Reporting

DELIVERING ON YOUR PROMISE

Presenter Introduction

Award Management

THE OFFICE OF
Contracts & Grants

About Me

Betty Rasmussen

CLOSEOUT & DELIVERABLES OFFICER
OFFICE OF CONTRACTS AND GRANTS

The **Closeout & Deliverables Officer** assists faculty and department administrators with the management of deliverable deadlines and coordinates award closeout with the Principal Investigator (PI) and the Campus Controller's Office (CCO).

Session Overview

WHAT IS A DELIVERABLE (REPORT)?

WHY REPORTING MATTERS

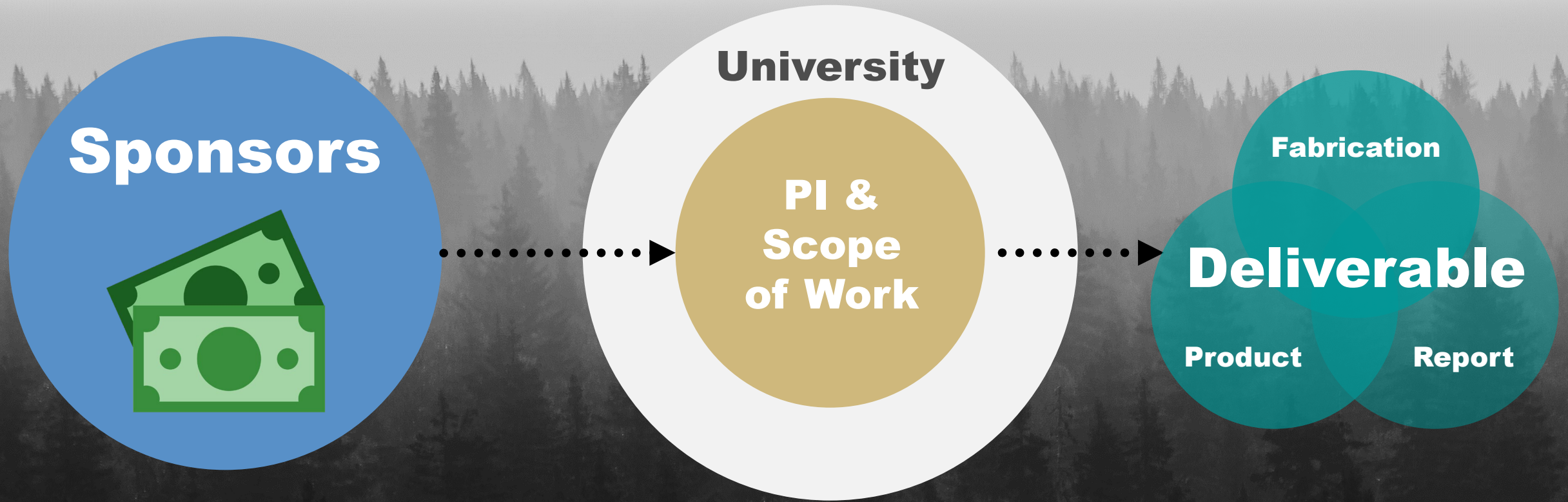HOW TO SUBMIT A SUCCESSFUL REPORT

CONSEQUENCES OF UNSUCCESSFUL REPORTING

WHEN IN DOUBT, REACH OUT!

RESOURCES & USING INFOED

Why Reporting Matters

The University (PI) is **contractually obligated** to follow the terms & conditions of an accepted award agreement.

Deliverable requirements are part of the agreement.

Inability to comply with deliverable requirements may have serious consequences!

How to Send a Successful Report

Timeliness! Sponsors expect that reports will be submitted on or before the due date. Late reports may have consequences

Copy OCG! By copying OCG, responsibility for retention of the report is transferred from the PI and the department to OCG.

Format: Reports should cover all activities during the reporting period. Templates are available on the OCG website.

Logistics: Some sponsors require that reports are submitted by Authorized Representative.

When in Doubt, Reach Out!

Confused about a notification?

Something doesn't look right? Having issues with the system?

Emergency circumstance? Not sure who to contact? Time to closeout award?

Contact OCG Reports!

betty.rasmussen@colorado.edu | ocgreports@colorado.edu

Using *Info*Ed

① 1

Deliverables Tab within the Sponsored Project Record →

② 2

Report Due Date revealed when tabs are expanded →

Submissions (2)		—
⊛ 17-06-0049/New		+
⊛ 18-05-0137/Supplement		+
Admin Staff (1)		+
Awards (3)		+
Approvals (1)		+
Linkages		+
▸ **Deliverables (3)**		—
Patent/Invention (1)		—
Final Patent Report 28-Oct-2020		
Progress/Technical (2)		—
Annual Progress Report 15-Dec-2018		—
REB026006A_Annual Report submitted 2019.01.15.pdf		
Final Report 28-Oct-2020		
Attachments (18)		+

Deliverables

☐ Use Project Start and End Dates ❓   -OR-   Set Number of Reports ❓   1

Start Date ❓
19-Nov-2019

Form ❓
[▾]

DUE ▾	REPORT NAME	CATEGORY
15-Dec-2018	Annual Progress Report	Progress/Technical
28-Oct-2020	Final Patent Report	Patent/Invention
28-Oct-2020	Final Report	Progress/Technical

Patent

☐ Disclosure ❓

☐ Invent Statement ❓   Date ❓

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Deliverables summary appears when you click on the Deliverables Tab

Resources

- https://www.colorado.edu/ocg/manage-awards/reporting-and-deliverables

- https://www.colorado.edu/ocg/guide-sponsor-reporting-requirements

- https://www.colorado.edu/ocg/reporting-and-deliverables/reporting-faqs

- "How To" Guide for Reporting Requirements

- "Submit Reports On Time Every Time" Handout

- NIH Reporting Resource