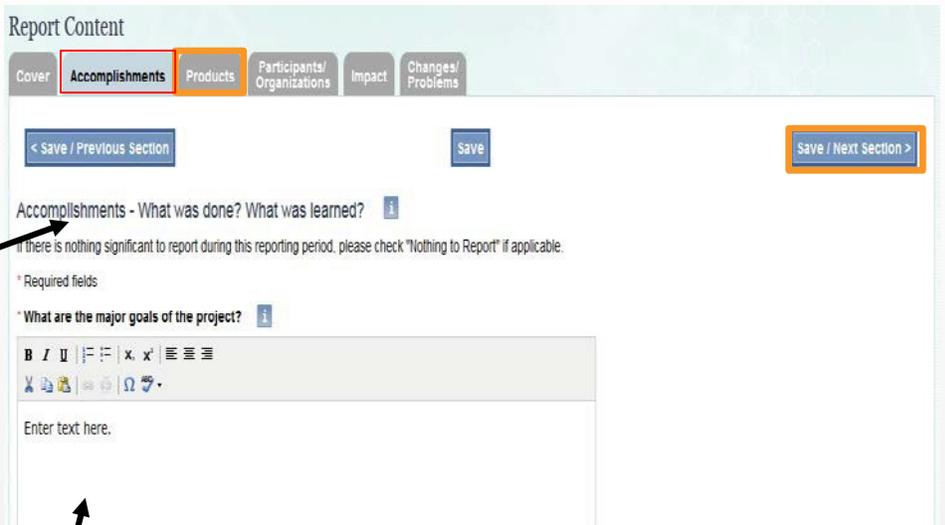
Report Content

Cover | **Accomplishments** | Products | Participants/Organizations | Impact | Changes/Problems

< Save / Previous Section   Save   Save / Next Section >

Accomplishments - What was done? What was learned?

If there is nothing significant to report during this reporting period, please check "Nothing to Report" if applicable.

* Required fields

* What are the major goals of the project?

B I U | | x₂ x² | |

Enter text here.

Within the Accomplishments tab, you will fill out text fields with information such as major goals, objectives, results, etc.

To complete the tab, you must either fill out all required text boxes or click **Nothing to Report**.
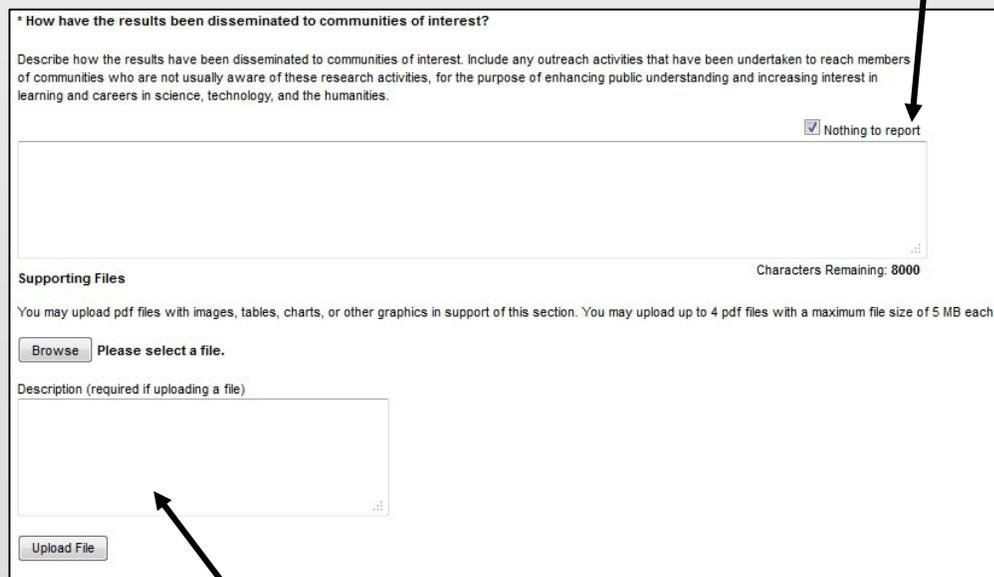
* How have the results been disseminated to communities of interest?

Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities, for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities.

☑ Nothing to report

Characters Remaining: **8000**

Supporting Files

You may upload pdf files with images, tables, charts, or other graphics in support of this section. You may upload up to 4 pdf files with a maximum file size of 5 MB each.

