Guidance on Technical Reporting

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Revised on:  
Applies to: All UConn Campuses

The terms and conditions of sponsored awards typically require the grantee to produce technical reports on program outcomes against the original aims of the project, productivity and dissemination. Most sponsors have a required format and submission cadence, which are included in the terms and conditions of the award. All award terms and conditions should be reviewed by the PI for specific reporting requirements. See links to sponsor information at bottom of this guidance for many of our federal sponsors.

Generally, a technical report includes the following information:

- Identifying information, such as: grant number, principal investigator, the university, project title, and the performance period of the award
- Actual accomplishments toward the stated objectives of the award during the reporting period and other relevant programmatic information including:
  - A narrative of the work completed to date
  - List of all travel including conferences, collaboration meetings and presentations
  - List of individuals who worked on the project
  - List of publications or other products generated (patents, software, websites, etc.)
  - If applicable, report on participant support activities (it is recommended to include either the names or the number of participants)
- Developments during the reporting period that may impact the project (note that most sponsors require prior approval of these events which must be reported at the time they occur in accordance with the terms and conditions of the award):
  - Significant budget impacts including slow/delayed spending, cost overruns and significant rebudgeting
  - Changes in personnel or relevant information about key personnel (such as changes in active support)
  - Changes in the use of human subjects, vertebrate animals, engagement of foreign components, etc.
- Although it may not be explicitly required, it is recommended to include information on significant purchases (equipment, supplies and services) made within the last ninety days of the award to clearly document how the purchases benefited the award.

Principal investigators are responsible for preparing and submitting interim and final technical reports by the sponsor deadline. Some sponsors also require the reports to be approved through the Office of the Vice President for Research, Sponsored Program Services (SPS). These reports should be submitted to SPS five days in advance to allow time for review and approval. Investigators are encouraged to copy SPS even when not required to do so on the submission of all technical reports.

Failure to submit technical reports in a timely manner can result in significant consequences including the delay or suspension of funding of the project and other administrative actions that impact all proposals and awards from that sponsor. Therefore it is critical that all submissions adhere to the reporting schedule defined by the sponsor.
If you have any questions regarding technical reporting requirements, please reach out to your SPS Post-Award Team.

Additonal Resources:

National Institute of Health (NIH):
- NIH RPPR Instruction Guide
- Reporting Requirements

National Science Foundation (NSF):
- Proposal & Award Policies & Procedures Guide (PAPPG)
- Research Performance Progress Report (RPPR)

National Institute of Food and Agriculture (NIFA):
- NIFA Federal Assistance Policy Guide
- REEport Guide for Project Directors
- REEport Overview and Additional Resources

National Oceanic and Atmospheric Administration (NOAA):
- NOAA Administrative Standard Award Conditions

Department of Energy (DOE):
- DOE Reporting Requirements

Department of Defense (DOD):

- Air Force Office of Scientific Research (AFOSR):
  - AFOSR How to Submit a Report & Technical Requirements Information

- Army Research Lab/Army Research Office (ARO):
  - ARO Reporting Instructions

- Office of Naval Research (ONR):
  - Annual Report Guidance

- Strategic Environmental Research and Development Program Office (SERDP):
  - Technical Report Guidance