Show

Project Reports

On March 18, 2013, NSF transitioned all project reporting from FastLane to Research.gov. This means that PIs/Co-PIs use Research.gov to meet all NSF project reporting requirements, including submission of final, annual and interim project reports and the Project Outcomes Report.

Reminder - Project Reports are not Cumulative: Final reports are not cumulative; they are considered the last annual report of the project, and should be written specifically for the most recently completed budget period.

For more information about Project Reporting at NSF, click here

View the Example Project Reports (Demo site) to try out interacting with a project report

The Grant Proposal Guide

Consult the *Grant Proposal Guide (GPG)*, Part 1 of the *Proposal and Award Policies and Procedures Guide (PAPP)*, for all of your questions on NSF policy regarding preparing project reports for NSF.

Note: These links takes you outside of Research.gov.

The Award & Administration Guide

Consult the *Award & Administration Guide (AAG)*, for all your questions on NSF policy on awards. The AAG is Part 2 of the *Proposal and Award Policies and Procedures Guide (PAPP)*.

Note: These links take you outside of Research.gov.

Project Outcomes Report

Accessing Project Outcomes Report

Access the Project Outcomes Report by logging into Research.gov. There are multiple ways to navigate to the Project Outcomes Report tool on Research.gov. You can also access Research.gov through links provided in email notifications that you will receive for due and overdue reports.

Accessing Project Outcomes Report Directly on Research.gov

To access the Project Outcomes Report tool, log into Research.gov:

1. Go to www.research.gov.
2. Click on Log In, located in the upper right-hand corner of the Research.gov homepage.

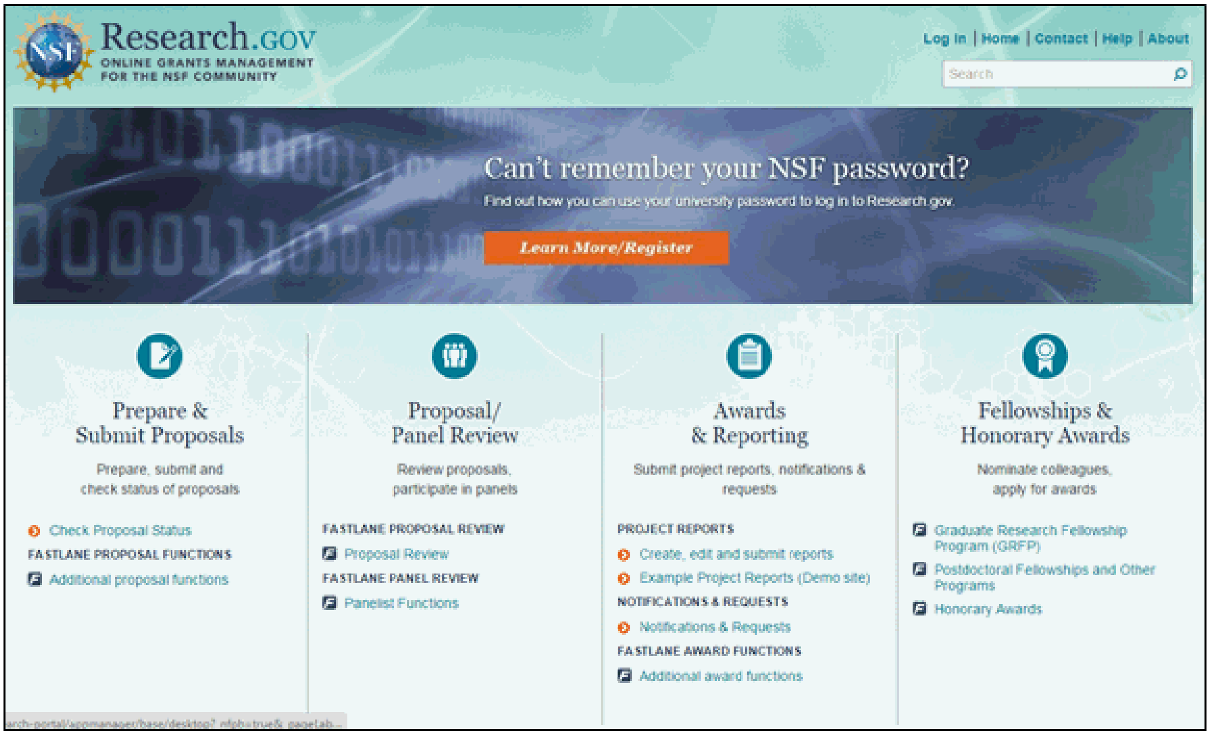


Figure 1 – Research.gov homepage

3. On the NSF Login page, enter your Last Name, NSF ID, and Password and then click the “Log In” button.

Note: To use this tool and certain other tools on Research.gov, both the user and his/her institution must be registered in NSF’s FastLane. If your organization is not registered in FastLane, the Institution Administrator should register him or herself as the FastLane Contact at https://www.fastlane.nsf.gov/a0/about/registration.htm. The institution registration information will be available on Research.gov the next day. Please refer to the “Get Started Now” page on Research.gov for more information on how to register.

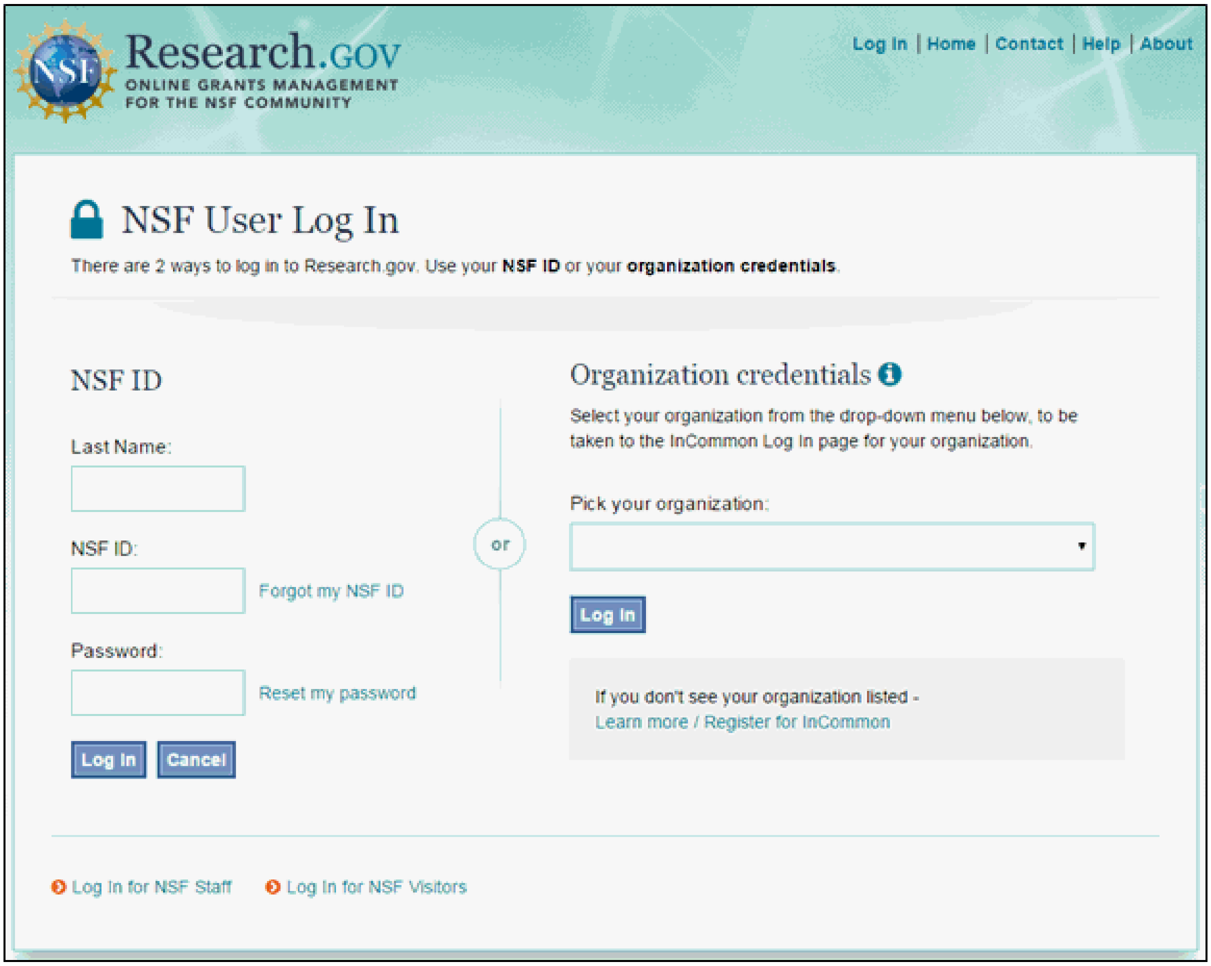


Figure 2 – NSF User Log in page

4. Following login, you will see your Project Report Dashboard on the Research.gov Homepage. The Dashboard provides a snapshot of your total number of PORs, as well as the number of PORs you have Due, Overdue, Submitted, and Not Yet Due. The Dashboard is also where you will find your final, annual, and interim project reports. For directions on how to submit final, annual, and interim project reports, see that section of the help system.

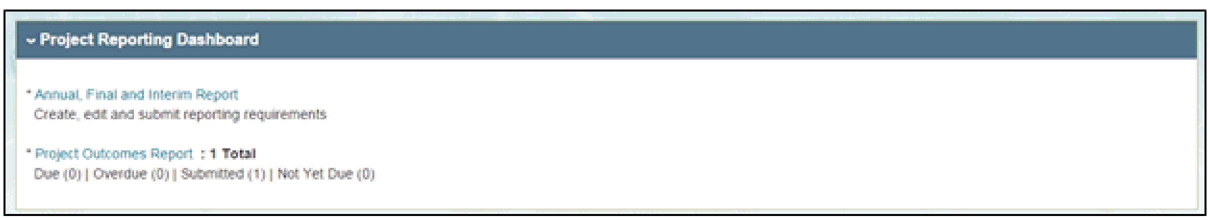


Figure 3 – Project Reporting Dashboard

Viewing the Status of Your Project Outcomes Reports on Research.gov

1. Once logged into Research.gov as a PI/Co-PI, you will be directed to the Project Reports Dashboard page where your Project Outcomes Report Dashboard displays the number and status of required reports. Statuses include:

   - Due
   - Overdue
   - Submitted
   - Not yet due

2. Click on the “Project Outcomes Report” link provided on the Project Outcomes Report Dashboard to view, prepare, and submit reports.

Figure 4 – Project Reporting Dashboard

Preparing and Submitting Your Report

Preparing Your Report

To prepare your report:

1. Click on the Project Outcomes Report link provided on the Project Reporting Dashboard of your Research.gov Homepage to view, prepare, and submit reports.
2. Select the report you would like to complete.

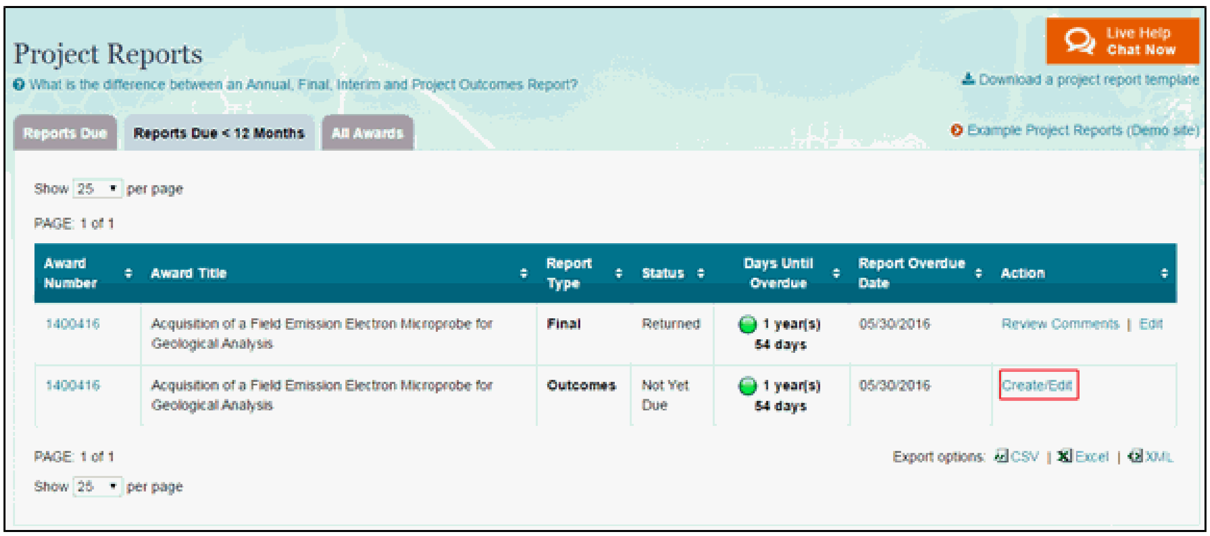


Figure 5 – Project Reports

3. Complete your report in the text editing box. Your report must be between 200 and 800 words.

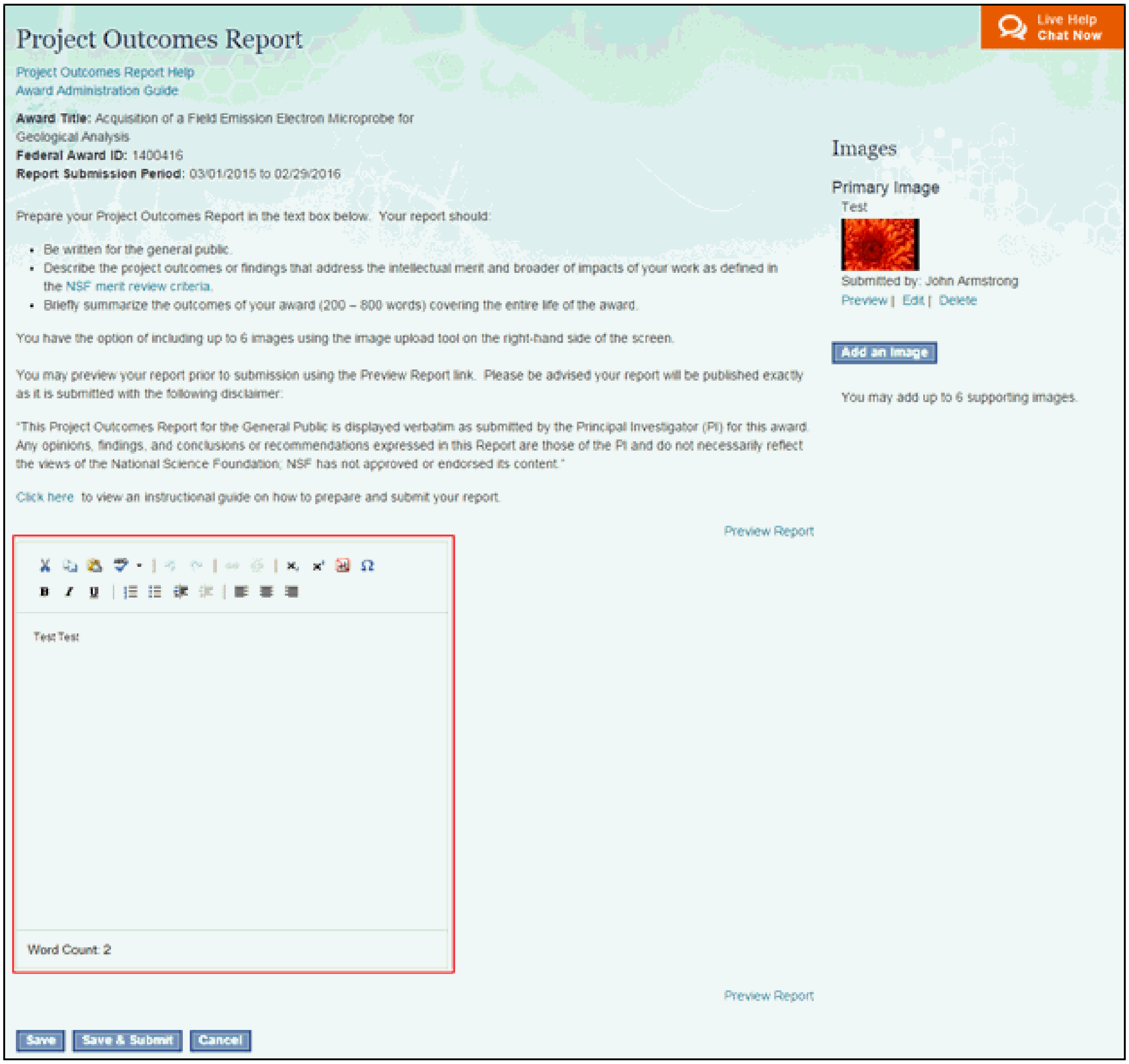


Figure 6 – Project Outcomes Report

Adding Images to Your Report
To add images to your report:

1. Click the “Add an Image” button on the Project Outcomes Report editing page to add images to your report.

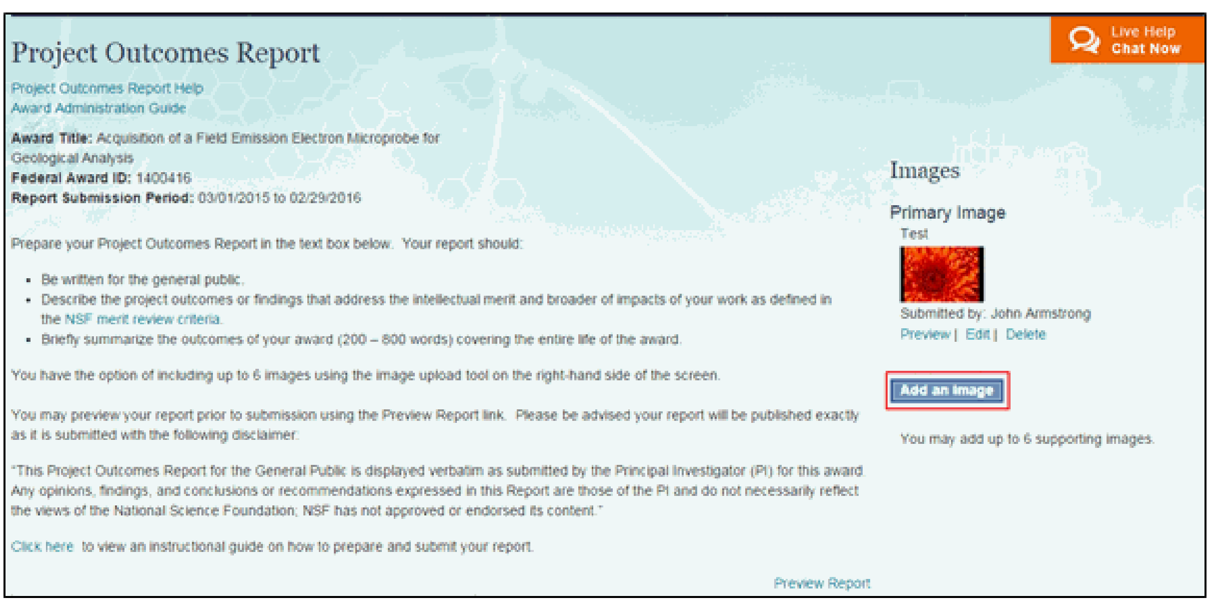


Figure 7 – Add an Image

2. Click Browse to find and select the image you would like to upload. Your image should be:

- Oriented as landscape (width is greater than height)
- Less than 8MB
- In one of the following file formats: JPG, JPEG, GIF, BMP, PNG, TIFF

