



# Prepare & Submit Your Annual, Final and Interim Project Reports

## Prepare and submit your Final, Annual, and Interim Project Reports on Research.gov!

The National Science Foundation (NSF) has transferred its existing project reporting functionality from FastLane to [Research.gov](http://Research.gov). This means that Principal Investigators (PIs) and Co-PIs will use Research.gov to meet all NSF project reporting requirements, including submission of Final, Annual and Interim Project Reports and the Project Outcomes Report. The new Project Reports Dashboard will be a one-stop shop for all NSF project reports, including the Project Outcomes Reports. Research.gov provides easy access to research-related information and grants management services in one location. Research.gov is the modernization of FastLane, providing the next generation of grants management capabilities for the research community.



## Logging into Research.gov

The PI/Co-PI can access the Project Report service by **logging in to Research.gov**. Additionally, you can navigate to this service from:

- Project Reports System in FastLane (seamlessly directs you to Research.gov),
- A link to Research.gov provided in the email notifications of due and overdue reports.

To log in to Research.gov:

**1.** On the Research.gov homepage, select **NSF User** from the Login drop down menu.



**2.** Click **Login**.

**3.** On the NSF User Login page, enter your Last Name, NSF ID, and Password.

**4.** Click **Login**.



## Preparing and Submitting Your Report

Once logged in, you will see your **Project Reporting Dashboard**.

1. Click on the **Annual, Final and Interim Report Link** provided on the Project Reporting Dashboard to prepare reports.

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Welcome Robert Zink | My Profile | Logout | August 02, 2012

**MY DESKTOP**

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**Alerts**

POR and FFR customers submitting reports, please remember to save your reports frequently in order to avoid being timed out of Research.gov.

**Note:** Your institution must be actively registered in the Central Contractor Registration (CCR) in order to access Research.gov grantee services, including the FFR. If your registration is expired or if your institution never registered with CCR, you will not have access to services on Research.gov. To register, visit [www.ccr.gov](http://www.ccr.gov). If you are registered in CCR and cannot access Research.gov's grantee services, including the FFR, contact the NSF Help Desk at 1-800-381-1532.

**My Desktop**

**Project Reporting Dashboard**

\* [Annual, Final and Interim Report](#)  
 View, complete and submit reporting requirements

\* **Project Outcomes Report : 1 Total**  
 Due (0) | Overdue (0) | Submitted (1) | Not Yet Due (0)

**My Links**

**SEE Innovation**

Check out the new Science, Engineering & Education (SEE) Innovation site to find clear, accessible information about the outcomes of NSF-funded

The Project Reports Page will show you the status of all of your project reports that are due or overdue.

2. Click the **Create/Edit** link under the **Action** column for the award to create or edit a report.

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Return to Research.gov Home | Contact Us | Project Reports Help

Welcome Robert M. Zink | August 08, 2012

**Project Reports**

What is the difference between an Annual, Final, Interim and Project Outcomes Report?

Reports Due | Reports Due < 12 Months | All Awards

Show 25 per page

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Award Number	Award Title	Report Type	Status	Days Until Overdue	Report Overdue Date	Action
1011599	DISSERTATION RESEARCH: A multidisciplinary study of community assembly I. ...	Final	Returned	OVERDUE	09/29/2011	<a href="#">Create/Edit</a>
0919494	Testing Simultaneous Divergence of Isolated Avian Populations in the Caucasus	Final	Due	90 days	10/09/2012	<a href="#">Create/Edit</a>

3. Read the Privacy Act and Public Burden Statement, then click **Continue**.

**Privacy Act and Public Burden Statement**

The information requested for Research Performance Progress Reports (RPPR) is solicited under the authority of the National Science Foundation Act of 1950, as amended, 42 U.S.C. 1861, et seq.

The primary purpose of the RPPR system is to enable NSF to evaluate progress and results of NSF-funded projects, identify outcomes of projects funded under NSF awards for program management and evaluation, and for reporting within the Executive Branch and to Congress. Information from the system may be provided to the applicant or grantee institution.

