**Sponsor Reporting Requirements**

All financial reports, including final financial closeout reports, are the responsibility of Sponsored Programs Accounting. All technical reports, including final technical reports, are the responsibility of the PI. Reports that are late in submission could lead to a potential problem with future funding and should be avoided, whenever possible.

A. Financial - Preparation of all financial reports, including final financial reports submitted at time of award closeout, is the responsibility of Sponsored Programs Accounting. Amounts included on these reports are derived from the Workday financial system based upon incurred expenses. Departments, therefore, are responsible for ensuring that amounts reported accurately reflect the expenses necessary to achieve project goals.

B. Programmatic - Principal investigators are responsible for the timely completion of all programmatic (technical, narrative, progress) reports required by the terms and conditions of sponsored program awards. It should be noted that many sponsors, especially Federal sponsors, will possibly take action, up to and including curtailment of future awards and withholding payment to the University, for noncompliance with the reporting requirements of awards.

C. Invention - As periodically required by the terms and conditions of awards, Sponsored Programs will contact principal investigators to determine if any inventions were created or patents filed under specific awards. Sponsored Programs will then complete the appropriate reporting form and submit it to the sponsor.

D. Property - All property reports are completed by the Procurement office in accordance with the terms and conditions of individual awards.

E. Other - Occasionally, additional reporting requirements will be included in sponsored program awards. In these instances, each situation will be handled on a case by case basis.