

## **Nebraska Research Initiative (NRI) - Faculty Research Projects PROGRESS and FINAL REPORT INSTRUCTIONS**

### **REPORT PREPARATION and SUBMISSION:**

Progress and final reports are required for all NRI-funded faculty research projects. Report due dates are outlined in the original award notification correspondence (and/or subsequent award modification notices).

Reports are to be completed electronically using the grants-awards website (<http://grants-awards.nebraska.edu>). Detailed sign in directions can be found in this [PDF document](#). Upon sign in, investigators are presented with a screen that shows their proposals and awards (titled "Your Proposals and Awards"). To prepare a report, click on the appropriate application (proposal) title listed under "Application ID." At that point, the steps and forms necessary to generate a report will be shown. If others will be assisting in report preparation, you can request that they be added to your reporting form. Please contact Angela Dibbert ([adibbert@nebraska.edu](mailto:adibbert@nebraska.edu)) with these requests.

**Reporting consists of three tasks** (You click "Start" to initially start work on a listed task):

1. Completing the "Report Form" (Required for all report types)
2. Uploading the project's "Outputs" below (Optional for Initiation Reports)
3. Uploading financial (SAP) reports below (Required for all report types. All projects should have an assigned SAP account number shortly after an award is made.)

### **1. Report Form**

The online "Report Form" has entry fields as noted below. Many of these fields are pre-populated.

- Project Title
- PD/PI Name
- PD/PI Email Address
- PD/PI Phone Number
- PI/Co-PI Campuses (if you select other, there will not be a text box requesting further information.)

Accomplishments also are to be outlined on the Report Form. In the accomplishments section, the proposal's goals should be pre-populated. In the text box under each goal, report what has been accomplished. Also indicate what still needs to be accomplished under each goal.

Include:

- Major Activities
- Significant Results (findings, developments, conclusions)
- Key Outcomes or Achievements

Following the accomplishments section, the report form also has fields requesting information on how the project has impacted some or all of the following (to date).

- Knowledge/techniques used in your discipline
- Development of your and colleagues' research teams
- Fostered multi-campus University of Nebraska collaborations
- Led to economic development in Nebraska
- Changed practices (in society, among the Nebraskans/Nebraska businesses, etc.)
- Resulted in increased or new extramural grant activity / research capacity

The form ends with a text box for any special notes you want to convey in your report.

## 2. Outputs PDF Document

The second task to complete is to upload a PDF document that outlines the outputs resulting from your project. (We don't expect outputs to be listed in your initiation report; but if you have information to submit, click on the "start" button. If you don't have information to provide for your initiation report, skip to the financial information step. This document/section, however, is required for all subsequent reports.)

The outputs document should list all publications, patent disclosures, etc. resulting from the project during the reporting period. Examples include:

- Peer reviewed journal publications (accepted/published status)
- Submitted publications
- Books, theses/dissertations, monograph chapters
- Conference Presentations (Poster Paper/Oral) or Exhibitions/Performances
- Invention Disclosures or Patent Applications
- New grant applications based on data collected for this project

**The reporting period for the initiation report is the first three months of the project. The annual report reporting period is 12 months from the start of the project OR the last progress report. The reporting period for the final report is the period from the project start to the project end date.**

Note: When a document is uploaded, you are immediately taken to a viewer window. After confirming that the file is as intended, click on the "Back" button found at the top-right edge of the screen.

## 3. Financial Information (SAP Data)

The final reporting task is to upload a full-detail SAP report as a PDF file. This should be the report that lists all the individual transactions made against your account. The SAP report should be for the reporting periods outlined above.

After all tasks are complete, click on the "Submit" button to finalize the report.