Browse   Please select a file.

Description (required if uploading a file)

Upload File

You have the option to upload PDF files with images, tables or charts in support of the Accomplishments section.

6. You will shift to the Products tab. Fill out all required information and click **Save/Next Section** or the **Participants** tab to continue.

Within the Products tab, enter any products resulting from the project during the reporting period.

Report Content

| Cover | Accomplishments | Products | Participants/Organizations | Impact | Changes/Problems |

< Save / Previous Section   Save   Save / Next Section >

Products   i NSF Specific

Submit New Product(s)

Select the type of product you want to add to your report or upload multiple products using BibTex file.

Select Product: --Select one--   Go

--OR--

☐ Nothing to report

Supporting Files

You may also upload PDF files with images, tables, charts, or other graphics in support of this section. You may also upload up to 4 PDF files with a maximum file size of 5 MB each.

Browse for PDF   Please select a file.

Description (required if uploading a file). Please provide a description of the content contained in the attached file.

Upload File

Back to the top

< Save / Previous Section   Save   Save / Next Section >

Once again, you have the option to upload PDF files with images, tables or charts in support of the section.

Report Content

| Cover | Accomplishments | Products | Participants | Impact | Changes/Problems |

< Save / Previous Section   Save / Next Section >

Participants & Other Collaborating Organizations - Who has been involved?

Agencies need to know who has worked on the project to gauge and report performance in promoting partnerships and collaborations.

For NSF purposes, for separately submitted and awarded collaborative proposals, the PI should report progress on his/her institution's portion of the collaborative effort only.
In each of the subsections below, note which collaborators or contacts are involved in data contribution and/or management.

If there is nothing significant to report during this reporting period, please check "Nothing to Report", if applicable.
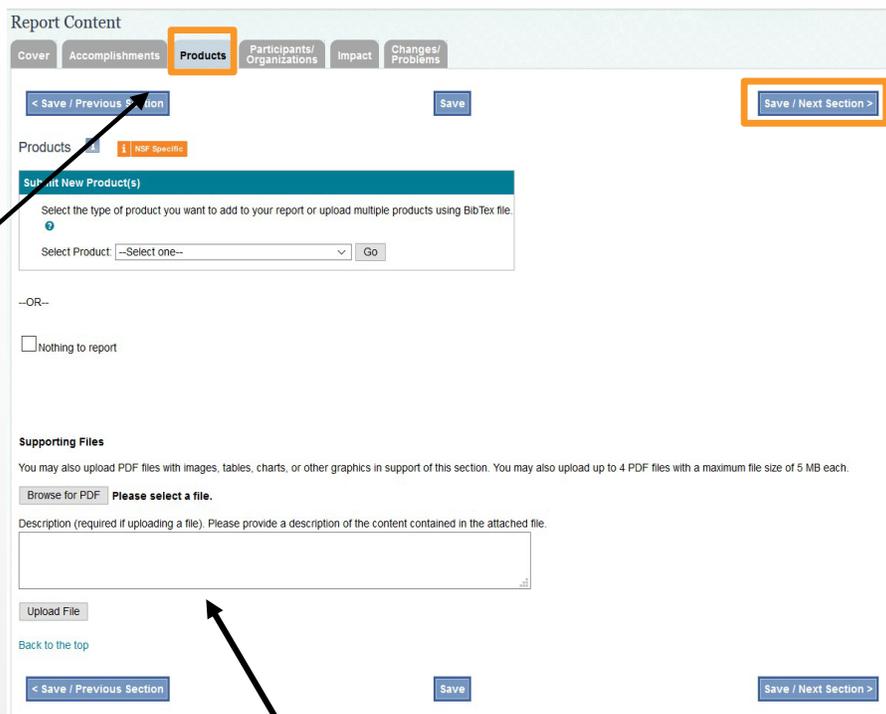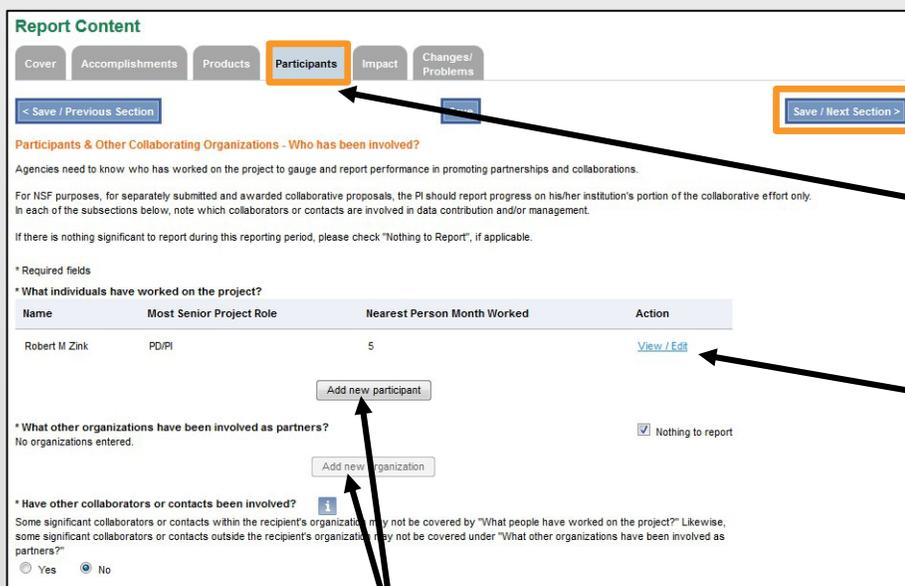
* Required fields
* **What individuals have worked on the project?**

