

Section 7.2: Reporting Requirements

PURPOSE AND POLICY

Among the terms and conditions included in the grant agreement are the reporting requirements. Grant program managers will be required to submit periodic (monthly, quarterly, and/or semi-annually) programmatic and financial reports. These reports inform the grantor about the progress of the grant-funded program and demonstrates fiscal responsibility. The next sections discuss programmatic and financial reporting as well as the transparency requirements for grant-funded programs.

When establishing the grant in eCivis, the program manager can assign reporting tasks with deadlines and reminders. The [eCivis User Guide for Grant Implementation](#) provides instructions for these tasks. Sample report documents are included in the appendix of this manual.