

Section 7.3.4: Reports

PURPOSE AND POLICY

Many grants will require various types of reports in addition to scheduled programmatic and financial reports. Some of these reports are tangible deliverables; this is particularly true if there is a research component to the grant. The grant program manager must be familiar with all reporting requirements. The grant program manager will need to know specifics regarding how the report must be prepared: which data elements must be included, the preferred style (i.e., MLA or APA) and whether the grantor has a report template. The grant program manager will need to know the delivery method (i.e., uploaded via a web-based reporting system) and whether the report will be published or otherwise presented publicly (i.e., at an industry conference). As the sponsor of the grant-funded activity and deliverables, the grantor will have specific language regarding the sponsorship of the report that will be included in the report (usually on a title page). The grant program manager should add all required reports as tasks, with deadlines and reminders, in eCivis. The [eCivis Implementation User Guide](#) provides technical instruction for setting up and managing tasks. Samples of additional reports are listed below; this is not an all-inclusive list and grant program managers should be cognizant of the requirements of their grantors.

Technical report

Many grantees will generate data in the course of implementing their programs and may be required to prepare technical reports based upon the data collected. These reports may serve one or more purposes: document the impact of program or project; inform an audience about discoveries or other findings; demonstrate the cost effectiveness of the services provided; or all of these purposes. Technical reports are periodically filed if the program or project is funded over multiple years; however, the technical report may be included in the grant's final report if designated as such by the grantor.

Final report

Most grants will require a final report, which will summarize the program activity, related financial expenditures and program accomplishments. Grantors may have a final report template or other instructions regarding the content and format. For a grant-funded research project, the final report may be an academic paper and/or Principle Investigator's report (see below).

Property report

Uniform Guidance (2 CFR 200) [§200.329](#) proscribes regulations for reporting on real property for federally funded grant activity. The federal awarding agency (or pass-through entity) requires a non-federal grantee to submit reports at least annually on the status of real property in which the federal government retains an interest, unless the federal interest in the real property extends 15 years or longer. In those instances where the federal interest attached is for a period of 15 years or more, the Federal awarding agency or pass-through entity, at its option, may require the non-federal grantee to report at various multi-year frequencies.

Patent report

The Bayh-Dole Act requires that all federally funded inventions be reported to the federal awarding agency. Regulations implementing the provisions of Bayh-Dole are codified in [37 CFR 401](#), Rights to

Inventions Made by Nonprofit Organizations and Small Business Firms under Government Grants, Contracts, and Cooperative Agreements. The entity that develops the invention is permitted to seek a patent for the invention under this law. Federal agencies that fund research include standard patent rights clause language per 37 CFR 401 [§401.14](#).

Principal Investigator reports

Principal Investigators (PI), academics leading grant-funded research projects, serve as grant program managers as well as researchers. As such, they have additional reporting requirements to their funding agency (and to their academic institutions). PI reports will vary dependent upon the funding agency's specific requirements. Some common PI reports include periodic research performance progress reports, technical reports, and inventory equipment reports.