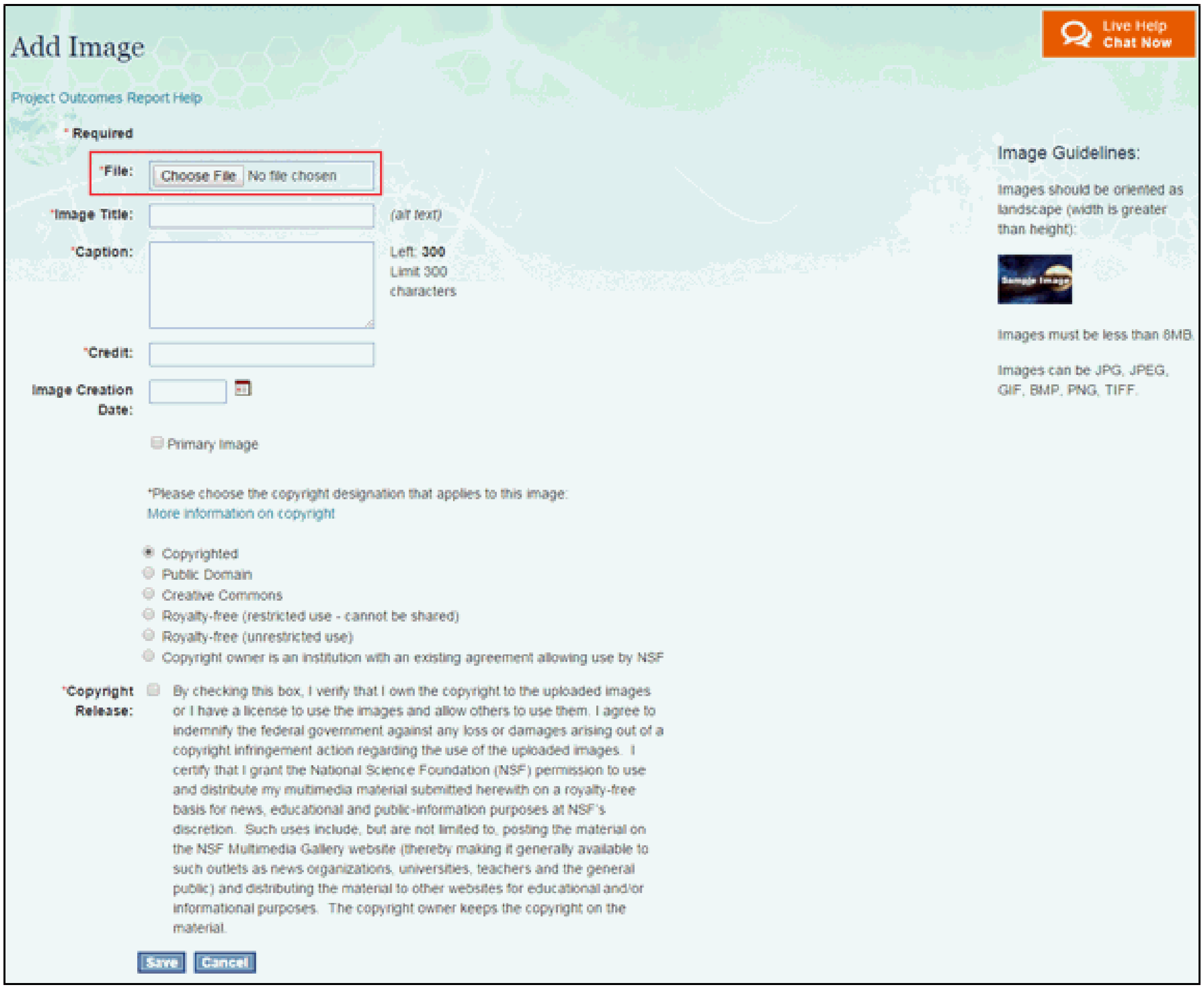


Figure 8 – Add Image page

3. Complete the required information include an image title, caption (up to 300 characters), and credit.

Note: You must have permission to use the images you upload.

---

4. Check the Primary Image box if you would like this image to be the main image posted with your report.

Note: If there are no current images associated with your report, this box will not appear and the image will automatically be made the primary image.

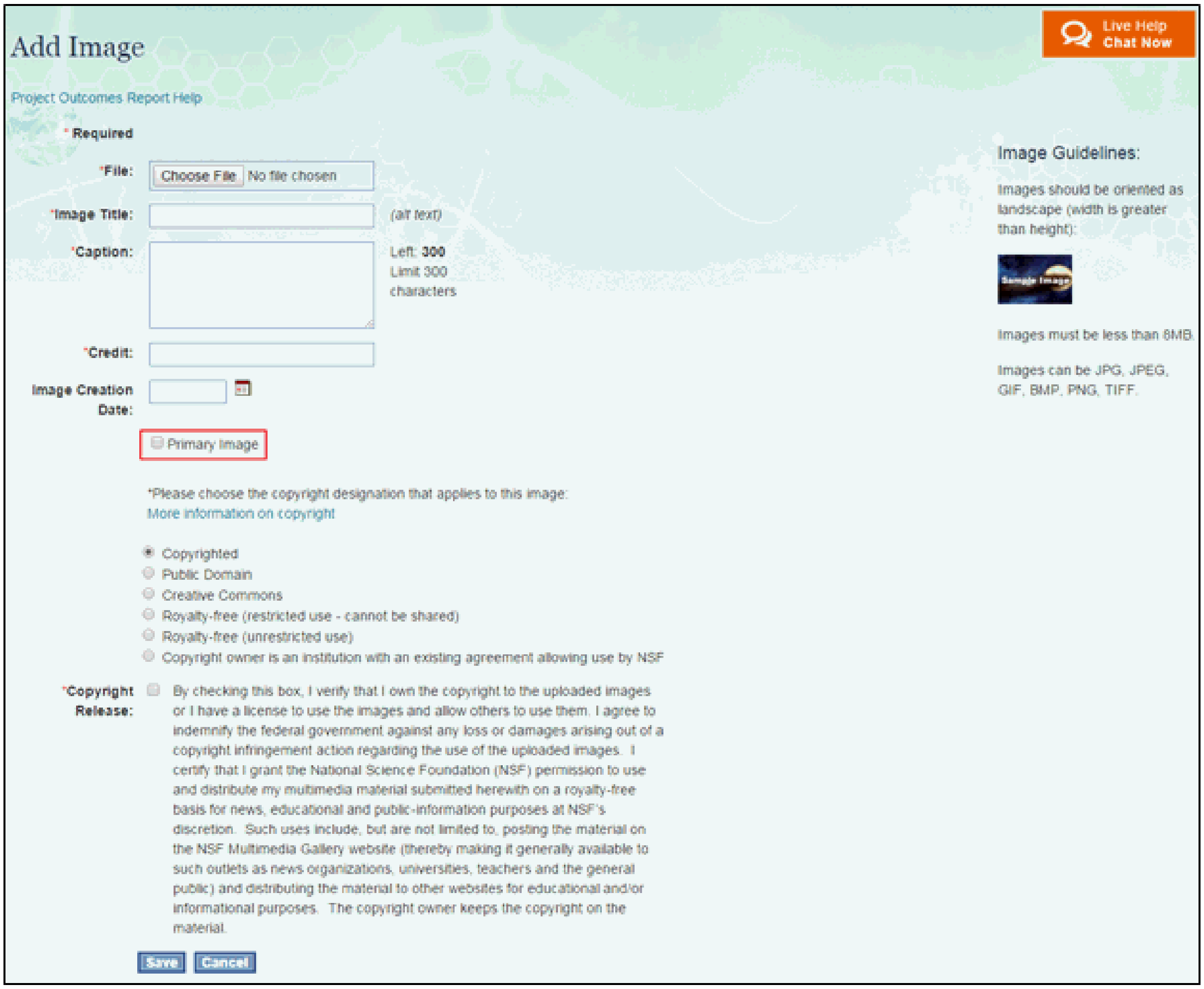


Figure 9 – Primary Image checkbox

5. Select the copyright designation of your image and check the copyright release box.

Explanation of Copyright Release:
By checking the "Copyright Release" box, I verify that I own the copyright to the uploaded images or I have a license to use the images and allow others to use them. I agree to indemnify the federal government against any loss or damages arising out of a copyright infringement action regarding the use of the uploaded images. I certify that I grant the National Science Foundation (NSF) permission to use and distribute my multimedia material submitted herewith on a royalty-free basis for news, educational and public-information purposes at NSF's discretion. Such uses include, but are not limited to, posting the material on the NSF Multimedia Gallery website (thereby making it generally available to such outlets as news organizations, universities, teachers and the general public) and distributing the material to other websites for educational and/or informational purposes. The copyright owner keeps the copyright on the material.

Definition of Terms
The following website is helpful in understanding copyright terms in addition to the definitions below:

- http://stockphotolicense.com/faq

Copyrighted: Under the copyright law, the author/creator of the multimedia is the copyright owner unless there is a written agreement by which the author/creator assigns the copyright to another person or entity, such as a publisher. In cases of works made for hire, the employer or commissioning party is considered to be the author. For more information about copyright see the U.S. Copyright Office website:

- http://www.copyright.gov

Public Domain: Multimedia in the public domain are those whose intellectual property rights have expired, been forfeited, or are inapplicable. Multimedia of the United States Government and various other governments are excluded from copyright law and may therefore be considered to be in the public domain in their respective countries. Multimedia in the public domain may be used freely without permission. For more information about Public Domain see the following websites:

- http://www.publicdomainsherpa.com/definition-of-public-domain.html
- http://en.wikipedia.org/wiki/Public_domain

Creative Commons: Creative Commons licenses enable copyright owners to state specifically how others may use their multimedia. Some Creative Commons licenses, for example, permit others to copy, make derivative works or adaptations, or to distribute the multimedia, under specific conditions, such as requiring attribution (credit). See the terms of the license for credit requirements and restrictions. For more information about Creative Commons and types of licenses see the following website:

- http://creativecommons.org/

Royalty-free (restricted use – cannot be shared): This category refers to royalty-free multimedia that someone pays to use. The buyer may reuse the multimedia without additional payment, but may not share it with others.

Royalty-free (unrestricted use): This category refers to multimedia from free royalty-free sites that anyone may use, as long as the terms of use on the site are followed.
For more information about royalty-free multimedia see the following website:

- http://stockphotolicense.com/faq

Copyright owner is an institution with an existing agreement allowing use by NSF: Some institutions have given NSF “blanket permission” to use specific kinds of multimedia. Please check with your Public Information Officer (PIO) to see whether your multimedia is covered by such an agreement.

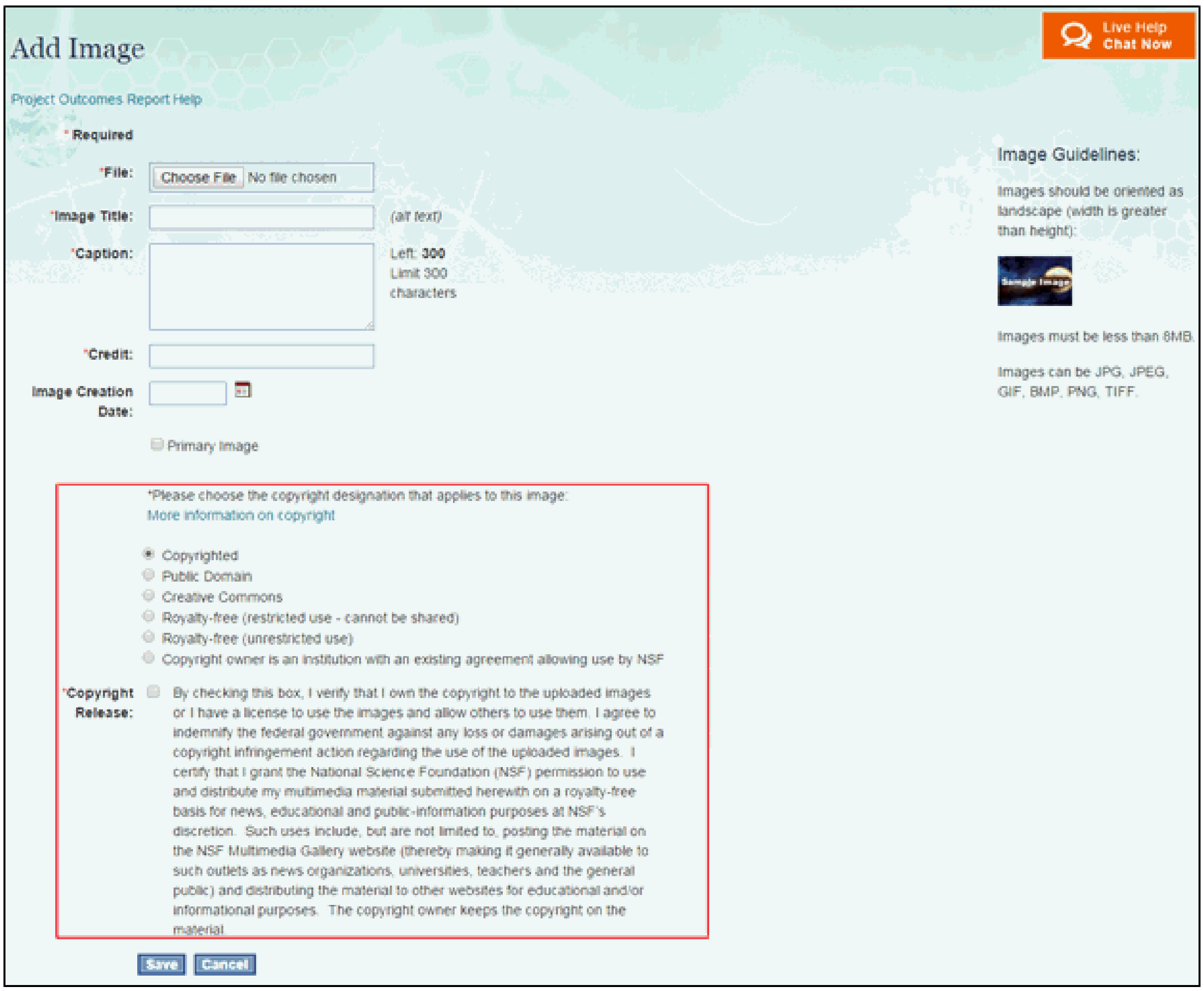


Figure 10 – POR Copyright Release

6. Click Save to add the image to your report.
7. To preview your image, select Preview under the image you would like to view.

Figure 11 – POR Image options

8. To edit your image's caption or credit, select Edit under the image you would like to revise, edit the necessary information, and select Save.

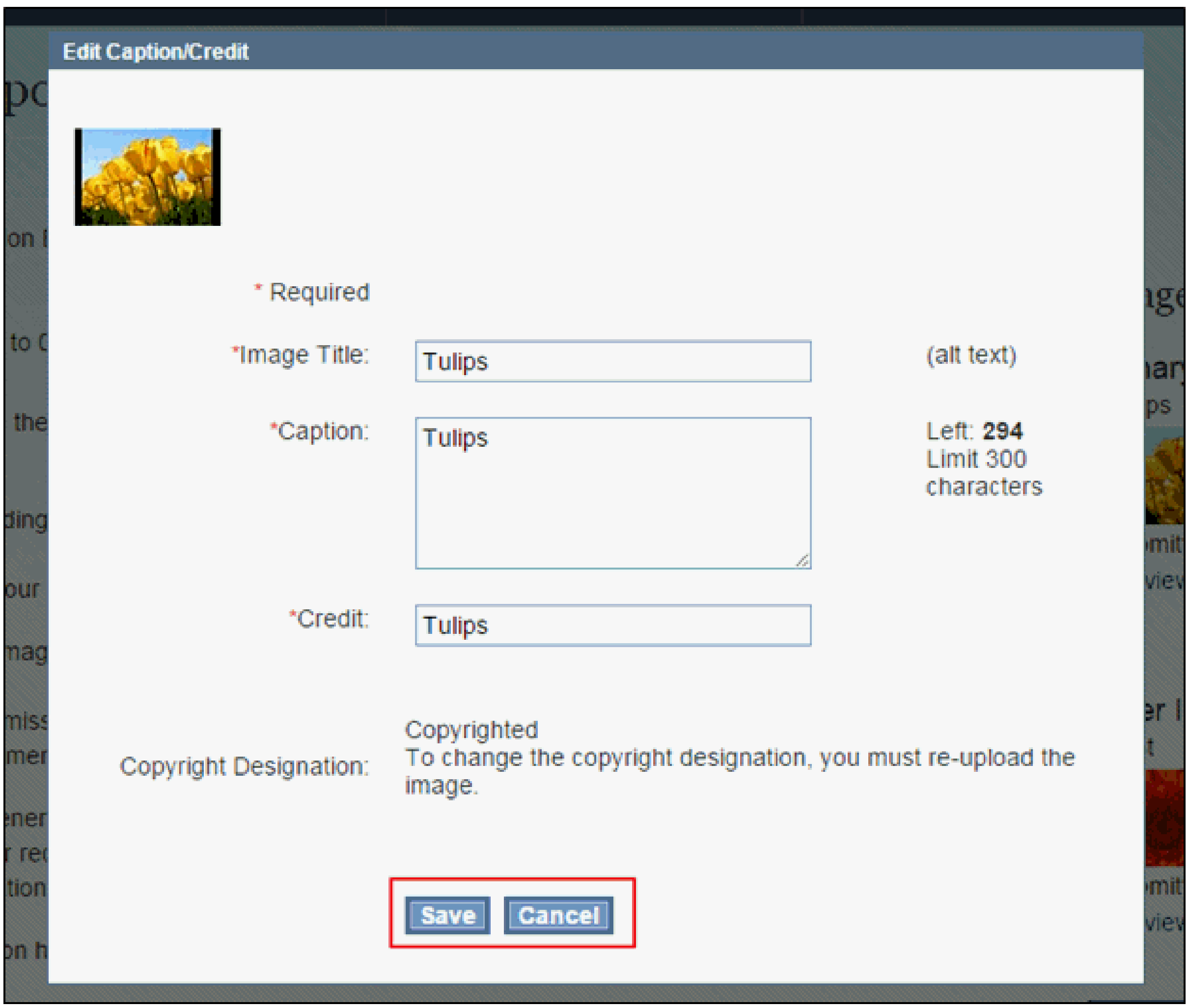


Figure 12 – POR Edit Image

9. To delete your image, select Delete under the image. You will be asked to confirm that you wish to delete the image.

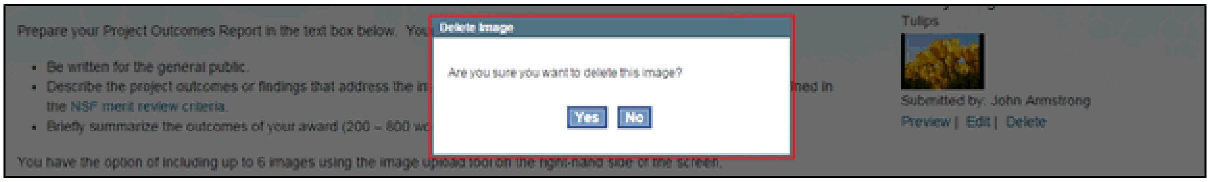


Figure 13 – POR Delete Image

Saving and Returning to Your Report, Later

To save your report:

1. Click Save at the bottom of the report editing page.

Figure 14 – Save Project Outcomes Report

To return to your report:

If you have logged out of Research.gov, log into Research.gov then log into the Project Reporting system (for instructions, refer to instructions for accessing your report).

