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NSF Project Reporting Format

This document has been developed to provide Principal Investigators (PIs), co-PIs, and research organizations with:

- A listing of the questions that will be asked in the new NSF project reporting format;
- Assistance in planning for the submission of the report; and
- A tool to help PIs collaborate with other contributors in answering these questions, if needed.

The project reporting service on Research.gov and the associated [help documentation](#) provides more detailed instructions and contextual assistance.

Note: *NSF project reports are not cumulative and should always be prepared for the specific project reporting period only.*



Accomplishments

You have the option of selecting “nothing to report” in this section.

What are the major goals of the project?

What was accomplished under these goals and objectives (you must provide information for at least one of the 4 categories below)?

Major Activities:

Specific Objectives:

Significant Results:

Key outcomes or other achievements:

What opportunities for training and professional development has the project provided?

Have the results been disseminated to communities of interest? If so, please provide details.

What do you plan to do during the next reporting period to accomplish the goals?

NOTE: You may upload PDF files with images, tables, charts, or other graphics in support of the Accomplishments section. You may upload up to 4 PDF files with a maximum file size of 5 MB each.



Products

You have the option of selecting “nothing to report” in this section. There are no limitations to the number of entries you submit and you can also pull information directly from Thomson Search when using the online tool on Research.gov.

Within the Products section, you can list any products resulting from your project during the specified reporting period, such as:

Books:

Book Chapters:

Inventions:

Journals or Juried Conference Papers:

Licenses:

Other Conference Presentations / Papers:

Other Products:

Other Publications:

Patent Applications:

Technologies or Techniques:

Thesis / Dissertations:

Websites or Other Internet Sites:

NOTE: You may upload PDF files with images, tables, charts, or other graphics in support of the Products section. You may upload up to 4 PDF files with a maximum file size of 5 MB each.

Participants

There are no limits on the number of participants you list for this section; however, you must list participants who have worked one person month or more for the project reporting period. You have the option of selecting “nothing to report” in this section. For Research Experience for Undergraduates (REU) sites and supplements, specific questions will be listed in this section. The online service will also ask for additional information on participants such as:

- What individuals have worked on the project?
- What organizations have been involved as partners?

What individuals have worked on the project?

Name	Most Senior Project Role	Nearest Person Month Worked

Has there been a change in the active other support of the PI/PD(s) since the last reporting period?

Yes No

If Principal Investigators (PIs)/Project Directors (PDs) and co-PIs/co-PDs select “Yes,” they are required to upload their most up-to-date Current and Pending Support document in an NSF-approved format to notify NSF that active other support has changed since the award was made or since the most recent annual report. To access the NSF-Approved formats, you can find them here: <https://www.nsf.gov/bfa/dias/policy/cps.jsp>

What other organizations have been involved as partners?

The online service will also ask you for additional information such as:

- Type of Partner Organization
- Name
- Location
- Partner’s contribution to the project

Have other collaborators or contacts been involved? Yes No

Impacts

You have the option of selecting “nothing to report” in this section.

What is the impact on the development of the principal discipline(s) of the project?

What is the impact on other disciplines?



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What is the impact on the development of human resources?

What is the impact on teaching and educational experiences?

What is the impact on physical resources that form infrastructure?

What is the impact on institutional resources that form infrastructure?

What is the impact on information resources that form infrastructure?

What is the impact on technology transfer?

What is the impact on society beyond science and technology?

What percentage of the award's budget was spent in a foreign country?



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Changes / Problems

If not previously reported in writing to the agency through other mechanisms, provide the following additional information or state, "Nothing to Report", if applicable.

Changes in approach and reason for change:

Actual or Anticipated problems or delays and actions or plans to resolve them:

Changes that have a significant impact on expenditures:

Significant changes in use or care of human subjects:

Significant changes in use or care of vertebrate subjects:

Significant changes in use or care of biohazards:

Has there been a change in your primary performance site location from the originally proposed? If so, please provide the location of your new primary performance site and reason for the change in location.



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Special Requirements

This report section is only available when Special Requirements are specifically noted in the solicitation and approved by the Office of Management and Budget.

NOTE: You may upload PDF files in support of the Special Requirements section. You may upload PDF files with a maximum file size of 10 MB each. There is no limit to the number of files uploaded.