Information from the system may be disclosed to contractors, qualified reviewers, volunteers, experts, advisors, and other individuals who perform a service to or work on or under a contract, grant, cooperative agreement, advisory committee, committee of visitors, or other arrangement with or for the Federal government as necessary to carry out their duties in pursuit of the purposes described above. The contractors are subject to the provisions of the Privacy Act. Information from the system may be merged with other computer files in order to carry out statistical studies or assist with program management, evaluation, and reporting. Disclosure may be made for this purpose to NSF contractors and collaborating researchers, other Government agencies, and qualified research institutions and their staffs. Information from the system may be disclosed to another Federal agency, court, or party in a court or Federal administrative proceeding if the government is a party, or to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual. See Systems of Records, NSF-68, "Project Results Information Base," 63 Fed. Reg. 271. Submission of the progress reports is required by NSF Grant Conditions applicable to NSF awards. Failure to file project reports will prevent your receipt of future NSF awards.

Public reporting burden for this collection of information is estimated to average 5 hours per response, depending on the type of research project being supported. Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to:

Suzanne H. Plimpton  
 Reports Clearance Officer  
 Facilities and Operations Branch  
 Division of Administrative Services  
 National Science Foundation  
 Arlington, VA 22230

[Continue](#)

You will be brought to the **Report Summary** which provides award information and progress/status of your report.

Preview the report.

View the Progress Indicator of your report.

**Award 0919494 - Final Project Report**

< All Reports for this Award

**Report Summary**

Report Status: Due

Days Until Overdue: 90 0 83 days

Report Due On: 08/01/2012

Report Overdue On: 10/30/2012

Reporting Period: 08/01/2011 - 07/31/2012

Last Submitted:

Accomplishments: Not Started

Products: Not Started

Participants: Started

Impact: Not Started

Changes: Not Started

Total Progress:

[Hide Report Summary](#)

Available Actions: [Preview Report](#) [View Previous Annual Report](#) [View Help](#)

Below the Report Summary, you will see the **Report Content**.

4. Verify the pre-populated information found on the Cover tab. Click **Next Section** or the **Accomplishments** tab to continue.

**Report Content**

Cover **Accomplishments** Products Participants Impact Changes/Problems

**Cover**

Federal Agency and Organization Element to Which Report is Submitted:

Federal Grant or Other Identifying Number Assigned by Agency:

Project Title:

PD/PI Name:

Recipient Organization:

Project/Grant Period:

Reporting Period:

Submitting Official (if other than PD/PI):

Submission Date:

Signature of Submitting Official (signature shall be submitted in accordance with agency specific instructions):

[Next Section >](#)

[Next Section >](#)

5.

You will shift to the Accomplishments tab. Fill out all required information and click **Save/Next Section** or the **Products** tab to continue.

**Report Content**

Cover **Accomplishments** Products Participants Impact Changes/Problems

< Save Previous Section Save Save / Next Section >

**Accomplishments - What was done? What was learned?**

For NSF purposes, the PI should provide accomplishments in the context of the NSF merit review criteria of intellectual merit and broader impacts, and program specific review criteria specified in the solicitation. Please include any transformative outcomes or unanticipated discoveries as part of the Accomplishment section.

The PI is reminded that the grantee is required to obtain prior written approval from the awarding agency grants official whenever there are significant changes in the project or its direction. See agency specific instructions for submission of these requests.

For purposes of NSF, please see Exhibit II-1 of the Award & Administration Guide for a complete listing of Grantee Notifications To and Requests For Approval From the National Science Foundation.

Please make sure to read all instructions including NSF specific instructions, which can be found in the following link: [NSF Specific](#)

If there is nothing significant to report during this reporting period, please check "Nothing to Report" if applicable.

\* Required fields

\* What are the major goals of the project?

List the major goals of the project as stated in the approved application or as approved by the agency. If the application lists milestones/target dates for important activities or phases of the project, identify these dates and show actual completion dates or the percentage of completion.