Name	Most Senior Project Role	Nearest Person Month Worked	Action
Robert M Zink	PD/PI	5	View / Edit

Add new participant

* **What other organizations have been involved as partners?**
No organizations entered.   ☑ Nothing to report

Add new organization

* **Have other collaborators or contacts been involved?** i
Some significant collaborators or contacts within the recipient's organization may not be covered by "What people have worked on the project?" Likewise, some significant collaborators or contacts outside the recipient's organization may not be covered under "What other organizations have been involved as partners?"
○ Yes   ● No

Within the Participant tab, include additional participants or other collaborating organizations.

7. You will shift to the Participants tab. Fill out all required information and click **Save/Next Section** or the **Impact** tab to continue.
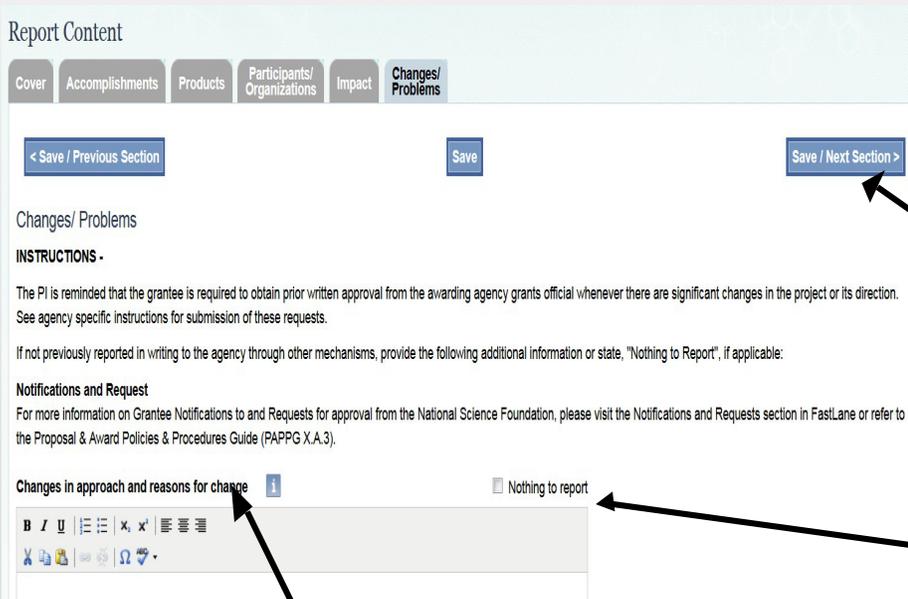
Important Note: Your name will automatically appear as a participant. You must select **View/Edit** and fill out all required information to complete this tab.

Report Content

Cover | Accomplishments | Products | Participants/Organizations | **Impact** | Changes/Problems

< Save / Previous Section   Save   Save / Next Section >

Impact - What is the impact of the project? How has it contributed?

INSTRUCTIONS - This component will be used to describe ways in which the work, findings, and specific products of the project have had an impact during this reporting period.

For NSF purposes, include, where appropriate, discussion of data resources and the acquisition of data skills. Include the emergence of new career paths, such as data scientists, or new disciplines.

