NOAA CORAL REEF CONSERVATION PROGRAM

Progress Reports

How often do I need to submit a progress report?

NOAA grant recipients generally are required to submit **semi-annual** interim reports as well as a final report for each award. Interim reports cover a 6 month period and are due *30 days* after the reporting period. Final reports are due *90 days* after the award ends and covers the entire award. Reports need to be submitted using the Grants Online system. Please check with your specific program officer and award documents to confirm your reporting due dates and requirements.

Due to the nature of the project, the reporting frequencies could also include:

Annual Reporting (Multi-Year/institutional):

The first progress report will cover a period of 9 months from the start date of the award. Following reports are due annually. All interim project progress reports are due within 30 days of the reporting period end date. A comprehensive final project progress report will be due no later than 90 days after the award expiration and will include the last interim reporting period.

Quarterly Reporting:

Progress reports are due on a quarterly basis, no later than 30 days following the end of each 3-month period from the start date of the original award. The last interim period will cover the final 3-month period of the award, or any part thereof, and is due within 30 days after award expiration. A comprehensive final project progress report is due within 90 days after award expiration.

What should the report include?

The report should be a stand-alone document (Microsoft Word or PDF format) and can include attachments. All progress reports should include, at a minimum the following information. Please check with your program officer if there is a specific reporting form, template, or additional programmatic information required.

AWARD INFORMATION: Award Number, Project Title, Agency, Principal Investigator, Award Period, and Reporting Period.

PROJECT SUMMARY: A brief description of the activities in the approved award and project narrative, focusing on the activities that were to be completed within the reporting period.

PROGRESS AND OUTCOMES: A brief description of the activities and progress of the project that occurred within the reporting period, including data and results of any monitoring or data collection activities. For example, if your award included a public outreach day, include the date and location of the event, number of participants, and outcomes/goals obtained during the event.

CHALLENGES: Any challenges or anticipated problems with the project. If activities are delayed, please explain why.

ATTACHMENTS: Photos with captions and photo releases, spreadsheets with data, presentations, news articles, or similar attachments should be included. Please also review your Grant *Special Award Conditions* to see if there are other reporting requirements, such as including data or photo documentation of your award.

How do I submit the report?

The report needs to be uploaded and submitted in Grants Online, and must be approved by an *Authorized Representative* for your entity. **Do not submit reports via email to the Federal Program Officer.**

1. The *Authorized Representative* or *Key Personnel/Principal Investigator* will log into Grants Online.
2. Click on the *"Award"* tab at the top menu bar.
3. Click on the *"Search"* button to locate your award and the progress report submission form. Enter the award number, if you know it, or leave it blank and hit *"Submit"* to find all of the NOAA awards available to you.
4. Click on the *"Award Number"* in the search results.
5. Scroll down to the bottom of the *"Grants File"* to the *"Associated Documents"* section. Click on the link in the *"ID"* column to get to the progress report screen.
6. Click the text link, *"Go to Performance Progress Report Details Page"*.

7. Enter the required information and upload the report document and any attachments. Once completed, select *"Complete Report"* at the bottom.
8. Navigate to your *"Inbox"* to finish the submission. Click on the *"Inbox"* tab at the top menu bar and click on *"Tasks"* on the left hand menu bar.
9. *"View"* the task. It will take you to a new window. Using the drop down menu, click on *"View Progress Report"*, and hit the *"Submit"* button. The report and attachments will now appear, please double check to ensure the report and attachment is complete. Once you are finished click the *"Complete Report"* button at the bottom of the page.
10. Choose the drop down menu *"Forward Progress Report to Authorized Representative"* and click *"Submit"*.
11. The *Authorized Representative* must now log in and approve the report. Most entities are set up in a manner that *Principal Investigators* can *NOT* submit directly to agency, therefore they will not have the *"Forward to Agency"* option listed below.

A report is not considered submitted until the **"Forward to Agency"** *action has been completed. Please submit your report in enough time to allow the Authorized Representative to review and submit the report.*

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12. The Authorized Representative must click on the *"Inbox"* tab at the top menu bar, and click on *"Tasks"* on the left hand menu bar. Click on the report in the list. To review the report, choose *"View"* in the drop down menu and select *"Submit"*. The report will then open to be reviewed or modified. To send the report to NOAA, select *"Forward to Agency"* in the drop down menu and then the *"Submit"* button. The report will then be sent to NOAA to review and accept.

Make sure that the "Forward to Agency" option is selected and hit Submit!

What if my report is late?

Please contact your Federal Program Officer as soon as possible if you are having problems with the reporting deadline. NOAA can begin enforcement actions if the report is more than *15 days late*, or if late reports are an on-going problem. *Enforcement actions can include designating the recipient as "High Risk", not allowing any funds to be drawn down, or even keep your organization from receiving a future NOAA award.* Please discuss all challenges as soon as possible with your Federal Program Officer or Grant Officer to keep your award in good standing.

Grants Online Training Pages

Grantee Quick Reference Guide
Performance Progress Reports Grantee Training Manual