Enter Text Here

Within the Accomplishments tab, you will fill out text fields with information such as major goals, objectives, results, etc.

If needed, you can save the report and come back to it at any time.

To complete the tab, you must either fill out all required text boxes or click **Nothing to Report**.

**\* How have the results been disseminated to communities of interest?**

Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities, for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities.

☒ Nothing to report

Supporting Files

You may upload pdf files with images, tables, charts, or other graphics in support of this section. You may upload up to 4 pdf files with a maximum file size of 5 MB each.

Please select a file.

Description (required if uploading a file)

Characters Remaining: 8000

You have the option to upload PDF files with images, tables or charts in support of the Accomplishments section.

## Report Content

Cover Accomplishments Products **Participants** Impact Changes/ Problems

< Save / Previous Section

Save

Save / Next Section >

### Products - What has the project produced?

For NSF purposes, the PI should include and address in the Products section the goals associated with data management and access and note any significant challenges in them, as well as specific plans for dissemination of data, software and other digital research products. When you report any of these items, please include any available identifiers and whether and how these products can be accessed or shared.

INSTRUCTIONS - List any products resulting from the project during the reporting period.

If there is nothing to report under a particular item, please check, "Nothing to Report" if applicable.

Your Output Summary for this Reporting Period:

Publications (0 item s)

For NSF purposes, each category/publication should identify any associated data, software, other supplementary materials and the appropriate identifier. "Other publications, conference papers and presentations" should include other "non-reviewed" publications, conference papers, and presentations.

[Add / Edit](#) ☐ Nothing to report

Technologies or techniques (0 item s)

[Add / Edit](#) ☐ Nothing to report

Hardware, software applications, and/or licenses (0 item s)

[Add / Edit](#) ☐ Nothing to report

Web sites (0 item s)

[Add / Edit](#) ☐ Nothing to report

Other products, such as data or databases, physical collections, audio or video products, software or hardware, models, educational aids or exhibits, instruments, or equipment (0 item s)

☒ Nothing to report

Supporting Files

You may upload profiles with images, tables, charts, or other graphics in a supporting file section. You may upload up to 4 profiles with a maximum file size of 5 MB each.

[Browse](#) Please select a file.

6. You will shift to the Products tab. Fill out all required information and click **Save/Next Section** or the **Participants** tab to continue.

Within the Products tab, list any products resulting from the project during the reporting period.

Once again, you have the option to upload PDF files with images, tables or charts in support of the section.

## Report Content

Cover Accomplishments Products **Participants** **Impact** Changes/ Problems

< Save / Previous Section

Save / Next Section >

### Participants & Other Collaborating Organizations - Who has been involved?

Agencies need to know who has worked on the project to gauge and report performance in promoting partnerships and collaborations.

For NSF purposes, for separately submitted and awarded collaborative proposals, the PI should report progress on his/her institution's portion of the collaborative effort only. In each of the subsections below, note which collaborators or contacts are involved in data contribution and/or management.

If there is nothing significant to report during this reporting period, please check "Nothing to Report", if applicable.

\* Required fields

\* What individuals have worked on the project?

Name	Most Senior Project Role	Nearest Person Month Worked	Action
Robert M Zink	PD/PI	5	<a href="#">View / Edit</a>

[Add new participant](#)

\* What other organizations have been involved as partners?

No organizations entered.

[Add new organization](#)

☒ Nothing to report

\* Have other collaborators or contacts been involved?

Some significant collaborators or contacts within the recipient's organization may not be covered by "What people have worked on the project?" Likewise, some significant collaborators or contacts outside the recipient's organization may not be covered under "What other organizations have been involved as partners?"

☐ Yes ☒ No

7. You will shift to the Participants tab. Fill out all required information and click **Save/Next Section** or the **Impact** tab to continue.

**Important Note:** Your name will automatically appear as a participant. You must select **View/Edit** and fill out all required information to complete this tab.