If there is nothing significant to report during this reporting period, please check "Nothing to Report" if applicable.

* Required fields

* What is the impact on the development of the principal discipline(s) of the project?

Describe how findings, results, techniques that were developed or extended, or other products from the project made an impact or are likely to make an impact on the base of knowledge, theory, and research and/or pedagogical methods in the principal disciplinary field(s) of the project.

☐ Nothing to report

8. You will shift to the Impact tab. Fill out all required information and click **Save/Next Section** or the **Changes/Problems** tab to continue.
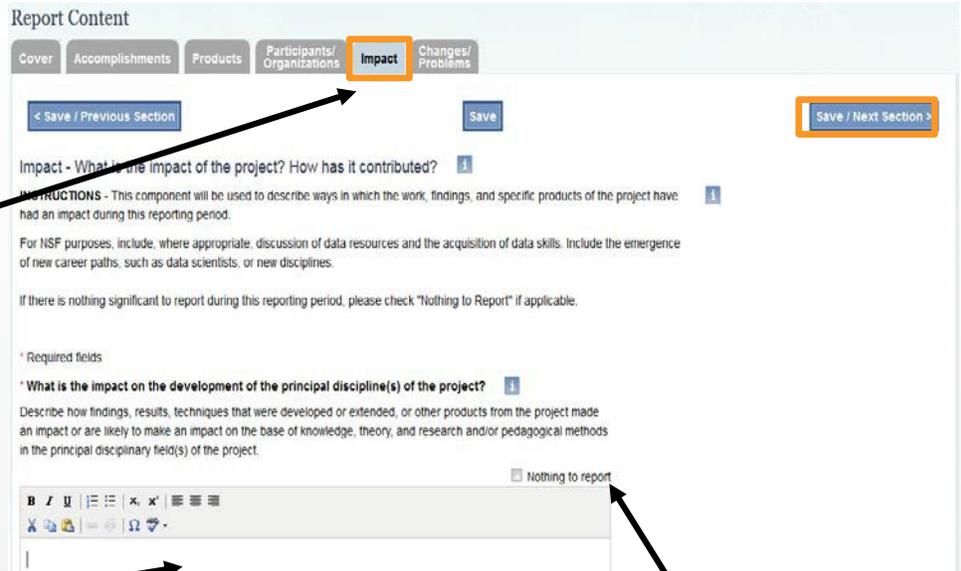
Within the Impact tab, explain the impact of the project during the reporting period.

To complete the page, you must either fill out all required text boxes or click **Nothing to Report**.

Report Content

Cover | Accomplishments | Products | Participants/Organizations | Impact | **Changes/Problems**

< Save / Previous Section   Save   Save / Next Section >

Changes/ Problems

INSTRUCTIONS -

The PI is reminded that the grantee is required to obtain prior written approval from the awarding agency grants official whenever there are significant changes in the project or its direction. See agency specific instructions for submission of these requests.

If not previously reported in writing to the agency through other mechanisms, provide the following additional information or state, "Nothing to Report", if applicable:

Notifications and Request
For more information on Grantee Notifications to and Requests for approval from the National Science Foundation, please visit the Notifications and Requests section in FastLane or refer to the Proposal & Award Policies & Procedures Guide (PAPPG X.A.3).

Changes in approach and reasons for change   ☐ Nothing to report

9. You will shift to the Changes/Problems tab. Fill out all required information and click **Save/Next Section** to continue.

To complete the tab, you must either fill out all required text boxes or click **Nothing to Report**.

Within the Changes/Problems tab, describe any changes or problems that occurred on the project during the reporting period.

Important note: If an award has a Special Reporting Requirement, a seventh tab will appear next to the Changes/Problems Tab.