1. Select Create/Edit Report for the report you would like to continue editing. You will be directed to your saved report.

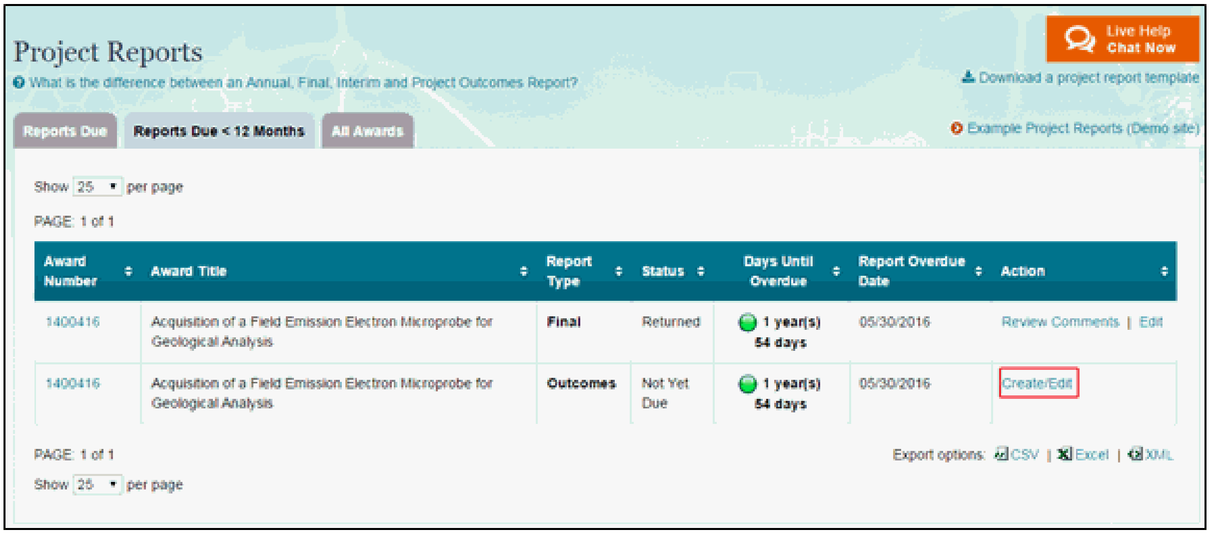


Figure 15 – Project Reports

Previewing Your Report

To preview your report:

1. Click Preview Report at the bottom of the report editing page.

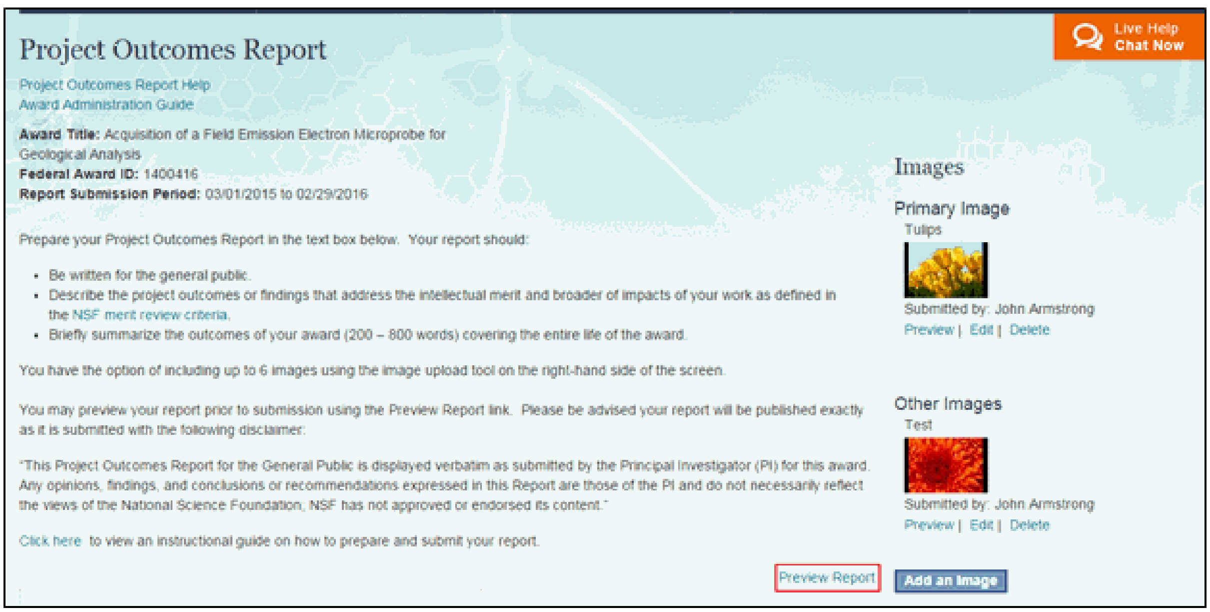


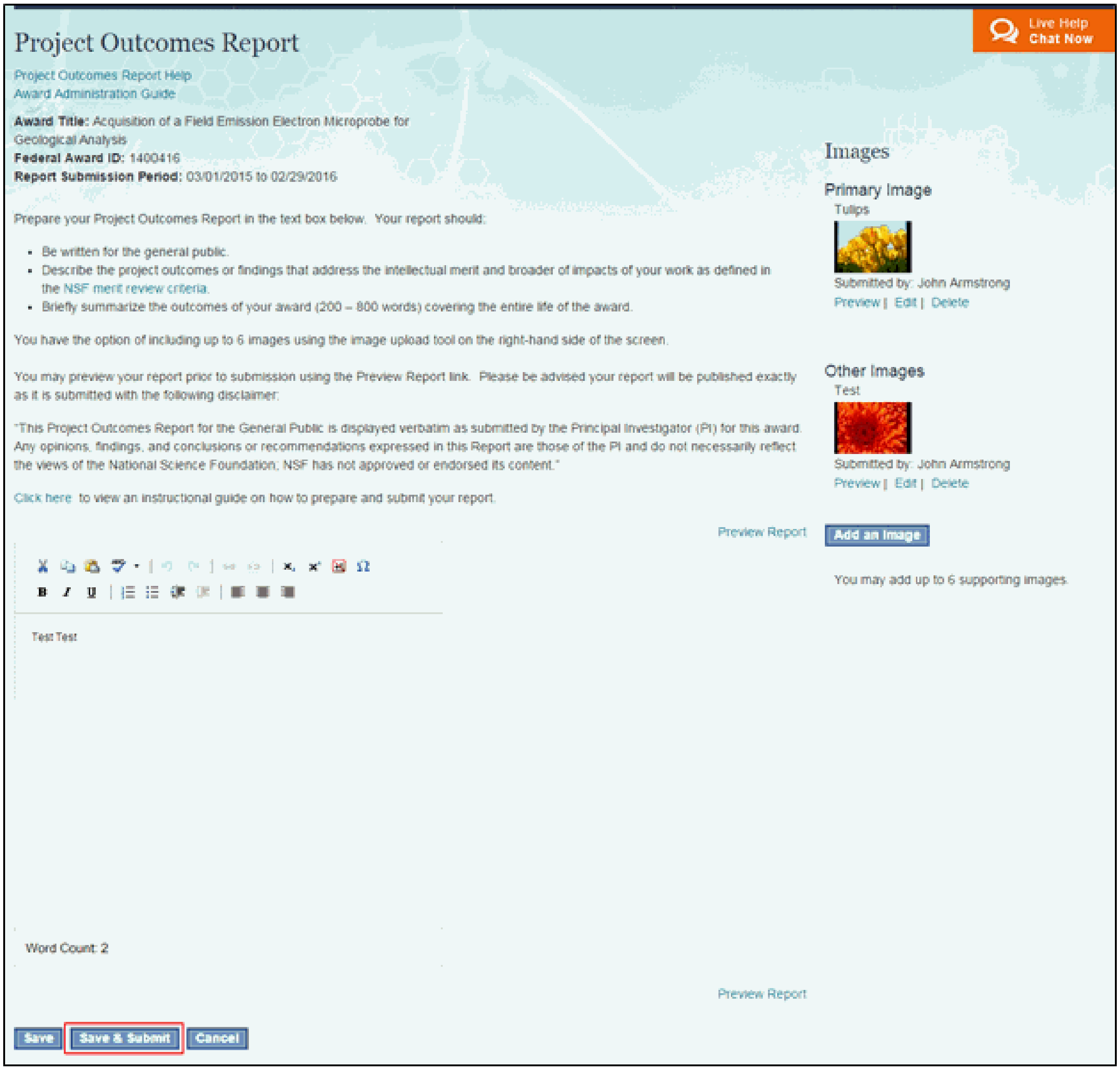
Figure 16 – Preview report

2. You will see a preview of your report and images. Click Close Preview to close the preview window.

Submitting Your Report

To submit your report:

1. Click Save and Submit at the bottom of the report editing page.



Live Help Chat Now

Project Outcomes Report

Project Outcomes Report Help
Award Administration Guide

Award Title: Acquisition of a Field Emission Electron Microprobe for Geological Analysis
Federal Award ID: 1400416
Report Submission Period: 03/01/2015 to 02/29/2016

Prepare your Project Outcomes Report in the text box below. Your report should:

- Be written for the general public.
- Describe the project outcomes or findings that address the intellectual merit and broader of impacts of your work as defined in the NSF merit review criteria.
- Briefly summarize the outcomes of your award (200 – 800 words) covering the entire life of the award.

You have the option of including up to 6 images using the image upload tool on the right-hand side of the screen.

You may preview your report prior to submission using the Preview Report link. Please be advised your report will be published exactly as it is submitted with the following disclaimer:

"This Project Outcomes Report for the General Public is displayed verbatim as submitted by the Principal Investigator (PI) for this award. Any opinions, findings, and conclusions or recommendations expressed in this Report are those of the PI and do not necessarily reflect the views of the National Science Foundation; NSF has not approved or endorsed its content."

Click here to view an instructional guide on how to prepare and submit your report.

Preview Report

Test Test

Word Count: 2

Preview Report

Save | Save & Submit | Cancel

Images

Primary Image
Tulips
Submitted by: John Armstrong
Preview | Edit | Delete

Other Images
Test
Submitted by: John Armstrong
Preview | Edit | Delete

Add an Image

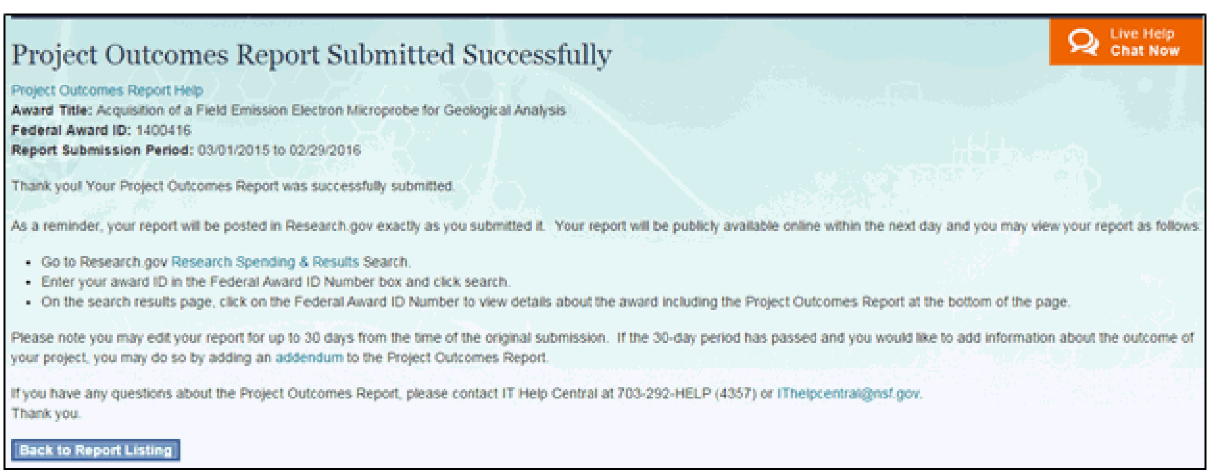
You may add up to 6 supporting images.

Figure 17 – Save and Submit report

2. You will see a confirmation screen notifying you that your report has been successfully submitted. Additionally, you will receive an email confirming your report submission.

Note: Once your report has been submitted, you have 30 days to edit your report. To view your report after submission, follow the instructions outlined for returning to your report. Following submission, your report will be available on your award's detail page in the Research Spending & Results service on Research.gov

---



Live Help Chat Now

Project Outcomes Report Submitted Successfully

Project Outcomes Report Help
Award Title: Acquisition of a Field Emission Electron Microprobe for Geological Analysis
Federal Award ID: 1400416
Report Submission Period: 03/01/2015 to 02/29/2016

Thank you! Your Project Outcomes Report was successfully submitted.

As a reminder, your report will be posted in Research.gov exactly as you submitted it. Your report will be publicly available online within the next day and you may view your report as follows:

- Go to Research.gov Research Spending & Results Search.
- Enter your award ID in the Federal Award ID Number box and click search.
- On the search results page, click on the Federal Award ID Number to view details about the award including the Project Outcomes Report at the bottom of the page.

Please note you may edit your report for up to 30 days from the time of the original submission. If the 30-day period has passed and you would like to add information about the outcome of your project, you may do so by adding an addendum to the Project Outcomes Report.

If you have any questions about the Project Outcomes Report, please contact IT Help Central at 703-292-HELP (4357) or ITHelpcentral@nsf.gov.
Thank you.

Back to Report Listing

Figure 18 – POR Submission Confirmation

Editing Your Submitted Report

To edit your submitted report during the 30 day editing period, refer to the instructions above for accessing your report, editing a saved report, and submitting your report.

Adding an Addendum to Your Report

Creating a Report Addendum

To create an addendum:

1. Return to Research.gov and follow the steps for accessing the Project Outcomes Report to view a list of your reports.
2. Click the link to Edit/View Report for the report you would like add addendum to.
3. You will be directed to your report's page.
4. Click the "Add Addendum" button.

Figure 19 – POR Disclaimer and Add Addendum

5. You can enter the addendum text in the text editor. Your addendum can be up to 800 words.

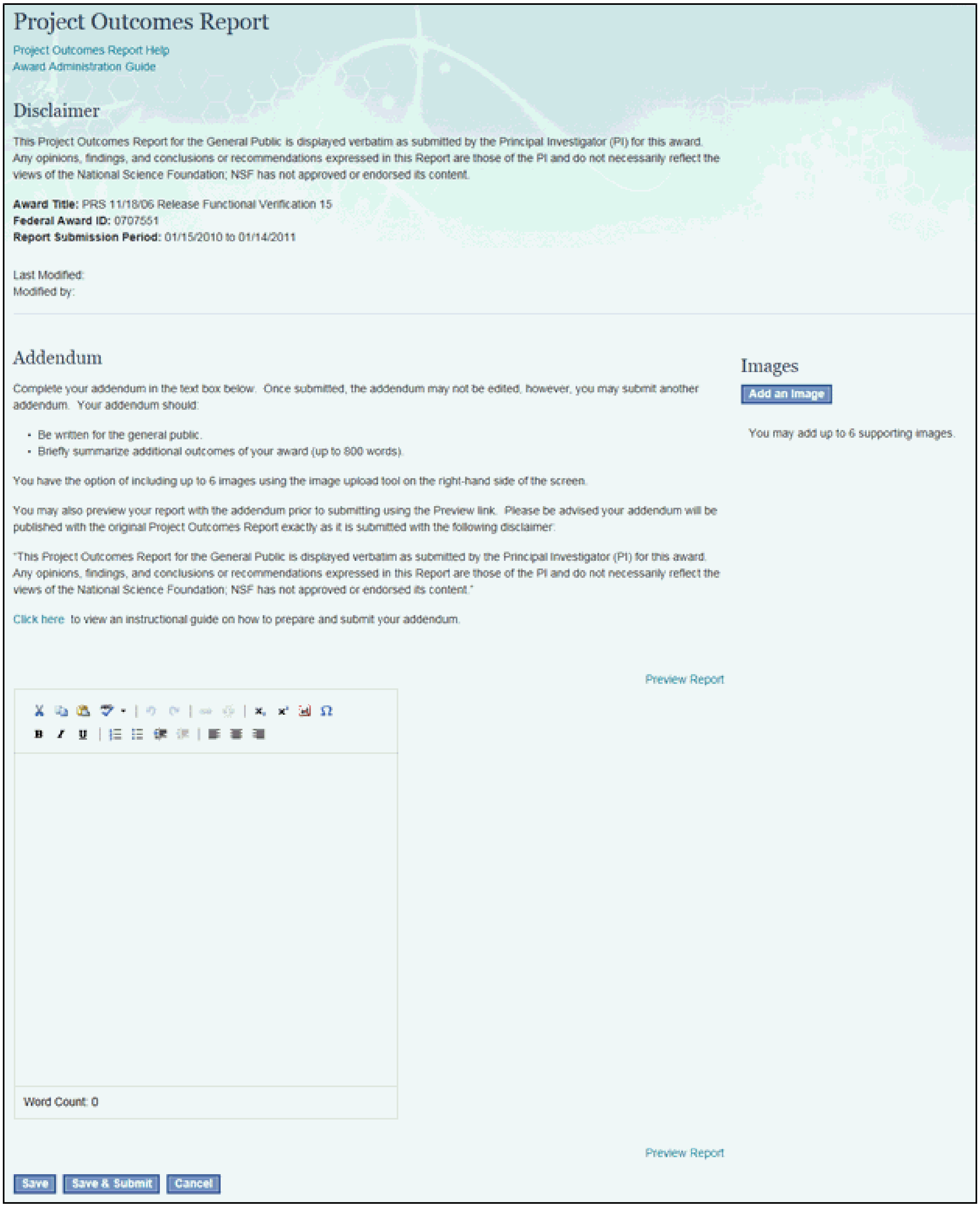


Figure 20 – POR Addendum Text Editor

Adding Images to Your Addendum

You can add up to six images with each addendum you create. To add images to your addendum, refer to the instructions on how to add images to your report.