Within the Participant tab, include additional participants or other collaborating organizations.

**8.** You will shift to the Impact tab. Fill out all required information and click **Save/Next Section** or the **Changes/Problems** tab to continue.

Within the Impact tab, explain the impact of the project during the reporting period.

**Report Content**

Cover Accomplishments Products Participants **Impact** **Changes/Problems**

< Save / Previous Section Save Save / Next Section >

**Impact - What is the impact of the project? How has it contributed?**

**INSTRUCTIONS** - This component will be used to describe ways in which the work, findings, and specific products of the project have had an impact during this reporting period.

For NSF purposes, include, where appropriate, discussion of data resources and the acquisition of data skills. Include the emergence of new career paths, such as data scientists, or new disciplines.

If there is nothing significant to report during this reporting period, please check "Nothing to Report" if applicable.

Please make sure to read all instructions including NSF specific instructions, which can be found in the following link: [NSF Specific](#)

\* Required fields

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

Describe how findings, results, techniques that were developed or extended, or other products from the project made an impact or are likely to make an impact on the base of knowledge, theory, and research and/or pedagogical methods in the principal disciplinary field(s) of the project.

☐ Nothing to report

Enter Text Here

To complete the page, you must either fill out all required text boxes or click **Nothing to Report**.

**Report Content**

Cover Accomplishments Products Participants Impact **Changes/Problems**

< Save / Previous Section Save Save / Next Section >

**Changes/Problems**

**INSTRUCTIONS** -

The PI is reminded that the grantee is required to obtain prior written approval from the awarding agency grants official whenever there are significant changes in the project or its direction. See agency specific instructions for submission of these requests.

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

\* Required fields

**Notifications and Request**

For more information on Grantee Notifications to and Requests for approval from the National Science Foundation, please visit the Notifications and Requests section in FastLane or refer to Exhibit B-1 of the Award and Administration Guide (AAG).

\* Changes in approach and reasons for change ☐ Nothing to report

Enter Text Here

Characters Remaining: 7978

\* Actual or Anticipated problems or delays and actions or plans to resolve them ☐ Nothing to report

**9.** You will shift to the Changes/Problems tab. Fill out all required information and click **Save/Next Section** to continue.

To complete the tab, you must either fill out all required text boxes or click **Nothing to Report**.

Within the Changes/Problems tab, describe any changes or problems that occurred on the project during the reporting period.

**Important note:** If an award has a Special Reporting Requirement, a seventh tab will appear next to the Changes/Problems Tab.

- 10.** Once ALL required fields are completed in ALL tabs, an option will appear to submit the report. Select **Submit**.

If you would like to print the report, select **Preview** then print.

**Award 0919494 - Final Project Report**

< All Reports for this Award

**Report Summary**

This report is ready to be submitted. You can [preview](#) or [submit](#) this report.

Report Status: Due

Days Until Overdue: 90 0 83 days

Report Due On: 08/01/2012

Report Overdue On: 10/30/2012

Reporting Period: 08/01/2011 - 07/31/2012

Last Submitted:

Available Actions: [Preview Report](#) [View Previous Annual Report](#) [View Help](#)

Accomplishments: Complete

Products: Complete

Participants: Complete

Impact: Complete

Changes: Complete

Total Progress: 100%

[Hide Report Summary](#)

**Please Note:** Requirements will vary for Interim Project Reports. There will also be no Report Summary screen.

A status of Complete will appear when all required fields in a section are filled out.

- 11.** Review the checklist to ensure everything is complete. Click **Continue**.

**Award 0919494 - Final Project Report**

Before submitting your project report to NSF, please review the checklist below to ensure you have submitted a complete and quality report.

**Submission Checklist:**

Did you...

- [Preview your report](#) (how the Program Officer will see your report)
- Read all instructions carefully
- Make sure this report covers only the reporting period
- If applicable, include Special Reporting Requirements
- Upload images/charts where applicable
- Check with cognizant Program Officer if you have questions
- Submit your report on time

[Continue](#) [Cancel](#)

- 12.** Certify the report by checking the box, and click **Submit Report**. The Program Officer (PO), PI and Co-PI will be notified via email of the report submission.