10. Once ALL required fields are completed in ALL tabs, an option will appear to submit the report. Select **Submit**.

If you would like to print the report, select **Preview,** then print.
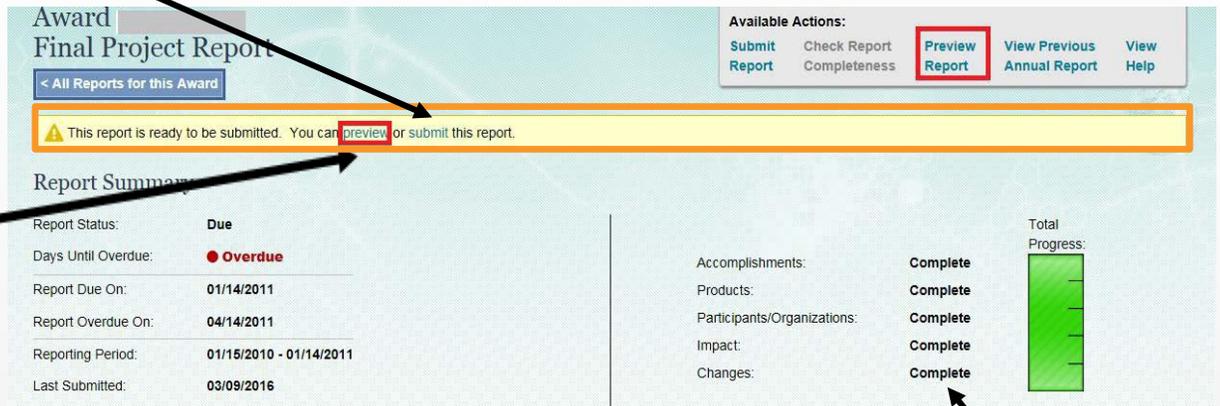
Please Note: Requirements will vary for Interim Project Reports. There will also be no Report Summary screen.

A status of Complete will appear when all required fields in a section are filled out.

11. Review the checklist to ensure everything is complete. Click **Continue**.

12. Certify the report by checking the box, and click **Submit Report**. The Program Officer (PO), PI and Co-PI will be notified via email of the report submission.

13. A box will pop up informing you that the report was submitted successfully.

Award [ ] **Final Project Report**

> Your report has been successfully submitted. Please contact your Program Officer if you have any questions.

Return to Project Reports Home

If needed, after a report is submitted, you will be able to recall a report from the Project Reports page.

Viewing Reporting Requirements

1. Login to the **Submit Publications, Project Reports, and Outcomes** by completing all steps from *Logging into Research.gov* (Page 1).

2. After logging in, click on the **Annual, Final and Interim Report** link on the Project Reporting Dashboard.

▾ Submit Publications, Project Reports, and Outcomes

❷ **8 Publications** in the NSF Public Access Repository (NSF-PAR)   ❷ What is Public Access?
Deposit the final accepted version of your manuscript and publication details

❷ **Deposit publication** (NSF-PAR) ⬀   ❷ **Manage deposited publications** (NSF-PAR) ⬀   ❷ **Public Access FAQs**

❷ **Annual, Final and Interim Report**
View, complete and submit reporting requirements

❷ **Project Outcomes Report**
Create, edit and submit the outcomes of NSF-funded research

3. Click on the **Award Number** for which you want to see the Reporting Requirements.

Project Reports
❷ What is the difference between an Annual, Final, Interim and Project Outcomes Report?   ⬇ Download a project report template

Award Number	Award Title	Report Type	Status	Days Until Overdue	Report Overdue Date	Action
1400416	Acquisition of a Field Emission Electron Microprobe for Geological Analysis	Final	Returned	🟢 1 year(s) 54 days	05/30/2016	Review Comments	Edit
1400416	Acquisition of a Field Emission Electron Microprobe for Geological Analysis	Outcomes	Not Yet Due	🟢 1 year(s) 54 days	05/30/2016	Create/Edit

Export options: CSV | Excel | XML

4. You will now see the **Reporting Requirements** for the Award you selected.

Award

< Project Reports Main

Available Actions:
Create IPR   View Help

Award Title:	**Testing Simultaneous Divergence of Isolated Avian Populations in the Caucasus**	
Award Type:	**Standard Grant**	
PI/Co-PI Name(s):	**Robert Zink**	

PI Transfer From Award: **N/A**
PI Transfer To Award: **N/A**
Managing Program Officer:

Reporting Requirements

Report Type	Report Period Start	Report Period End	Status	Days Until Overdue	Report Overdue Date	Action
Interim	05/11/2011	06/01/2011	Draft Started	--	--	Create/Edit
Interim	05/13/2010	06/02/2010	Received	--	--	View
Annual	08/01/2009	07/31/2010	Approved	--	✓	View
Annual	08/01/2010	07/31/2011	Approved	--	✓	View
Final	08/01/2011	07/31/2012	Due	90 ▩ 0 **81 days**	10/30/2012	Create/Edit