

PI ARTICLE: An Inventory of Sponsor Required Reports

There are many different types of reports that sponsors may require. Below is a listing of the common reports for sponsors, along with information about when they are required, who prepares them, and who submits them.

Report Name	Description	Frequency/Timing	Prepared by:	Submitted by:
Federal Financial Report (SF-425) and General Financial Reports	Report showing cash received (versus disbursed), expenditures by both the sponsor and recipient, and direct versus indirect expenditures.	Monthly, Quarterly, Annually, and Final	Grants & Contracts	Grants & Contracts
Program Income (NSF)	Report showing income earned by an awardee that is directly generated by a supported activity or earned due to NSF funding.	Annually	Grants & Contracts	Grants & Contracts
Scholarship & Fellowship Financial Reports	Reports detailing expenditures incurred on scholarship/fellowship awards.	Monthly, Quarterly, Annually, and Final	Bursar's Office	Bursar's Office
Programmatic (Technical, Progress) Reports	Reports which provide information to the sponsor as to the work performed and accomplishments to date by the PI.	Depends on award Terms & Conditions	PI	PI
Tangible Personal Property Report (SF-428)	Includes information related to tangible personal property (equipment and supplies),	Depends on award Terms & Conditions	Property Control & PI	Property Control & PI
Final Certification Property Inventory	Documentation reflecting the University's closeout inventory of real and personal property provided by Sponsor or partially or wholly acquired with project funds.	Quarterly AND end of performance	Property Security	OSP Closeout Department
IP Disclosure	Submission of any new discoveries, inventions, or materials by the PI.	End of performance and/or as needed	OSP, OTL, & PI	OSP, OTL, & PI
Release and Assignment	Legal documents that explain the fiscal relationship between the University and sponsor after the award ends	End of performance after all fiscal obligations are met	OSP Closeout Department	OSP Closeout Department
Final Invention/ Patent Certification	Documentation of any process, use, article of manufacture or composition of matter conceived or first actually or constructively reduced to practice in the course of the Research	End of performance	OSP Closeout Department	OSP Closeout Department
Classified Material Certificate	Documentation of any classified document or technical item, equipment, installation, device or weapon either manufactured or in a process of manufacture, as well as the components used, for their manufacture, containing classified information.	End of performance	Research Security	OSP Closeout Department

Acronyms used in the table: OSP = Office of Sponsored Programs, OTL = Office of Technology Licensing, PI = Principal Investigator

If you have any questions regarding the contents of this article, please contact Josh Rosenberg at josh.rosenberg@business.gatech.edu.