**Award 0919494 - Final Project Report**

Your project report is ready for submission to NSF. If you want to submit now please certify by checking the check box below then selecting the "Submit Report" button.

☐ I certify that to the best of my knowledge (1) the statements herein (excluding scientific hypotheses and scientific opinions) are true and complete, and (2) the text and graphics in this report as well as any accompanying publications or other documents, unless otherwise indicated, are the original work of the signatories or individuals working under their supervision. I understand that the willful provision of false information or concealing a material fact in this report or any other communication submitted to NSF is a criminal offense (U.S. Code, Title 18, Section 1001).

[Submit Report](#) [Cancel](#)

13.

A box will pop up informing you that the report was submitted successfully.

## Award 0919494 - Final Project Report

Your report has been successfully submitted. Please contact your Program Officer if you have any questions.

[Return to Project Reports Home](#)

If needed, after a report is submitted, you will be able to recall a report from the Project Report Dashboard.



## Viewing Reporting Requirements

1.

Login to the **Project Reporting Dashboard** by completing all steps from *Logging into Research.gov* (Page 1).

2.

After logging in, click on the **Annual, Final and Interim Report Link** on the Project Reporting Dashboard.

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Welcome Robert Zink | My Profile | Logout | August 02, 2012

**MY DESKTOP**

- Research.gov Services & Tools
  - Grant Application Status
  - Research Spending & Results
  - Policy Library
  - Project Reports
- NSF FastLane Services
  - Proposals, Awards & Status
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**My Desktop**

Project Reporting Dashboard

**Annual, Final and Interim Report**  
View, complete and submit reporting requirements

**Project Outcomes Report : 1 Total**  
Due (0) | Overdue (0) | Submitted (1) | Not Yet Due (0)

**SEE Innovation**

Check out the new Science, Engineering & Education (SEE) Innovation site to find clear, accessible information about the outcomes of NSF-funded

3.

Click on the **Award Number** you want to see the Reporting Requirements for.

**Project Reports**

What is the difference between an Annual, Final, Interim and Project Outcomes Report?

Reports Due | Reports Due < 12 Months | All Awards

Show 25 per page

PAGE 1 of 1

Award Number	Award Title	Report Type	Status	Days Until Overdue	Report Overdue Date	Action
1011599	DISSERTATION RESEARCH: A multilocus, multi-species study of community assembly L...	Final	Returned	OVERDUE	09/29/2011	<a href="#">Create/Edit</a>
0919494	Testing Simultaneous Divergence of Isolated Avian Populations in the Caucasus	Final	Due	90 days	10/30/2012	<a href="#">Create/Edit</a>

4.

You will now see the **Reporting Requirements** for the Award you selected.

## Award 0919494

< Project Reports Main

**Available Actions:**

[Create IPR](#) [View Help](#)

Award Title: **Testing Simultaneous Divergence of Isolated Avian Populations in the Caucasus**

Award Type: **Standard Grant**


PI/Co-PI Name(s): **Robert Zink**

PI Transfer From Award: **N/A**

PI Transfer To Award: **N/A**

Managing Program Officer:

### Reporting Requirements

Report Type	Report Period Start	Report Period End	Status	Days Until Overdue	Report Overdue Date	Action
Interim	05/11/2011	06/01/2011	Draft Started	--	--	<a href="#">Create/Edit</a>
Interim	05/13/2010	06/02/2010	Received	--	--	<a href="#">View</a>
Annual	08/01/2009	07/31/2010	Approved	--	✓	<a href="#">View</a>
Annual	08/01/2010	07/31/2011	Approved	--	✓	<a href="#">View</a>
Final	08/01/2011	07/31/2012	Due	90  0 81 days	10/30/2012	<a href="#">Create/Edit</a>