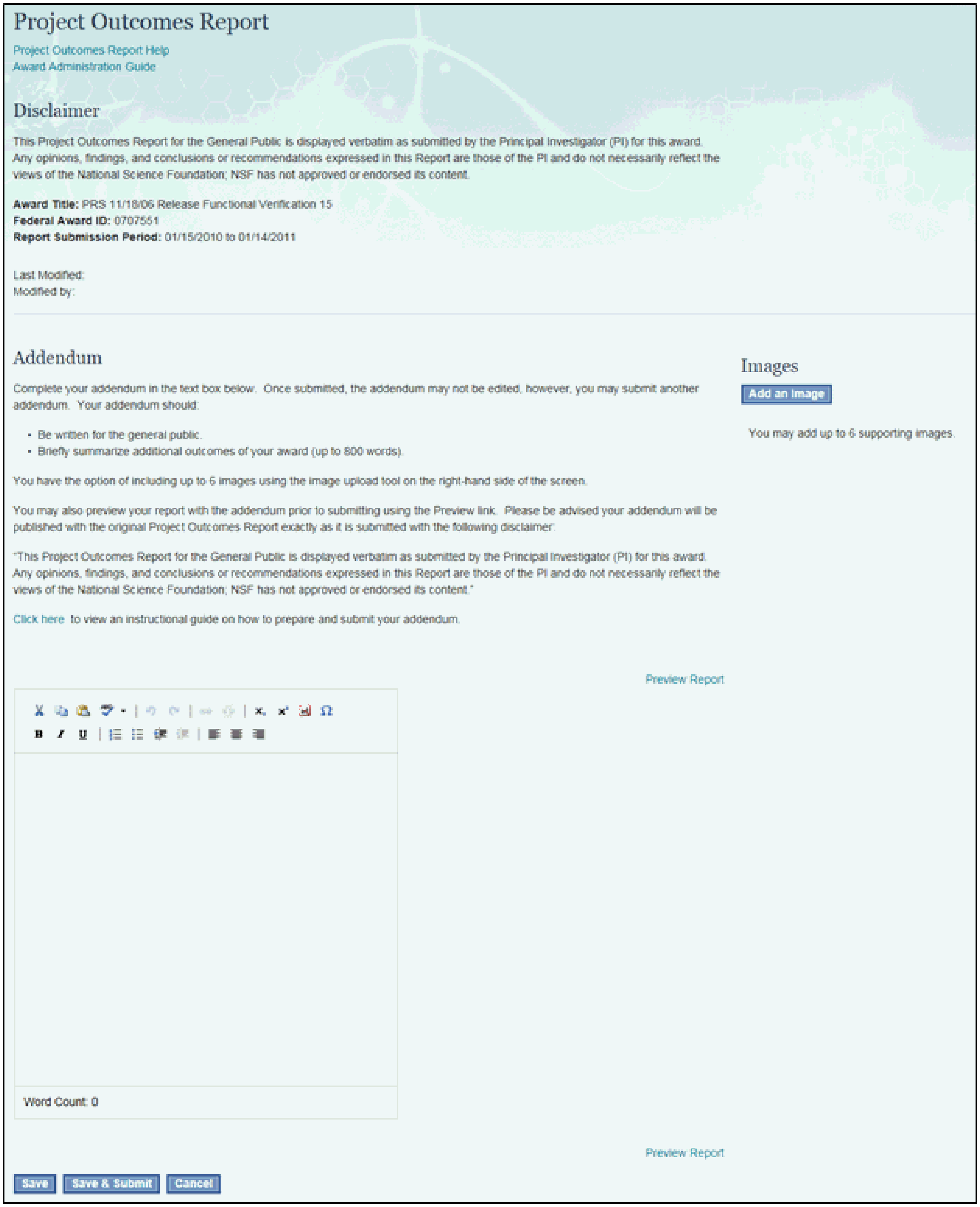
Saving and Returning to Your Addendum Later

You can save your addendum and return later to complete and submit it. To save and return to your addendum, refer to the instructions on how to save and return to your report.

Previewing Your Report Addendum

To preview your addendum:

1. Click Preview at the bottom of the addendum editing page.



2. You will see a preview of your report with addenda and images. Click Close Preview to close the preview window.

Submitting Your Report Addendum

When you are satisfied with the content of your addendum, you can submit it by clicking the "Save and Submit" button.

Note: Once submitted, addenda cannot be edited. Following submission addenda will be available along with your report through the Research Spending & Results service on Research.gov the next day.

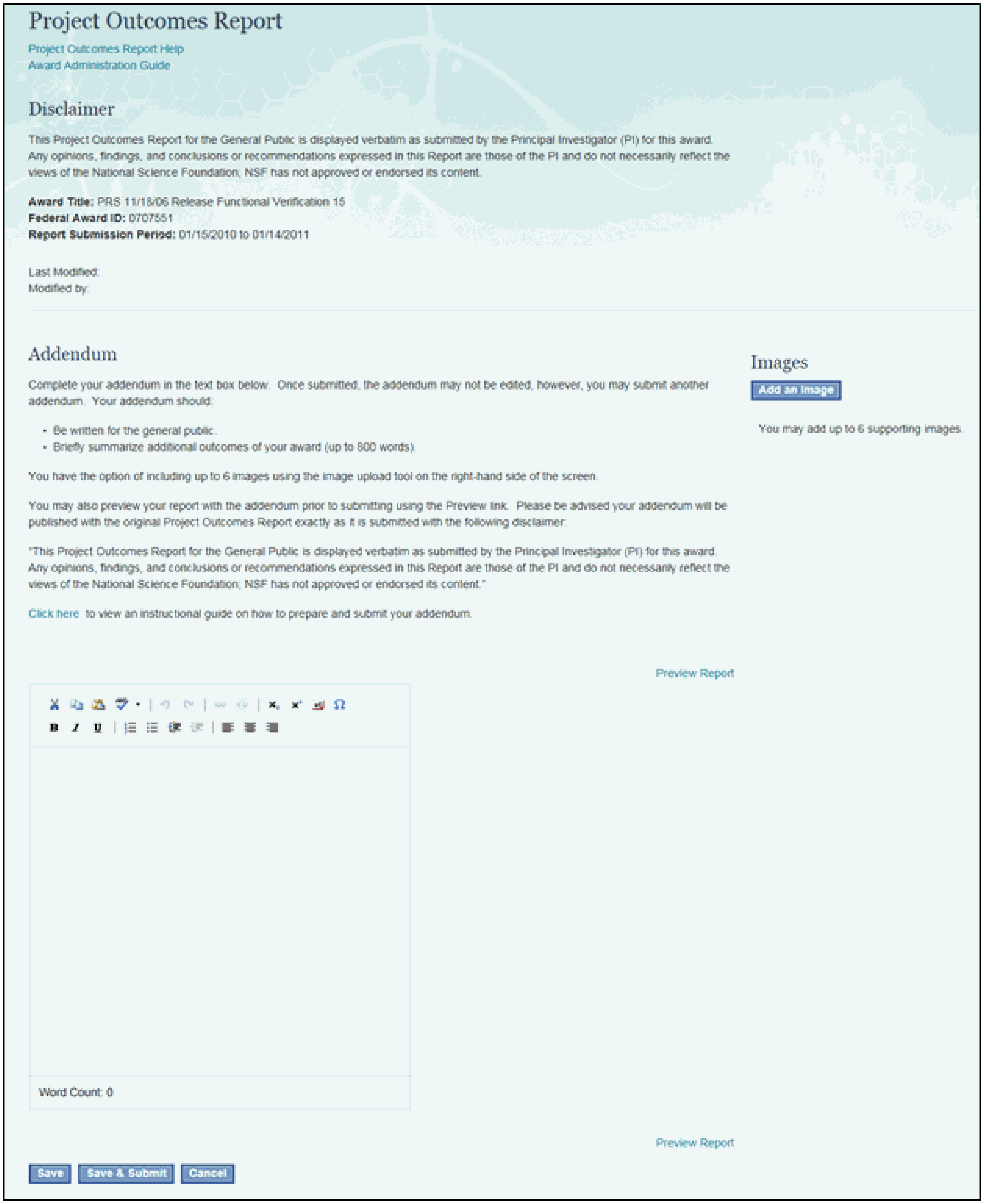


Figure 22 – Save & Submit Addendum

Viewing Your Submitted Report

Viewing Submitted Reports through Research Spending & Results on Research.gov

Once your Project Outcomes Report is submitted, it is made available to the public through Research.gov's Research Spending & Results service. The public will access your report by completing a search in Research Spending & Results. To view Project Outcomes Reports:

1. Go to www.research.gov.
2. Click on the "Search Awards" link under NSF Award Highlights or click on the Research Spending & Results link from the footer.
3. On the Research Spending & Results search page, enter awardee or award information text, obligated funds amount, project director or PI/Co-PI name, award date range, and indicate whether you are looking for Recovery Act Awards, then

click the “Search” button.

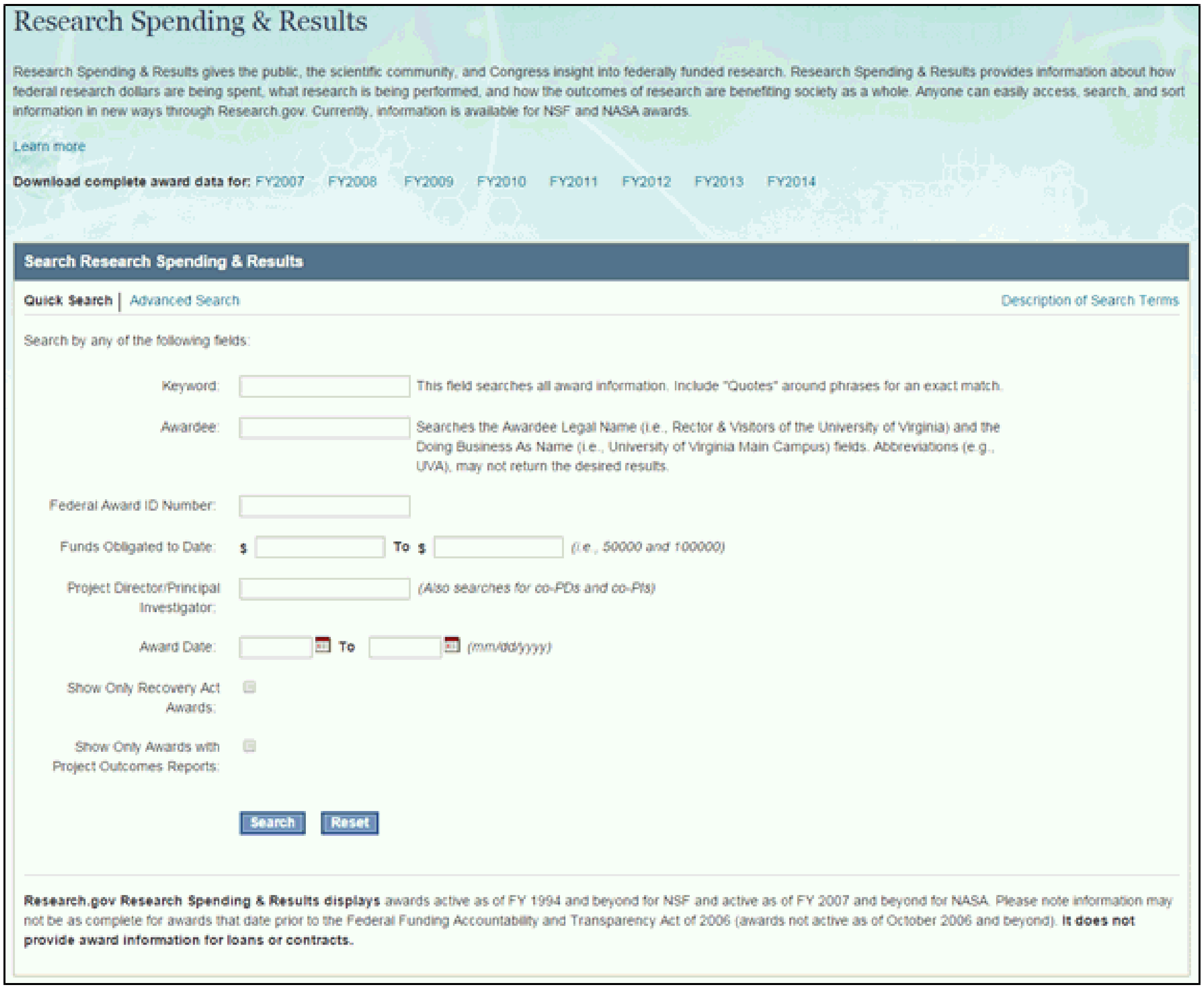


Figure 23 – Research Spending & Results

4. On the search results page, click the Award ID number for the award in which you are interested in viewing.

Research Spending & Results

2000 awards found : "biology"

A maximum of 2000 awards are displayed. If you did not find the information you are looking for, please change your search.

Change Search

Show 50 per page

PAGE: 1 of 40 | 1 2 3 4 5 6 7 8 NEXT PAGE >>

Export options: CSV Excel XML

Agency	Awardee	Awardee Location	Federal Award ID Number	Funds Obligated to Date	PD/PI Name	Award Title	Award Date
NASA	OSU EDUCATION AND RESEARCH FOUNDATION	STILLWATER, OK	NNX07AM81A	$728,896	STEVEN MARKS	NASA Explorer Schools and NASA Digital Learning Network This unsolicited proposal is being submitted by Oklahoma State University (OSU) to provide ongoing support for the NASA Explorer Schools (NES) Project and NASA Digital Learning Network (DLN) Module	06/29/2007
NASA	OSU EDUCATION AND RESEARCH FOUNDATION	STILLWATER, OK	NNX07AV66A	$15,769,830	STEVEN K MARKS	NASA EXPLORER SCHOOLS AND NASA DIGITAL LEARNING NETWORKThis unsolicited proposal is being submitted by Oklahoma State University (OSU) to provide ongoing support for the NASA Explorer Schools (NES) Project and NASA Digital Learning Network (DLN) Module. S	09/28/2007
NASA	UNIVERSITY OF ARKANSAS SYSTEM (6904)	LITTLE ROCK, AR	NNX07AM18A	$425,000	Keith Hudson	AR NASA EPSCOR RESEARCH INFRASTRUCTURE DEVELOPMENT Arkansas NASA EPSCoR plans to: Continue to fund the NASA EPSCoR program office to ensure continued momentum and good progress in NASA relevant aerospace research in Arkansas Establish a Planning and Prepa	06/22/2007
NASA	REGENTS OF THE UNIVERSITY OF COLORADO, THE	BOULDER, CO	NNX14AQ44G	$204,038	ROBERT BRAKENRIDGE	P.I. here (Brakenridge) and Policelli continue to work together closely on operational implementations of the NASA MODIS NRT flood project (as occurred throughout the Feasibility phase). Some of the work at NASA GSFC is separately supported by NASA. As ex	09/08/2014

Figure 24 – Search results in Research Spending & Results

5. This will direct you to the Research Spending & Results Award Detail page. Scroll down to the final section of the page to view the submitted Project Outcomes Report, including associated images and addenda.

Note: Visitors to Research.gov are not required to log in to view Project Outcomes Reports through the Research Spending & Results service.

Project Outcomes Report

Disclaimer

This Project Outcomes Report for the General Public is displayed verbatim as submitted by the Principal Investigator (PI) for this award. Any opinions, findings, and conclusions or recommendations expressed in this Report are those of the PI and do not necessarily reflect the views of the National Science Foundation; NSF has not approved or endorsed its content.

Lisa Messeri has completed research for her dissertation "When Worlds Collide: Terrestrial Places and Outer Spaces" supported by the NSF Dissertation Improvement Grant. During her funding period, she spent six months at the NASA Ames Research Center working with the Intelligent Robotics Group. As an anthropologist of science, Messeri was interested in understanding how planetary scientists study distant planets. She was specifically focused on what techniques researchers employed to think about planets as places, i.e., not just remote objects but places infused by human imagination and experience.

As a participant observer, Messeri accomplished the goal of her research and assisted in creating public outreach materials for NASA and Microsoft Research. She worked with computer scientists as they transformed high resolution photographs of the Martian surface into a 3D map for Microsoft Research's desktop application, WorldWide Telescope. The data Messeri collected while observing the day to day operations of this mapping task is the foundation for an argument she is constructing about the democratization of planetary data through mapping. NASA researchers were passionate about collaborating with Microsoft because they wanted to "bring Mars to the people." The most engaging way to do that, they believe, is to make it into a place that you can explore, navigate, and tour. Messeri's involvement in this project had much broader impacts beyond her field notes. She was tasked with creating two tours of Mars that would draw the general public into a deeper study of Mars and engagement with science. These tours are now available for anyone with internet connection through www.worldwidetelescope.org.

Messeri also travelled to Chile during her grant period to observe the night sky with astronomers at the Cerro Tololo Interamerican Observatory (CTIO). There, a group of astronomers are studying the star system of Alpha Centauri in search of an exoplanet. Exoplanets are very popular in the media and astronomers are narrowing in on detecting the first exoplanet that is the same size and distance from the star as Earth is from the sun. At CTIO, astronomers are hoping to find just such a planet around Alpha Centauri. As with Messeri's consideration of Mars, she went to CTIO wishing to understand how exoplanets become places. While one can see pictures of Mars and make out boulders and mountains, scientists cannot directly image exoplanets. Imagining them as places comes from an intimate understanding of the data and from conversations about specific aspects of the planet between colleagues. Yet, Messeri found, these spatial imaginings are very important for scientific work because it provides a frame by which to understand and propose theories about exoplanets.

Messeri's research at NASA, CTIO and earlier research at MIT form the basis of her dissertation. To be completed in 2011, the dissertation is an important contribution to Science and Technology Studies because it asserts how ideas of place are central to scientific practice.

Last Modified: 03/02/2011
Modified by: Lisa R Messeri

Figure 25 – POR content in RS&R Search results

Annual, Final, and Interim Project Reports

On March 18, 2013, NSF transitioned all project reporting from FastLane to Research.gov. This means that PIs/Co-PIs will now use Research.gov to meet all NSF project reporting requirements, including submission of final, annual and interim project reports and the Project Outcomes Report.

The new project reporting service in Research.gov meets the federal government's requirement that research agencies implement a reporting format for research and research-related projects called the Research Performance Progress Report (RPPR). The RPPR is the result of a government-wide effort to create greater consistency in the administration of federal research awards by streamlining and standardizing reporting formats.

Reminder - Project Reports are not Cumulative: Final reports are not cumulative; they are considered the last annual report of the project, and should be written specifically for the most recently completed budget period.

For more information about Project Reporting at NSF, click here

Accessing the Project Report Dashboard

Accessing Final, Annual, and Interim Project Reports

Access your annual, final, and interim project reports by logging into Research.gov. Additionally, you will receive email notifications of due and overdue reports that provide links to Research.gov.

To access the Project Report Dashboard, log into Research.gov:

1. Go to www.research.gov.
2. Click on Log In, located in the upper right-hand corner of the Research.gov homepage.

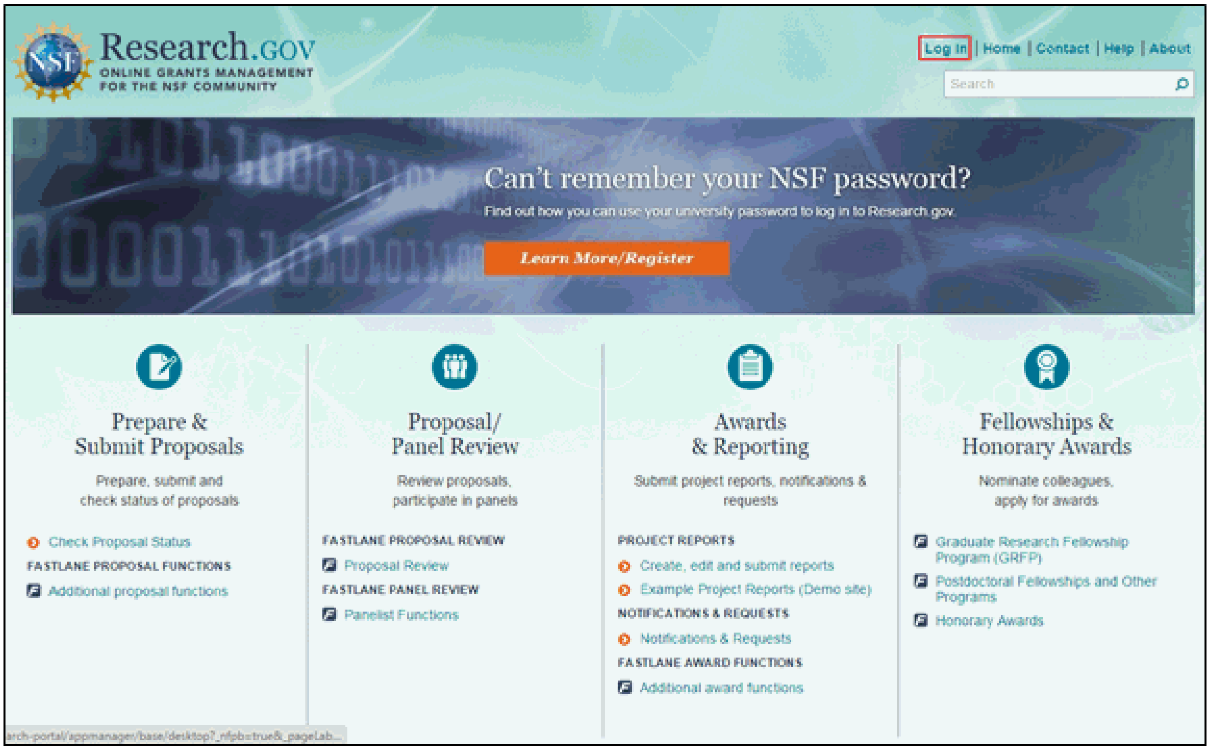


Figure 26 – NSF User Log In page

3. On the NSF Login page, enter your Last Name, NSF ID, and password and then click the “Log In” button.

Note: To use this tool and certain other tools on Research.gov, both the user and his/her institution must be registered in NSF’s FastLane. If your organization is not registered in FastLane, the Institution Administrator should register him or herself as the FastLane Contact at https://www.fastlane.nsf.gov/a0/about/registration.htm. The institution registration information will be available on Research.gov the next day. Please refer to the “Get Started Now” page on Research.gov for more information on how to register.

