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Submit Reports On Time Every Time

Sponsors expect timely submission of sponsored project reports

PI Responsibilities

1. Submit reports to the sponsor on time
2. Provide a copy of the report to OCG

OCG Responsibilities

1. Track reports submitted in InfoEd
2. Ensures reports are kept in InfoEd as official records of the award

Oops...I forgot or I'm late, now what?

OCG will notify you a maximum of three (3) times about your late report

Each OCG notification has a 3-day response time before the next notification is sent

After three notifications, a hold is placed on all active awards, which means:

- No NCE's will be processed until the report is submitted
- No new awards will be processed until the report is submitted
- No NDAs or other types of award actions will be completed until the report is submitted

**It happens...Submit
as soon as possible**

Chronic late reports and disregarding notification deadlines?

A hold will be placed on all active awards AND proposals until all late reports are submitted

See the Technical Report Submission Procedural Statement at www.colorado.edu/researchinnovation/resources/policies

Need help?

OCG's Compliance team is here to help, contact us at ocgreports@colorado.edu



Office of Contracts and Grants
UNIVERSITY OF COLORADO BOULDER