

## Grant Reporting - A Short Guide

### Why Report?

NCBiotech must support activities that further its mission, report to its Board of Directors on the impact of its funding, and meet its fiscal responsibility in compliance with state and federal statutes and regulations. *Information is obtained through post-award reports that allow us to meet all of these obligations.*

### What Kind of Reports Are Necessary?

*A final technical and financial report is required for all Center grants.*

- Technical report – should describe accomplishments, nature and importance of the project, implications or practical applications for other institutions, and any other relevant information. Include a brief summary that can be used to explain the project in non-technical terms. Publication citations are good; success stories are welcomed.
- Financial report – should provide a detailed expenditure of funds by approved budget category, and include funds contributed from other sources.
- Other – interim or audit reports may also be required.
- NCBiotech report forms and instructions can be found at [www.ncbiotech.org/postaward](http://www.ncbiotech.org/postaward).

### Who is Responsible for Reporting?

- The project director or technical monitor is best able to write the technical report.
- The fiscal manager is best able to complete the financial report.
- The institution serves as the fiscal agent and is responsible for all reporting. An authorized representative must sign the reports.

### When to Submit Reports?

- Meet the deadlines established for your grant.
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- Final reports are due within 90 days after grant termination; other reports are due as stated in the grant agreement.
- Keep in mind that final payment is withheld until reports are received.

### Where to Submit Reports?

- First, to your grants administration office [institutional signatures are required].
- Then, to NCBiotech, Contracts and Grants [contact information is below].

For more information on Center grants, see [www.ncbiotech.org/postaward](http://www.ncbiotech.org/postaward). For questions concerning grant administration, contact:

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