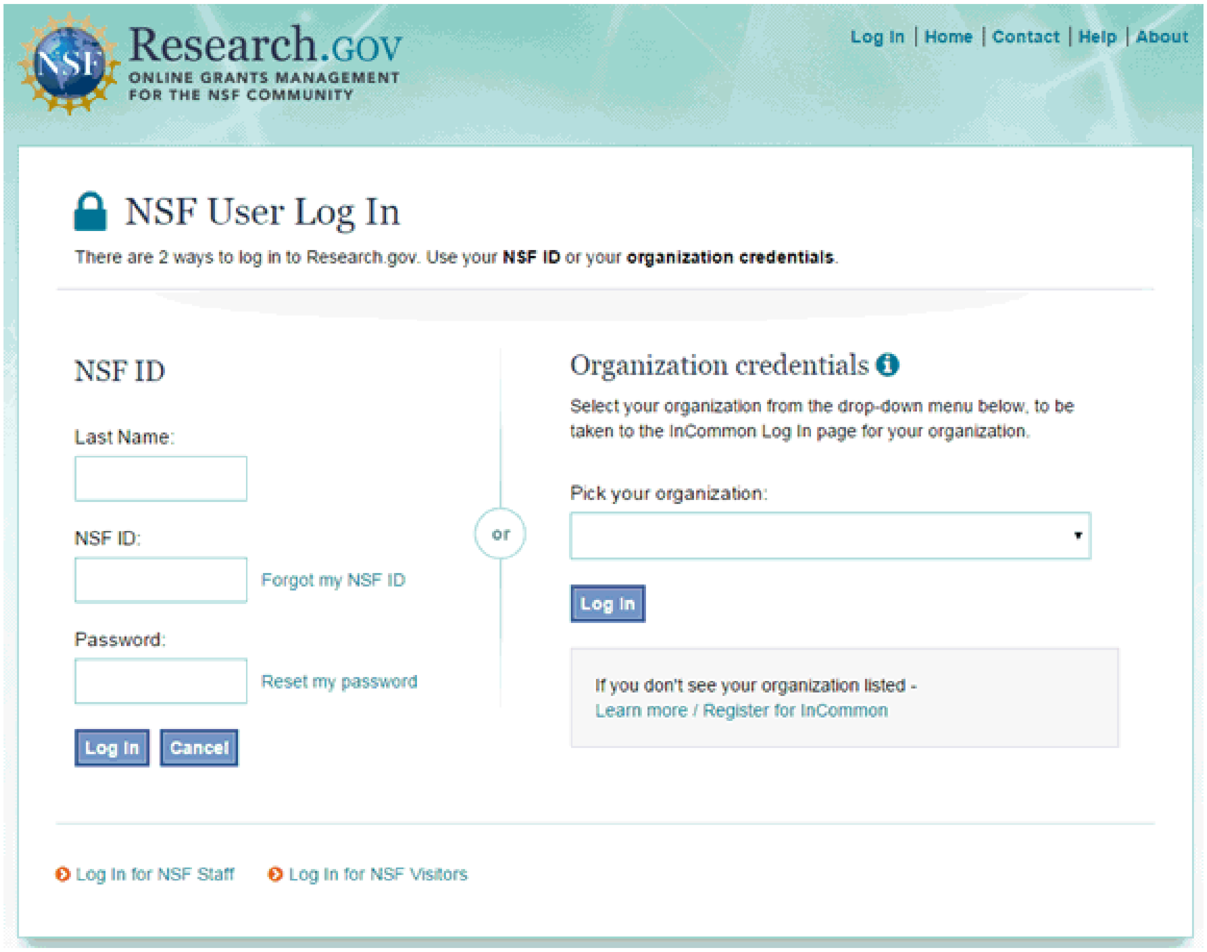


Figure 27 – NSF User Log In page

4. Following login, you will see your Project Reporting Dashboard on the Research.gov Homepage. The Dashboard provides access to your annual, final, interim and Project Outcomes reports. You will also be able to view the number of POR reports you have Due, Overdue, Submitted, and Not Yet Due.

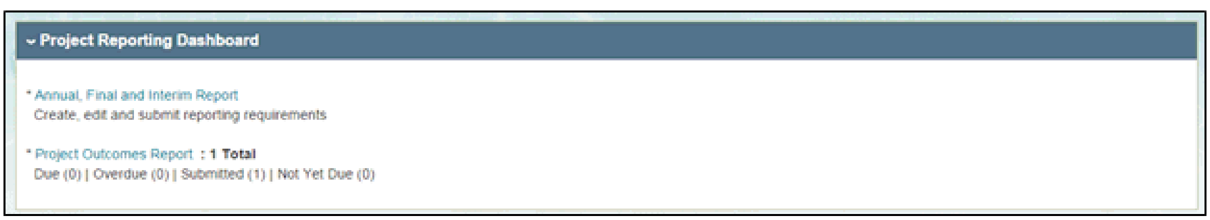


Figure 28 – Project Reporting Dashboard

How Do I Prepare and Submit a Project Report?

Once logged on to Research.gov, you will see the My Desktop page with the Project Reporting Dashboard. Now follow these steps to prepare and submit a report:

1. Click on the Annual, Final and Interim Project Report link provided on the Project Reporting Dashboard to prepare reports.

Note: Only PIs and co-PIs can prepare and submit a project report.

The tabs on the Project Report Page, as seen in the image below, will show you the status of your project reports that are due or overdue; reports that are due in less than 12 months; and all of your awards.

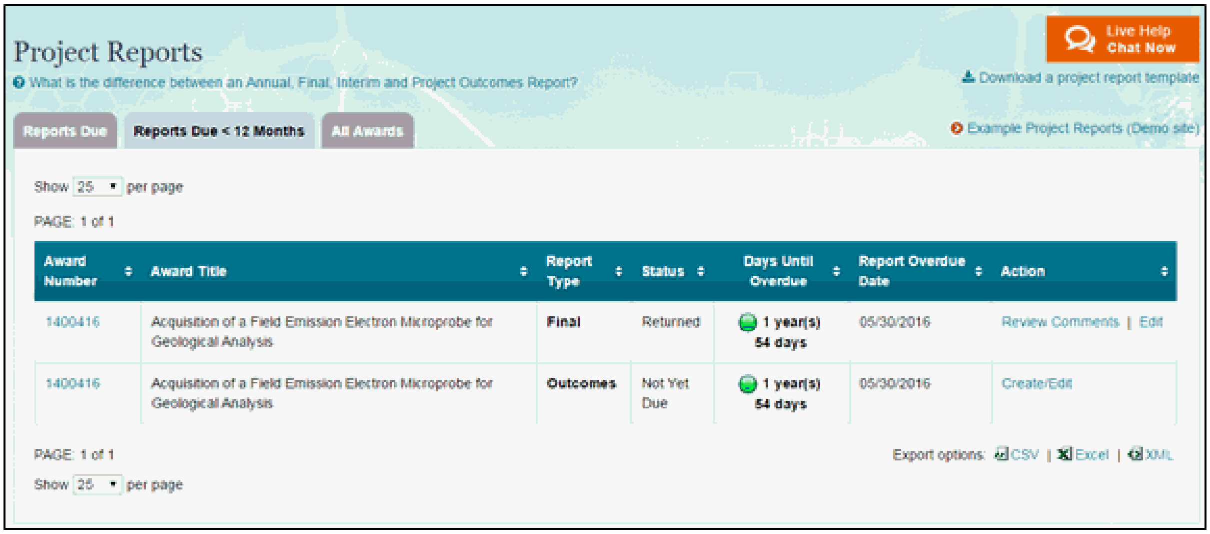
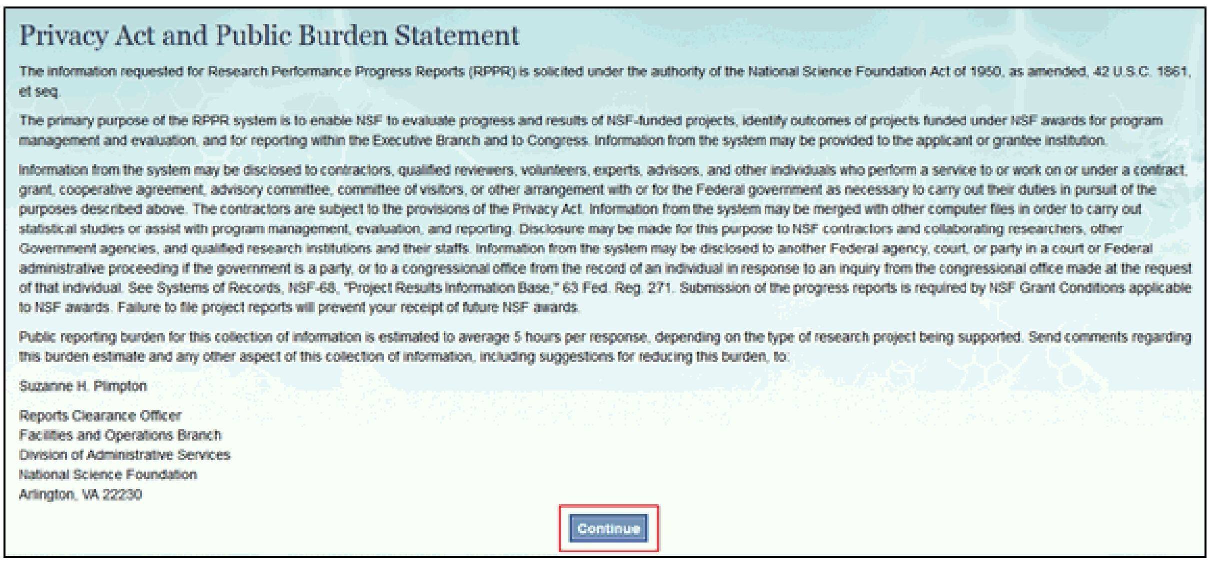


Figure 29 – Project Reports Landing Page

2. Click the Create/Edit link under the Action column for the award to create or edit an Annual or Final project report.



Privacy Act and Public Burden Statement

The information requested for Research Performance Progress Reports (RPPR) is solicited under the authority of the National Science Foundation Act of 1950, as amended, 42 U.S.C. 1861, et seq.

The primary purpose of the RPPR system is to enable NSF to evaluate progress and results of NSF-funded projects, identify outcomes of projects funded under NSF awards for program management and evaluation, and for reporting within the Executive Branch and to Congress. Information from the system may be provided to the applicant or grantee institution.

Information from the system may be disclosed to contractors, qualified reviewers, volunteers, experts, advisors, and other individuals who perform a service to or work on or under a contract, grant, cooperative agreement, advisory committee, committee of visitors, or other arrangement with or for the Federal government as necessary to carry out their duties in pursuit of the purposes described above. The contractors are subject to the provisions of the Privacy Act. Information from the system may be merged with other computer files in order to carry out statistical studies or assist with program management, evaluation, and reporting. Disclosure may be made for this purpose to NSF contractors and collaborating researchers, other Government agencies, and qualified research institutions and their staffs. Information from the system may be disclosed to another Federal agency, court, or party in a court or Federal administrative proceeding if the government is a party, or to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual. See Systems of Records, NSF-68, "Project Results Information Base," 63 Fed. Reg. 271. Submission of the progress reports is required by NSF Grant Conditions applicable to NSF awards. Failure to file project reports will prevent your receipt of future NSF awards.

Public reporting burden for this collection of information is estimated to average 5 hours per response, depending on the type of research project being supported. Send comments regarding this burden estimate and any other aspect of this collection of information, including suggestions for reducing this burden, to:

Suzanne H. Plimpton

Reports Clearance Officer
Facilities and Operations Branch
Division of Administrative Services
National Science Foundation
Arlington, VA 22230

Continue

Figure 30 – Privacy Act and Public Burden Statement

3. Read the Privacy Act and Public Burden Statement, and then click Continue (Figure 30).

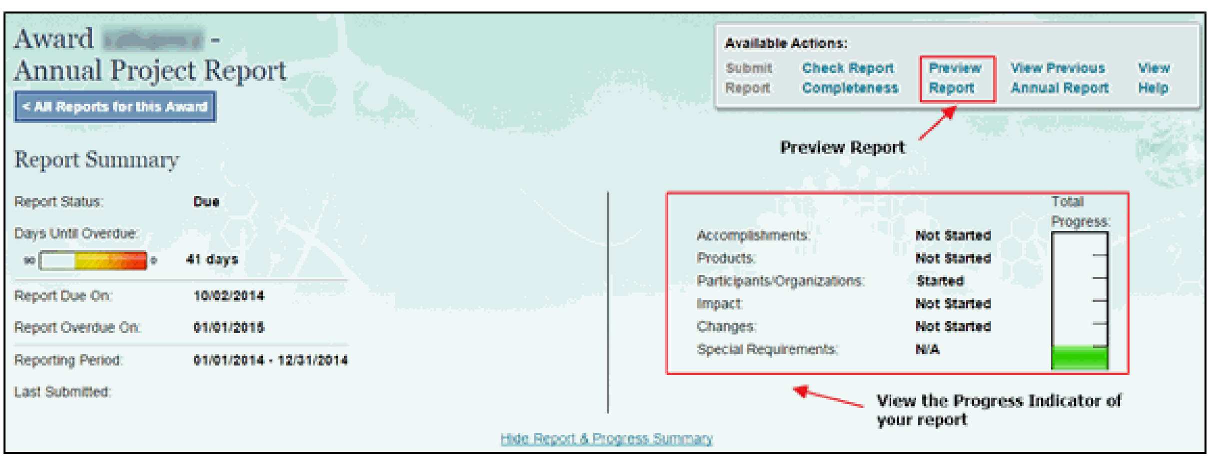


Figure 31 – Report Summary page

Next, you will be brought to the Report Summary page (Figure 31) which provides award information and progress/status of your report. Below the Report Summary page, you will see the Report Content.

Note: The default status of the Participants section will be 'Started' because the PI and co-PI (s) are included as project participants by default. You must visit the Participants tab and fill out the remaining required fields for each PI and co-PI(s) and include data for any additional project participants before the section is completed.

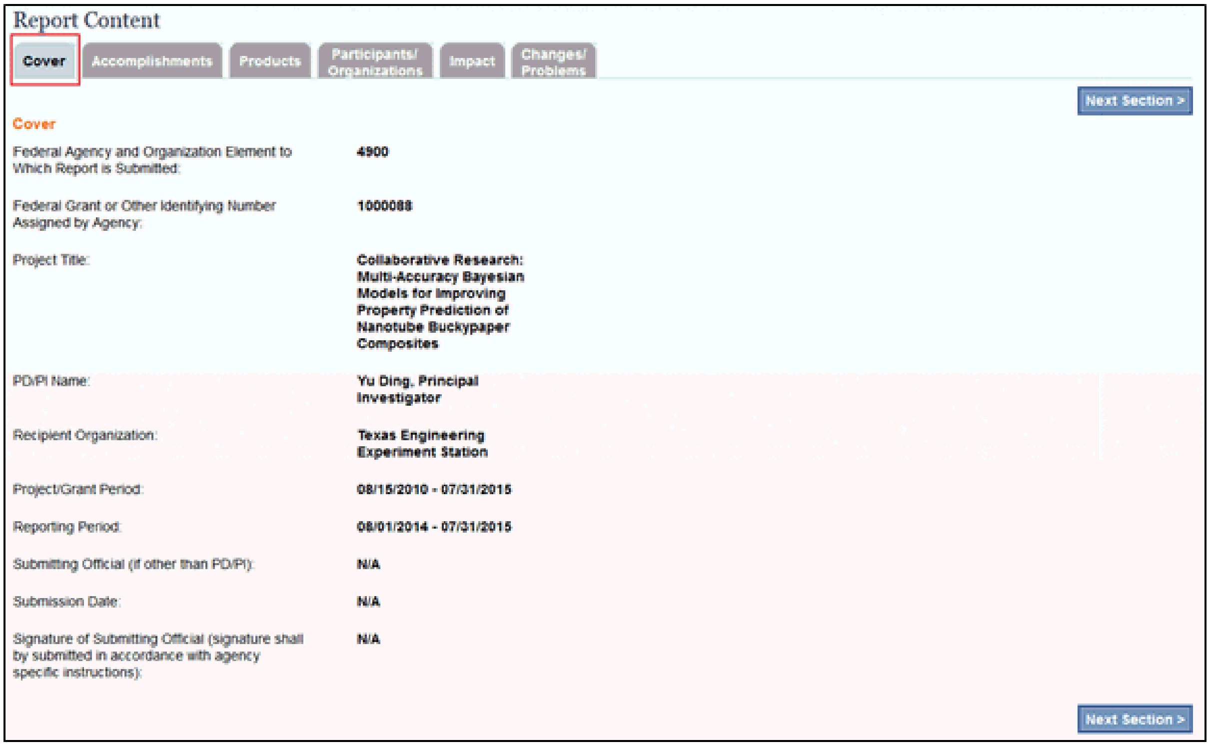


Figure 32 – Cover Tab

Note: Pre-populated information about your award can be found on the Cover tab.

4. Click Next Section or the Accomplishments tab to continue.

Figure 33 – Accomplishments tab

You will shift to the Accomplishments tab.

5. Fill out all required information and click Save/Next Section or the Products tab to continue. Within the Accomplishments tab, you will fill out text fields with information such as major goals, objectives, results, etc.

Note: If needed, you can save the report and come back to it at any time.

Note: The system session times out after 60 minutes so be sure to save frequently. A warning will be displayed 5 minutes before the timeout.

---

6. To complete the Accomplishments tab, you must either fill out all required text boxes or click Nothing to Report. You also have the option to upload PDF files in support of the Accomplishments section.

Note: If you have previously submitted an Annual Report for the award through Research.gov and it is Approved, then the major goals will be pre-populated with information from that previously approved Annual Report. Please review this information and edit the response as necessary.

Note: The text boxes have a maximum limit of 8000 characters. When more than 8000 characters are entered, the character counter turns red and shows a negative number to indicate that the maximum limit has been exceeded.

Note: If you have an image that you'd like to upload with your report, you will first need to convert it to PDF, save the file, and then upload it to this section of the report.

