

OSP Final Report Policy for Funded Projects

It is the policy of the University of Georgia to confirm the submission of final technical reports by PIs for all contracts, grants, and cooperative agreements whose award terms and conditions require such reports.

Background: Award agreement terms and conditions usually contain language requiring that grant/contract recipients provide a final progress or technical report as a condition of receiving support. Technical reports allow sponsors to determine whether funds were spent in accordance with the proposed scope of work (SOW).

Under requirements of audits such as the OMB Circular A-133 audit, auditors verify that technical reports have been submitted, where they are required. Typically, auditors require that the institution maintain evidence that technical reports were 1) completed and 2) submitted to the sponsor at the close of a project. Evidence might be the copy of the final technical report, a copy of the letter (or e-mail) of transmittal, or a facsimile of the first page of the report. Certainly, in cases where final reports are voluminous, it is not necessary for the institution to physically maintain copies in the grant or contract award files. The rationale here is that the Principal Investigator (PI) will maintain a complete copy of the full technical report in his/her possession, in the unlikely event that an auditor ever needs to review the entire document.

Final Report Evidence: The Office for Sponsored Programs will accept one of three (3) forms of evidence that final technical reports were submitted to sponsors:

1. OSP award files can contain 1) a copy of the letter (or e-mail) transmitting the final technical report to the sponsor that has been copied to the appropriate OSP grants administrator or to spnprog@uga.edu or 2) a copy of the front page of the report, which should contain the submission date of the report and the sponsor's award number.
2. Another form of technical report compliance is electronic capture. NSF and NIH, for example, maintain electronic records of all submitted final technical reports by UGA PIs. No hard copies are created through the e-submission process, and OSP staff or auditors can access databases to verify final technical report submission.
3. Under certain circumstances a PI may not provide evidence described in #1, above. In such cases, following the submission by OSP of three standard notices to the PI to provide evidence of report submission, OSP will accept a written acknowledgement of report submission from the PI and will close the file.