Note: Nothing to Report can only be selected as a response if you delete any existing information in the field. Conversely, you cannot enter information in a field if Nothing to Report is checked.

---

7. Next, you will shift to the Products tab. Fill out all required information and click Save/Next Section or the Participants/Organizations tab to continue. Also, within the Products tab, list any products resulting from the project during the reporting period. Once again, you have the option of uploading PDF files in support of this section.

For detailed instructions on entering products, refer to the section How to add Products to your Project Report.

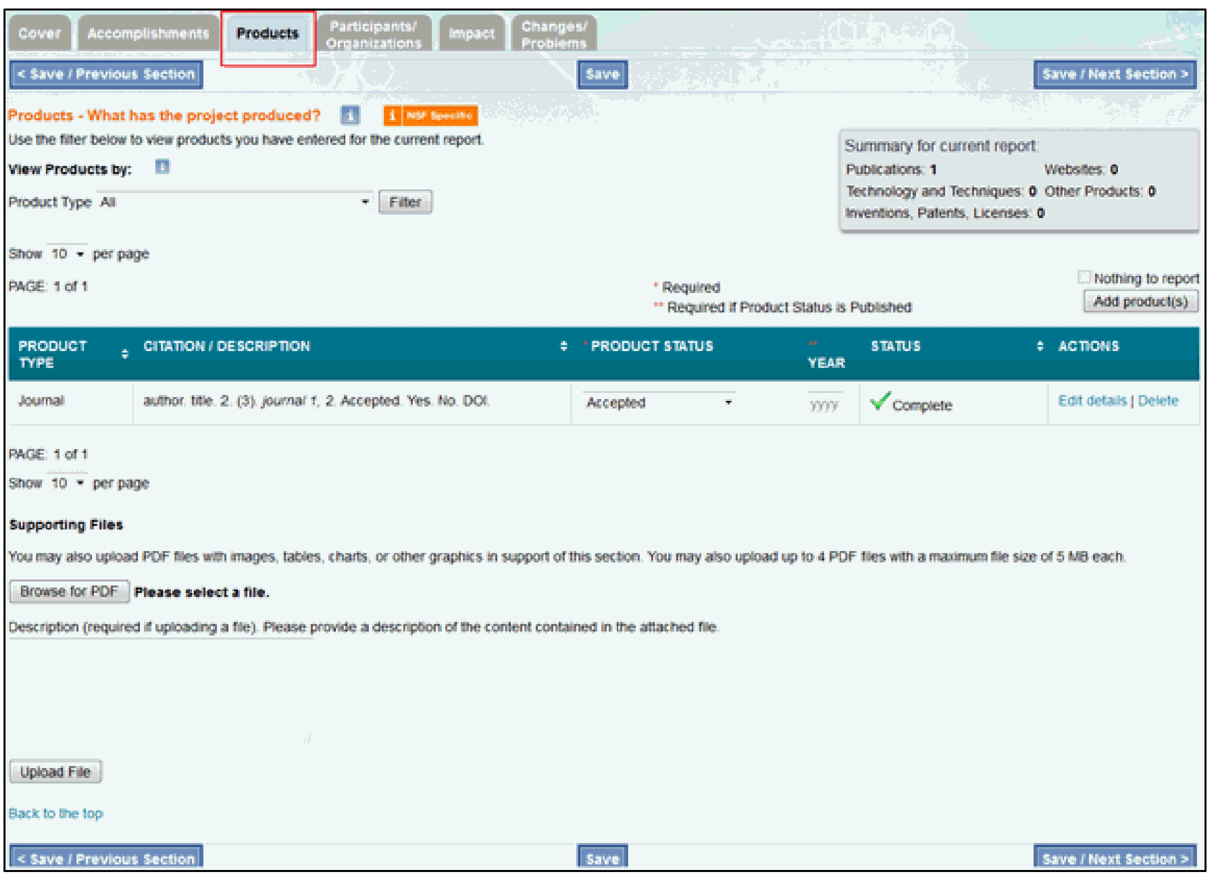


Figure 35 – Products Tab

8. Next, you will shift to the Participants/Organizations tab. Fill out all required information and click Save/Next Section or the Impact tab to continue. You will now go to the Impact tab.

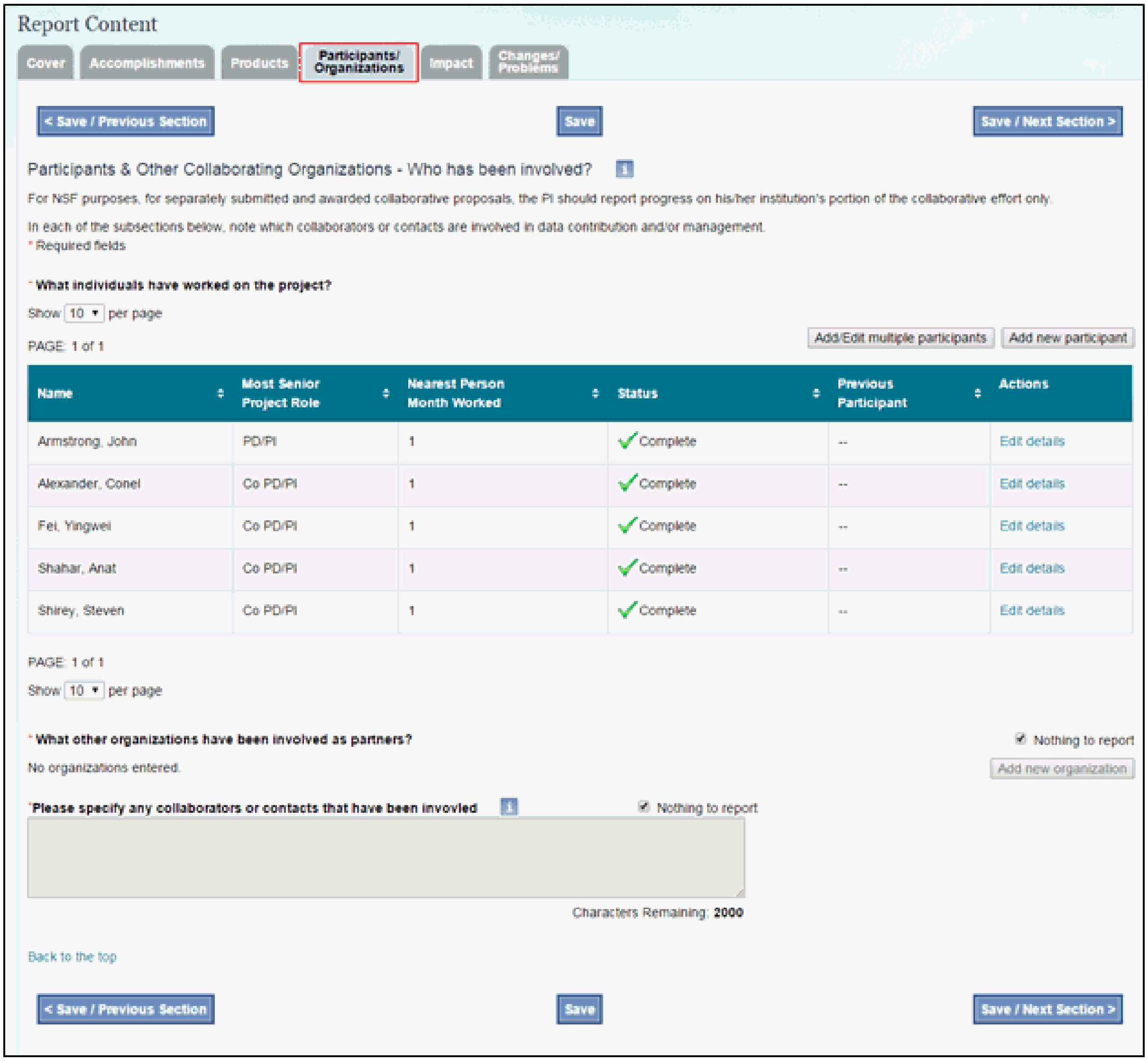


Figure 36 – Participants/Organizations tab

Remember to include additional participants or other collaborating organizations.

Note: Your name(s) (PI and co-PIs) will be pre-populated as a participant. **You must select View/Edit for ALL pre-populated names and fill out all required information to complete this tab.**

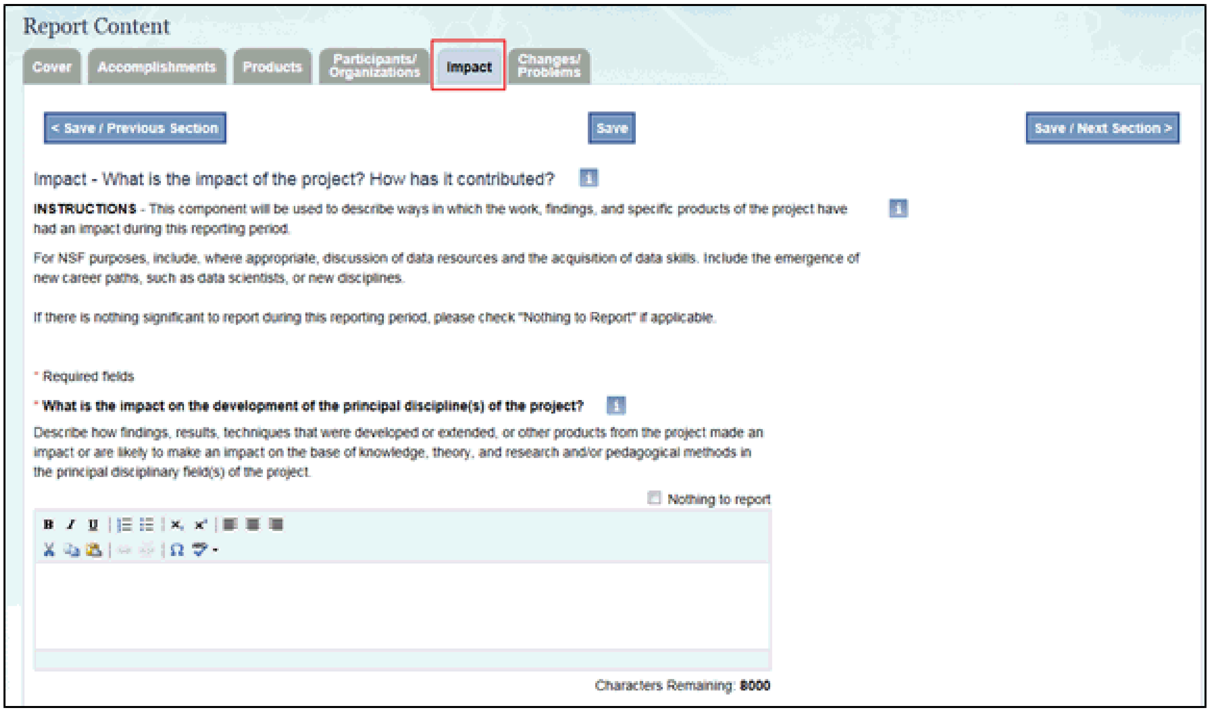


Figure 37 – Impact tab

9. To complete this tab, you must either fill out all required text boxes or click Nothing to Report. Then click Save/Continue. Remember to explain the impact of the project during the reporting period.

You now will go to the Changes/Problems tab.

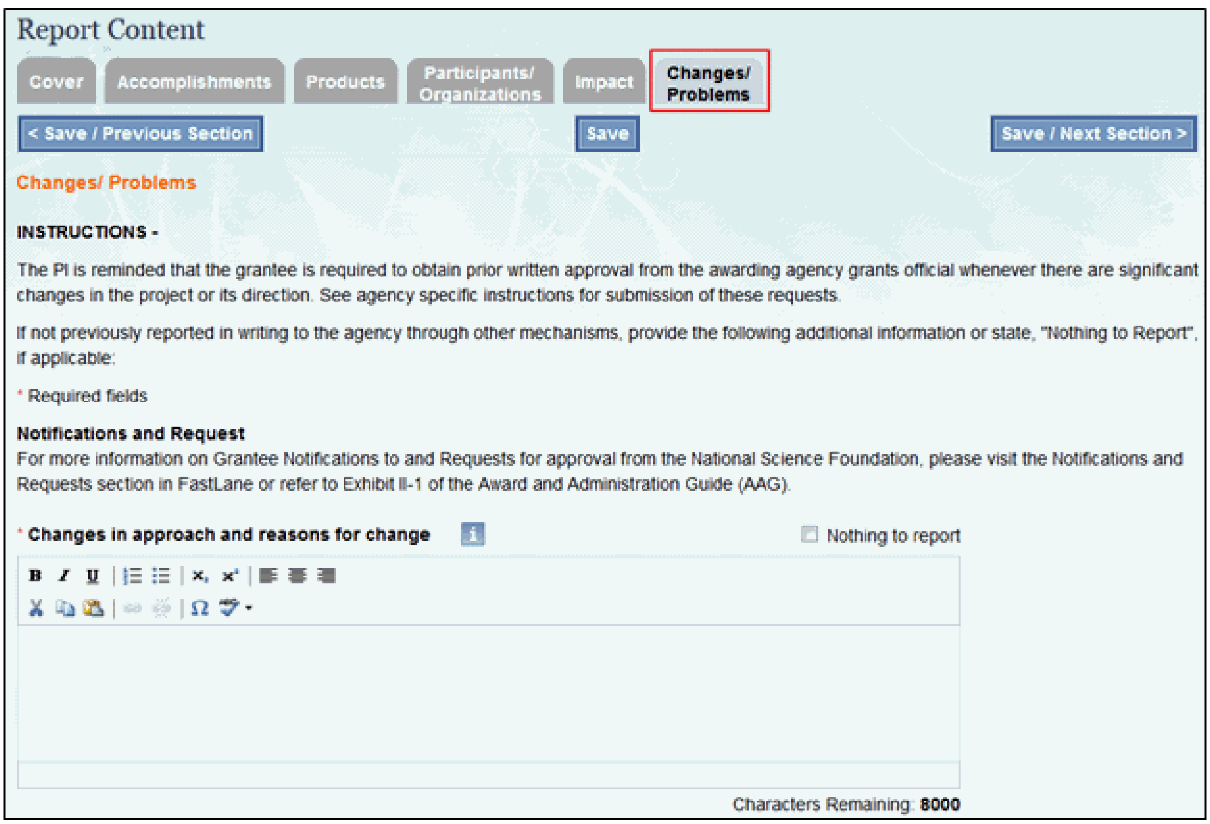


Figure 38 – Changes/Problems Tab

10. To complete the tab, you must either fill out all required text boxes or click Nothing to Report. Within the Changes/Problems tab, describe any changes or problems that occurred on the project during the reporting period.

Note: If an award has a Special Reporting Requirement as described in the solicitation, a seventh tab will appear next to the Changes/Problems Tab. The Special Requirements tab allows the user to fill out text, and provides the ability to upload a PDF file.

When all sections are fully complete, the Progress Indicator will be full, and all sections will be marked Complete. At this point, a window will appear that will allow the report to be previewed or submitted. Also, when the report is Complete, the Submit Report link in the Available Actions box at the top of your page will be enabled. Either link can be used to submit the report.

Figure 39 – Preview Report links

If you would like to print the report, select Preview Report then print.

11. To complete the report, click submit.

Note: Requirements will vary for **Interim Project Reports**. There will also be no Progress Indicator included with interim reports.

---

12. Once you click to submit the report, review the checklist to ensure everything is complete. Then click Continue.

Figure 40 – Submission Checklist

13. Certify the report by checking the box, and click Submit Report. Upon submission of the report, the Program Officer (PO), PI and co-PI, and Sponsored Programs Officers will be notified via email of the report submission. Project participants, other than the PI and co-PI(s), will also receive an email with a request to provide their demographic information. Instructions will be included in the email.

Figure 41 – Report Certification page

What are Special Reporting Requirements?

The Special Requirements tab displays on the report creation page *only* if the solicitation cited special reporting requirements. Below is an example of the Special Reporting Requirements tab you will see on your project report. For instructions on how to get to this screen, see the How to Submit a Final, Annual or Interim Project Report section of this online help.

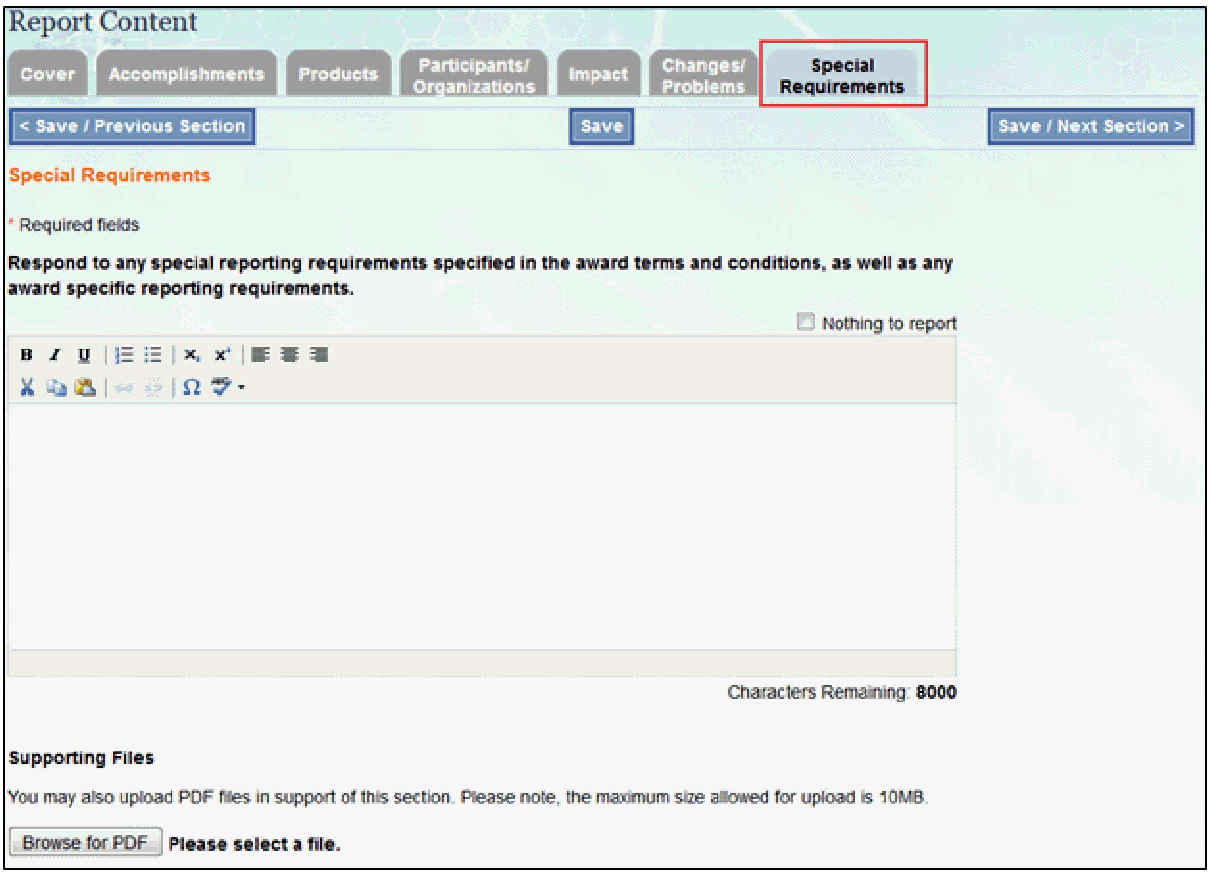


Figure 42 – Special Requirements tab

Viewing Reporting Requirements for an Annual, Final, or Interim Project Report

1. Login to Research.gov. On the My Desktop page, click on the Annual, Final and Interim Report Link on the Project Reporting Dashboard.

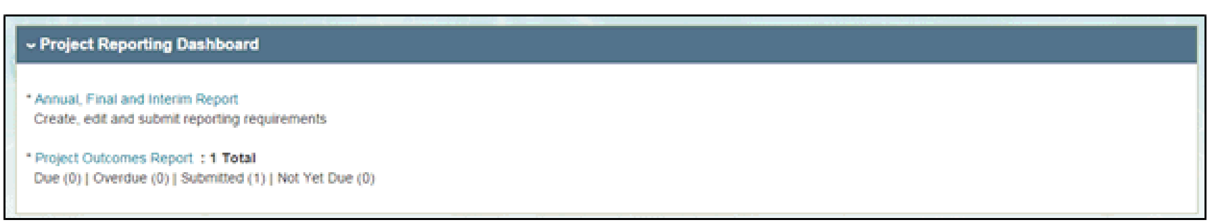
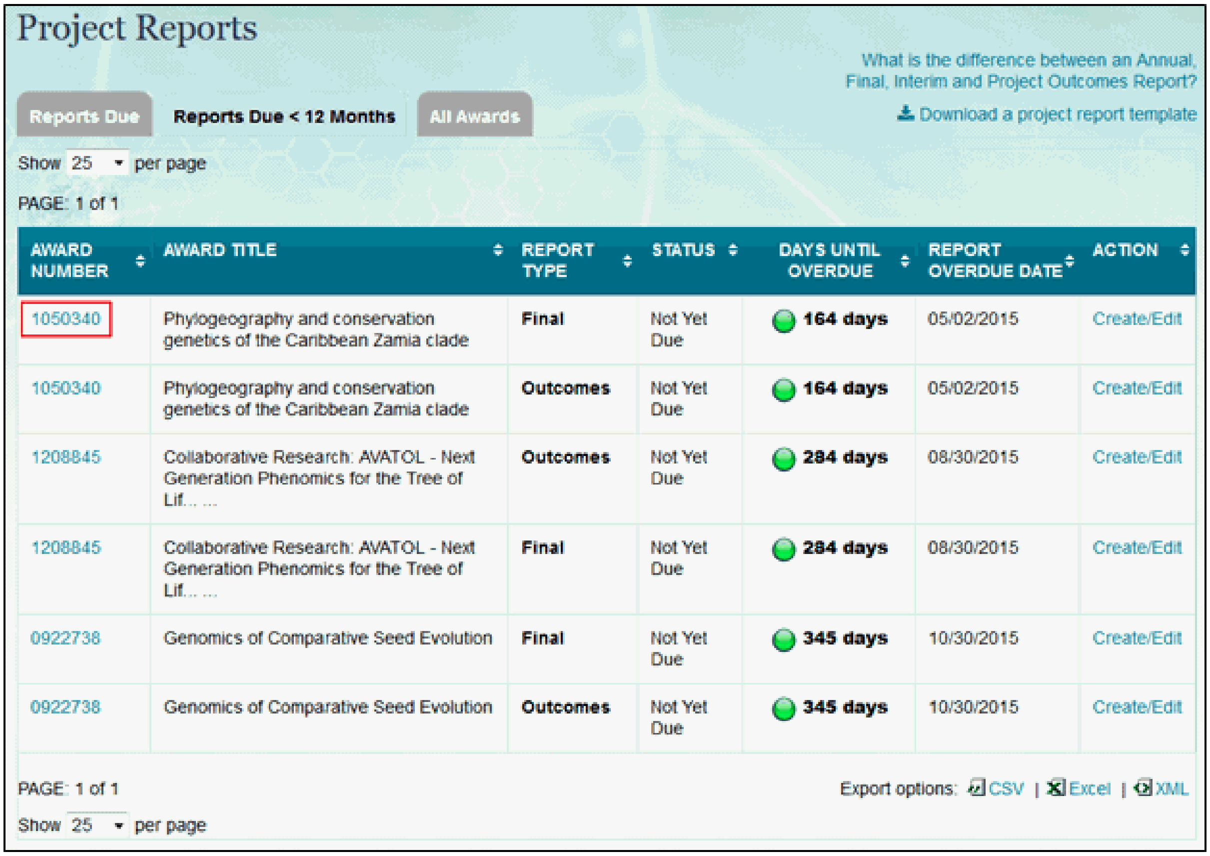


Figure 43 – Project Reporting Dashboard

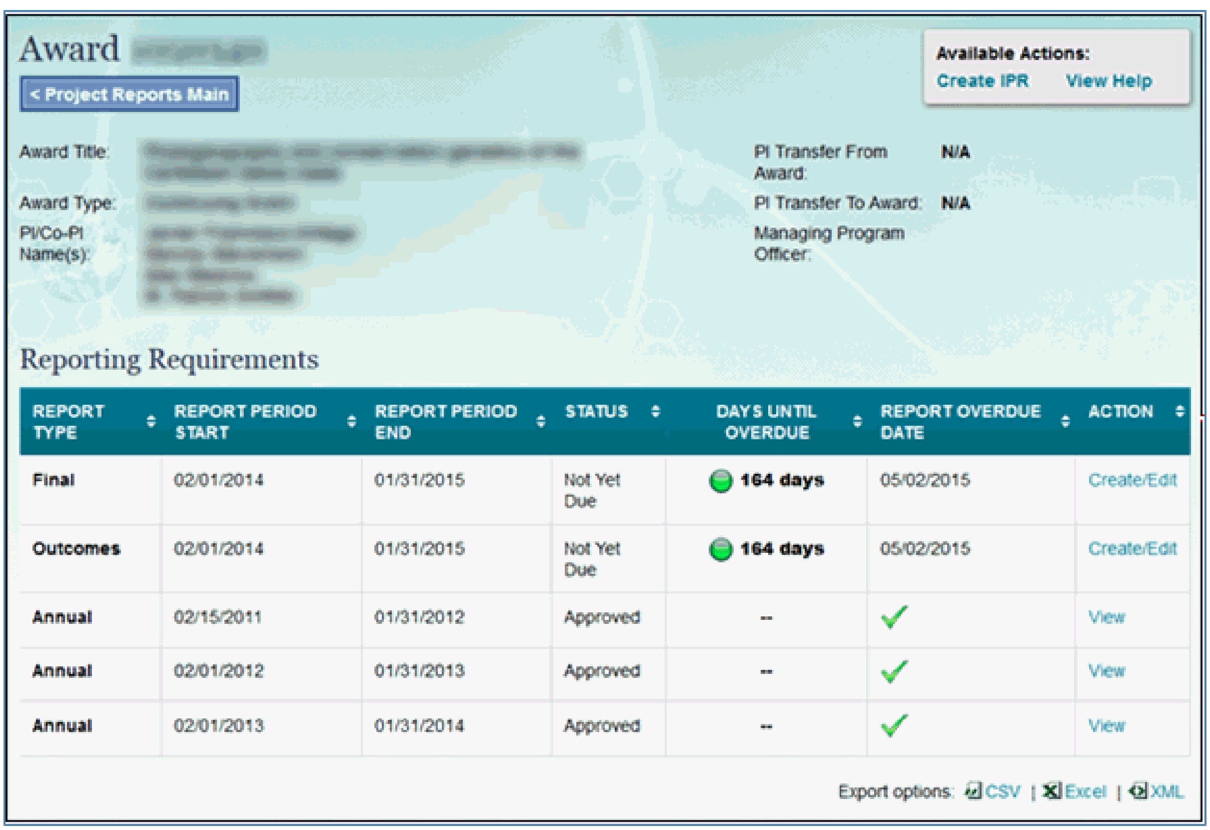
2. Click on the Award Number for which you want to see the Reporting Requirements. If you don't see anything in the Reports Due tab, select the All Awards tab to get a listing of all of your awards.



AWARD NUMBER	AWARD TITLE	REPORT TYPE	STATUS	DAYS UNTIL OVERDUE	REPORT OVERDUE DATE	ACTION
1050340	Phylogeography and conservation genetics of the Caribbean Zamia clade	Final	Not Yet Due	164 days	05/02/2015	Create/Edit
1050340	Phylogeography and conservation genetics of the Caribbean Zamia clade	Outcomes	Not Yet Due	164 days	05/02/2015	Create/Edit
1208845	Collaborative Research: AVATOL - Next Generation Phenomics for the Tree of Lif... ...	Outcomes	Not Yet Due	284 days	08/30/2015	Create/Edit
1208845	Collaborative Research: AVATOL - Next Generation Phenomics for the Tree of Lif... ...	Final	Not Yet Due	284 days	08/30/2015	Create/Edit
0922738	Genomics of Comparative Seed Evolution	Final	Not Yet Due	345 days	10/30/2015	Create/Edit
0922738	Genomics of Comparative Seed Evolution	Outcomes	Not Yet Due	345 days	10/30/2015	Create/Edit

Figure 44 – Project Reports Landing Page

You will now see the Reporting Requirements for the Award you selected.



REPORT TYPE	REPORT PERIOD START	REPORT PERIOD END	STATUS	DAYS UNTIL OVERDUE	REPORT OVERDUE DATE	ACTION
Final	02/01/2014	01/31/2015	Not Yet Due	164 days	05/02/2015	Create/Edit
Outcomes	02/01/2014	01/31/2015	Not Yet Due	164 days	05/02/2015	Create/Edit
Annual	02/15/2011	01/31/2012	Approved	--	✓	View
Annual	02/01/2012	01/31/2013	Approved	--	✓	View
Annual	02/01/2013	01/31/2014	Approved	--	✓	View

Figure 45 – Reporting Requirements

How Do I Attach a PDF to my Project Report?

You can attach files within three different tabs of your Project Report: the Accomplishments tab, the Products tab, and the Special Requirements tab.

Note: The Special Requirements tab will only be displayed if your award has a predetermined Special Reporting Requirement.

---

1. To upload a PDF, click the Browse button and select a file. You may upload up to four PDFs with a maximum size of 5 MB each for the Accomplishments or Products tab. The Special Requirements tab will accept four PDF files with a maximum size of 10 MB each.
2. Enter a PDF description and click the Upload File button to attach the PDF.

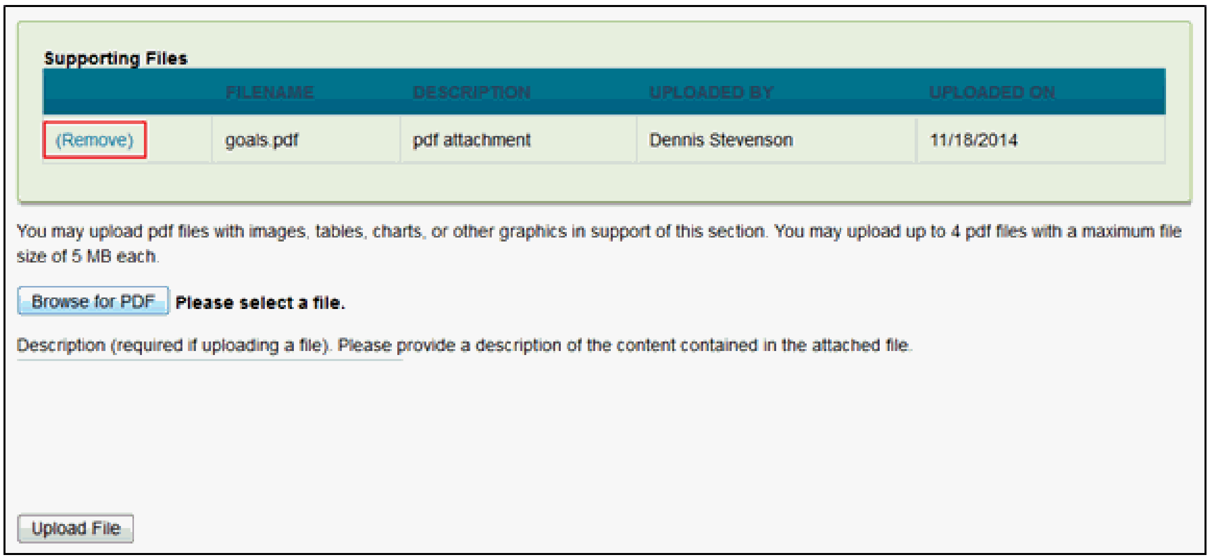


Figure 47 – Remove supporting files

To remove your PDF file, click the Remove link shown above.

How Do I View a PDF attachment?

To view a PDF attachment within a project report, complete the following steps:

1. Click Preview Report in the Available Actions box at the top of your page. Scroll to the section where the PDF was uploaded.

2. Click the Download link, and a dialog box will be displayed.

3. Select Open to view the PDF.

Note: The instructions in this section only apply for viewing uploaded PDFs of reports that were submitted through Research.gov. For reports submitted through FastLane, all attachments will be viewable when you click Preview Report in the Available Actions box.

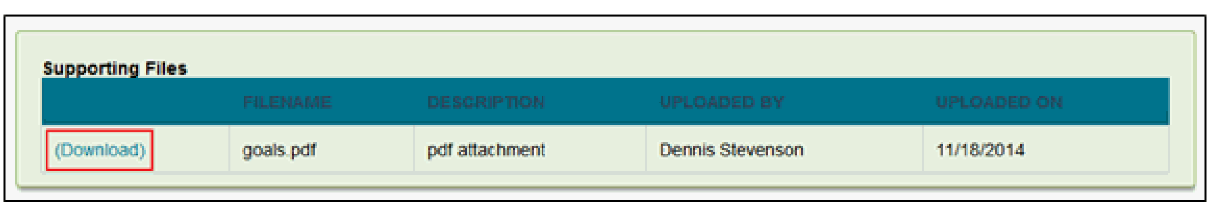


Figure 48 – Download supporting files

How Do I Check the Completeness of a Report?

To check the completeness of your project report, you can click the Check Report Completeness link in the Available Actions box at the top of your page.

Figure 49 – Available Actions box

You can also view the Progress Indicator bar located in the Report Summary of your report. The list of tabs next to the progress indicator shows what sections are complete, started, and not started.

Below is example of the Progress Indicator Bar for a completed project report.

Note: When the report is complete, the Check Report Completeness link in the Available Actions box will be disabled, and the Submit Report link will be enabled. The Check Report Completeness link is only available for Annual and Final Project Reports. It is not available for Interim Project Reports.

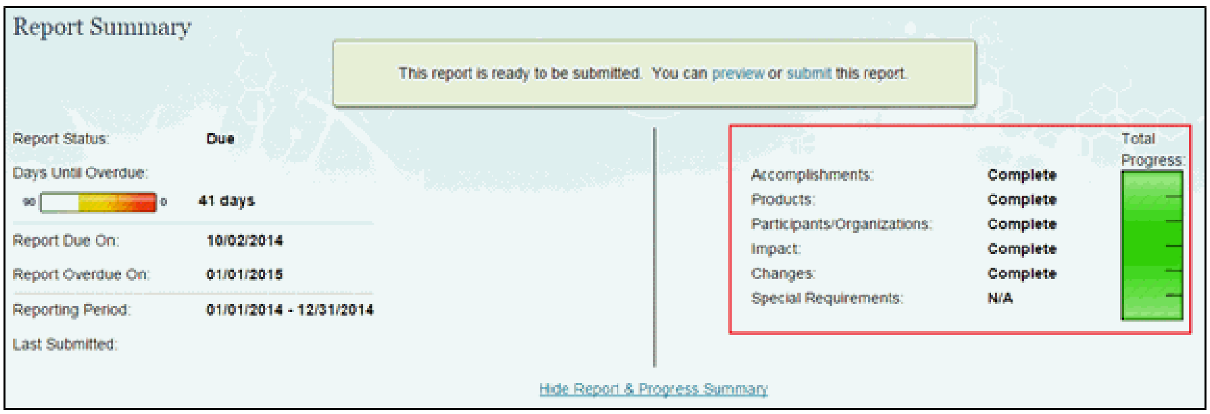


Figure 50 – Progress Summary

After clicking the Check Report Completeness link in the Available Actions box, you will see a detailed list of information that is required to complete and submit the report.

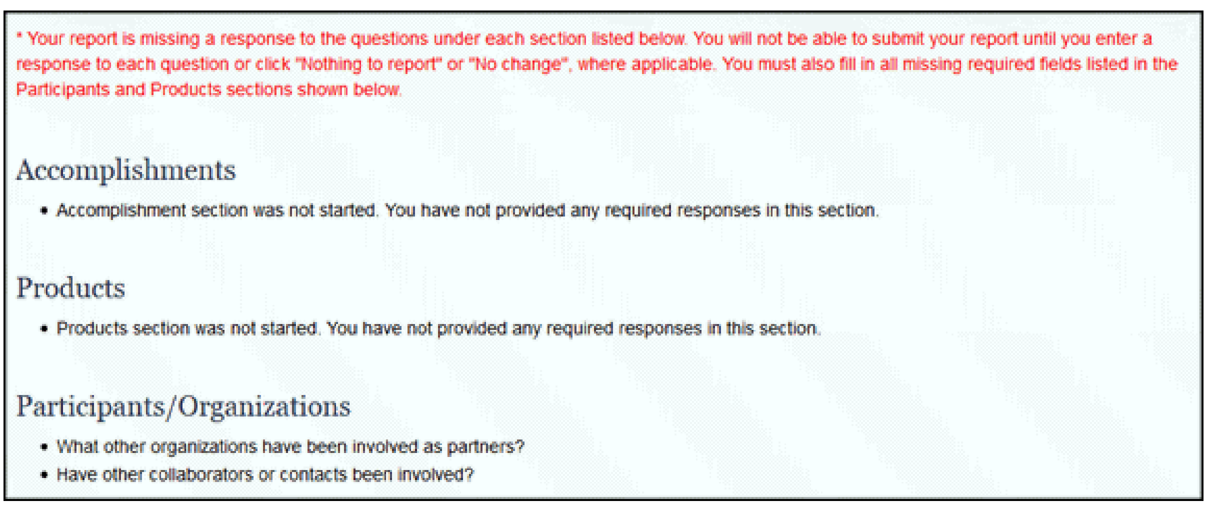


Figure 51 – Check Report Completeness Page

How Do I Recall a Submitted Report?

If you need to recall a submitted report, follow these directions:

1. Go to the Project Reports Due tab (or Reports Due < 12 Months tab if your report is not in the Due tab), and locate the award for which you want to recall a report. Then click the Recall link located under the Action column.

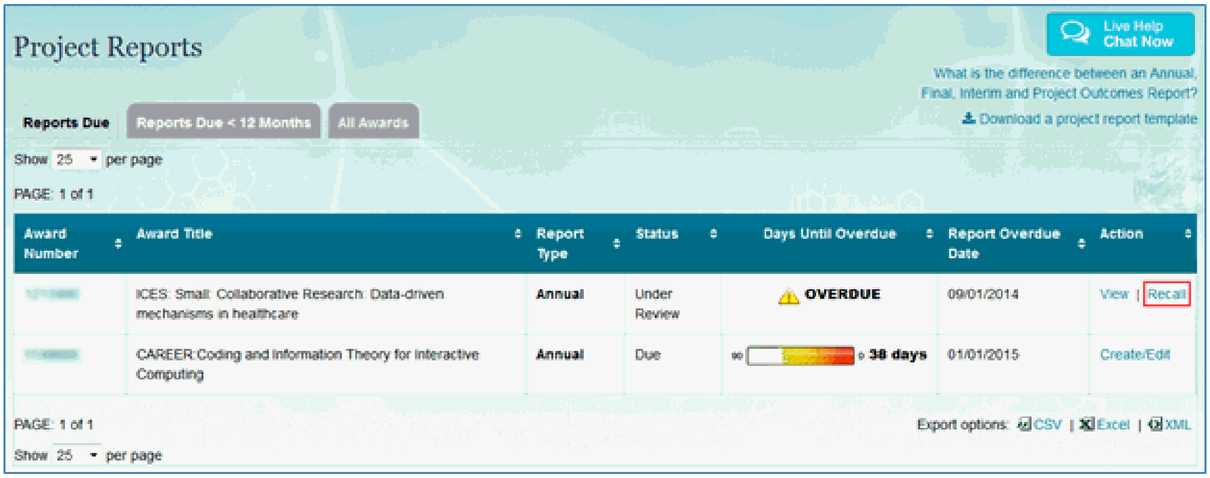


Figure 52 – Recall a report

2. Next, click the Recall Report button to completely recall your report. Once you recall the report, the co-PI(s) and PO will be notified that the report has been recalled.

How Do I Review Past Report Submissions?

To review project reports previously submitted in FastLane or in Research.gov complete the following:

1. Go to the Reports Due, Reports Due < 12 Months, or the All Awards tab.

2. Click the Award Number link.

3. To view a specific award, click the Award Number.

4. Then click the View link under the Action column to view the report.

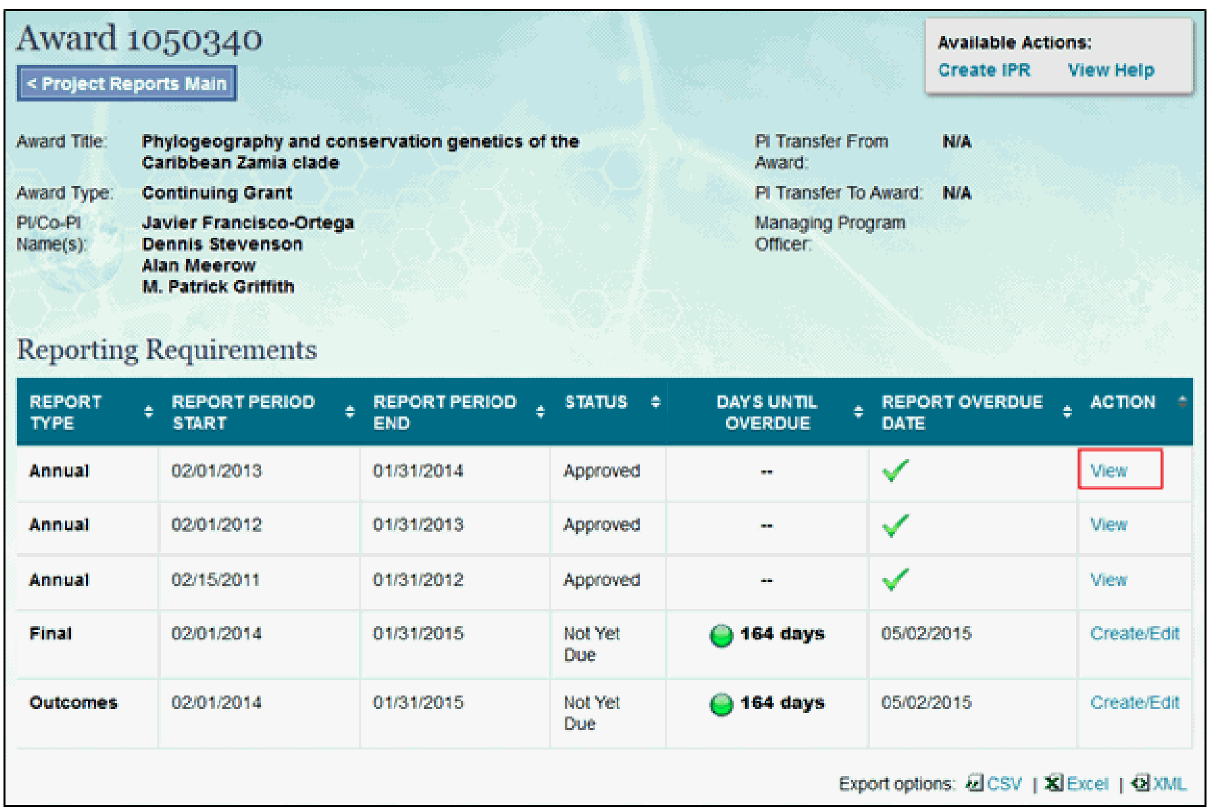


Figure 53 – View a Report

How Do I View Comments on a Report Returned to PI?

If your Program Office returns a submitted report to you, you will see your report in the Reports Due tab of the Project Report Dashboard with a status of Returned. To view the Program Officer's comments to your report, follow these steps:

1. Click on the Review Comments link under the Action column.

Reporting Requirements

Report Type	Report Period Start	Report Period End	Status	Days Until Overdue	Report Overdue Date	Action
Final	03/01/2015	02/29/2016	Returned	1 year(s) 54 days	05/30/2016	Review Comments | Edit
Annual	03/15/2014	02/28/2015	Approved	--	✓	View
Outcomes	03/01/2015	02/29/2016	Submitted	--	✓	Create/Edit

Export options: CSV | Excel | XML

Figure 54 – Returned Report

2. You will now be able to review your report comments.

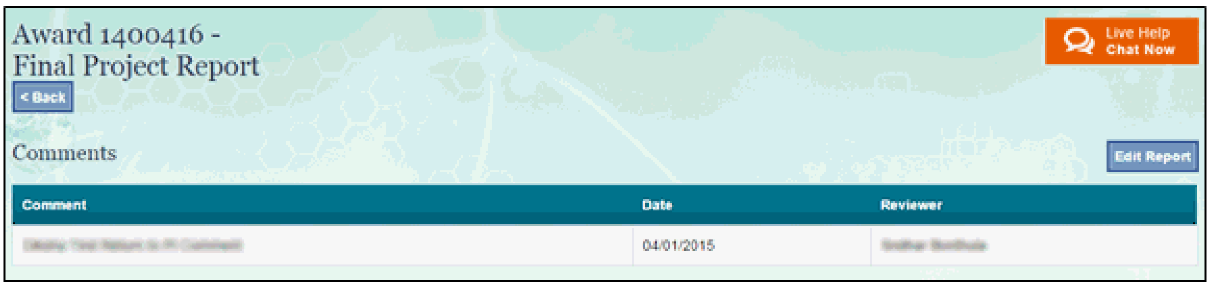


Figure 55 – Review the comments

How Do I Add a New Participant?

To add a participant to your project report, complete the following steps:

1. Click the Participants/Organizations tab and then click the Add a New Participant button.

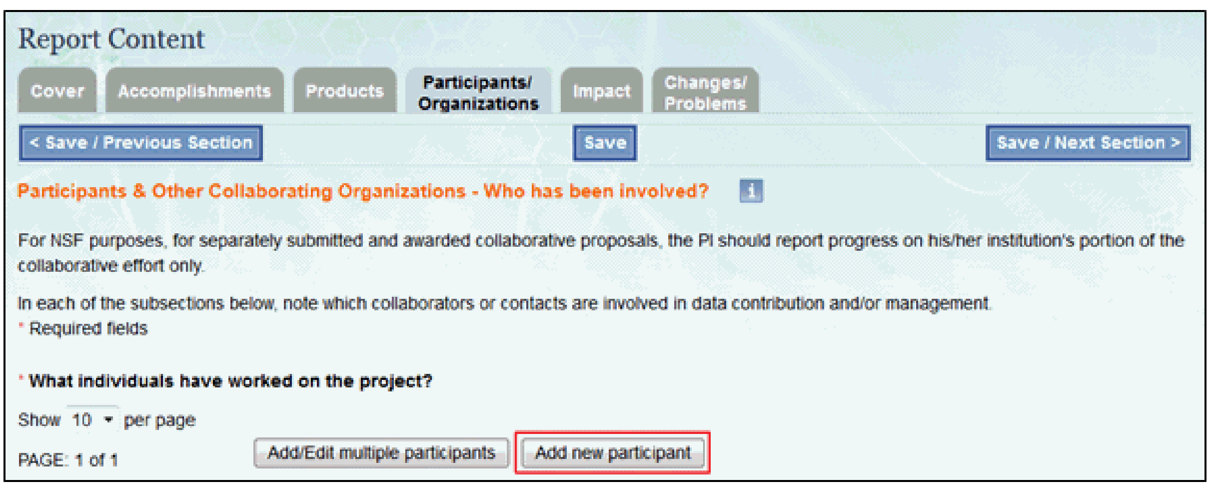


Figure 56 – Add new Participant button on Participants/Organizations tab

2. Next you will fill out the participant's information. Note: All fields are mandatory.

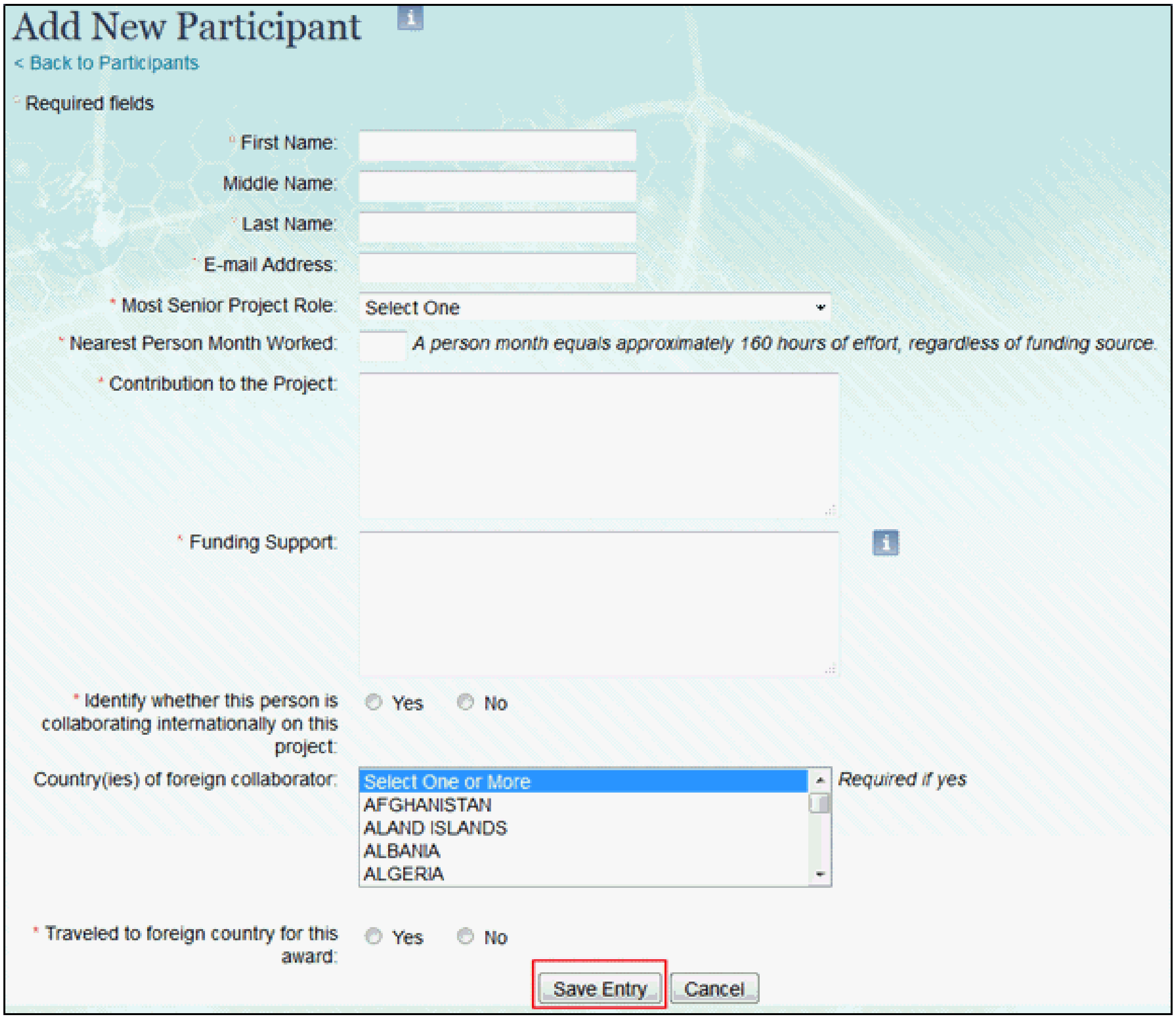


Figure 57 – Save a new participant

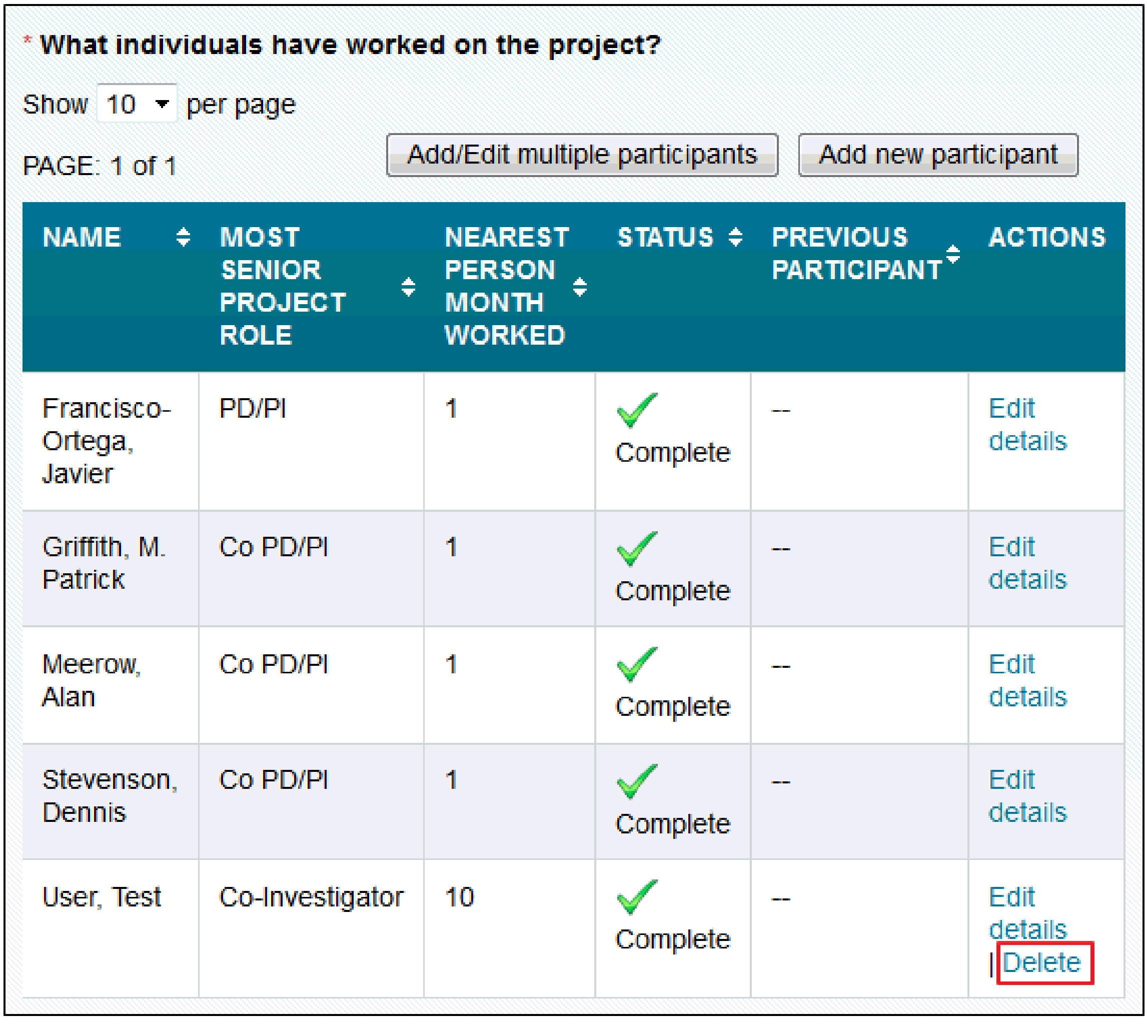
On the participant screen you will need to provide information about project participants who have worked at least one month per year during the reporting period, regardless of the source of compensation.

3. Once you have completed providing the participant information, click the Save Entry button at the bottom of your screen.

How Do I Delete a Participant?

To delete a participant, complete the following steps:

1. Click the Delete link located in the Action column next to the participant you want to delete.



* **What individuals have worked on the project?**

Show 10 per page

PAGE: 1 of 1 Add/Edit multiple participants Add new participant

NAME	MOST SENIOR PROJECT ROLE	NEAREST PERSON MONTH WORKED	STATUS	PREVIOUS PARTICIPANT	ACTIONS
Francisco-Ortega, Javier	PD/PI	1	Complete	--	Edit details
Griffith, M. Patrick	Co PD/PI	1	Complete	--	Edit details
Meerow, Alan	Co PD/PI	1	Complete	--	Edit details
Stevenson, Dennis	Co PD/PI	1	Complete	--	Edit details
User, Test	Co-Investigator	10	Complete	--	Edit details | Delete

Figure 58 – Delete a participant

Note: Participants with the PI or co-PI role cannot be added or deleted in Research.gov. They must be added or deleted using FastLane's *What People Have Worked on the Project* screen.

---

2. Click the Save button.

How Do I Add Demographic Information for a Participant?

In Research.gov you do not need to enter demographic information for your project's participants; instead, Research.gov will send an automated email to each participant and ask that they complete their own demographic information. The system will send an email to each participant who has contributed more than 160 hours to the project and is listed on the project report. This email will have instructions on how to provide/update their demographic information.

What Is Demographic Information?

If you are a participant who has worked more than 160 hours on a project we ask that you also supply demographic information. Individuals will receive an email with instructions on how to supply the demographic information.

Demographic information includes:
- Gender Values:
  - – Male
  - – Female
- Ethnicity definition
  - – Hispanic or Latino, for a person of Mexican, Puerto Rican, Cuban, South or Central American, or other Spanish culture of origin, regardless of race
  - – Not-Hispanic or not-Latino

- Race definition
  - – American Indian or Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment
  - – Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
  - – Black or African-American. A person having origins in any of the black racial groups of Africa.
  - – Native Hawaiian or Other Pacific Islander. A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
  - – White. A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
- Disability Status values:
  - – Yes (check any of the following that apply)
    - Deaf or serious difficulty hearing
    - Blind or serious difficulty seeing even when wearing glasses
    - Serious difficulty walking or climbing stairs
    - Other serious disability related to a physical, mental, or emotional condition
  - – No

Submitting demographic information is voluntary. You will suffer no adverse consequences if you choose not to submit it.

Why Does NSF Need Demographic Information?

We use the demographic information to generate statistics that help us:
- Evaluate outputs and outcomes of the programs that taxpayers support through NSF
- Report to Congress as required on NSF programs and their results and outcomes
- Gauge whether our programs and other opportunities in science and technology are fairly reaching and benefiting everyone regardless of demographic category
- Ensure that those in under-represented groups have the same knowledge of and access to programs, meetings, vacancies, and other research and educational opportunities as everyone else
- Assess involvement of international investigators or students in work we support

Your information helps assure the statistical validity of our data.

How Do I Add a Partner Organization?

To add a partner organization to your Project Report, complete the following steps:

1. Go to the Participants/Organizations tab.

2. Click the Add New Organization button.

3. Next, fill out the required fields and describe the partner organization that has been involved with the project

4. Click the Save Entry button to add the partner organization to your report.

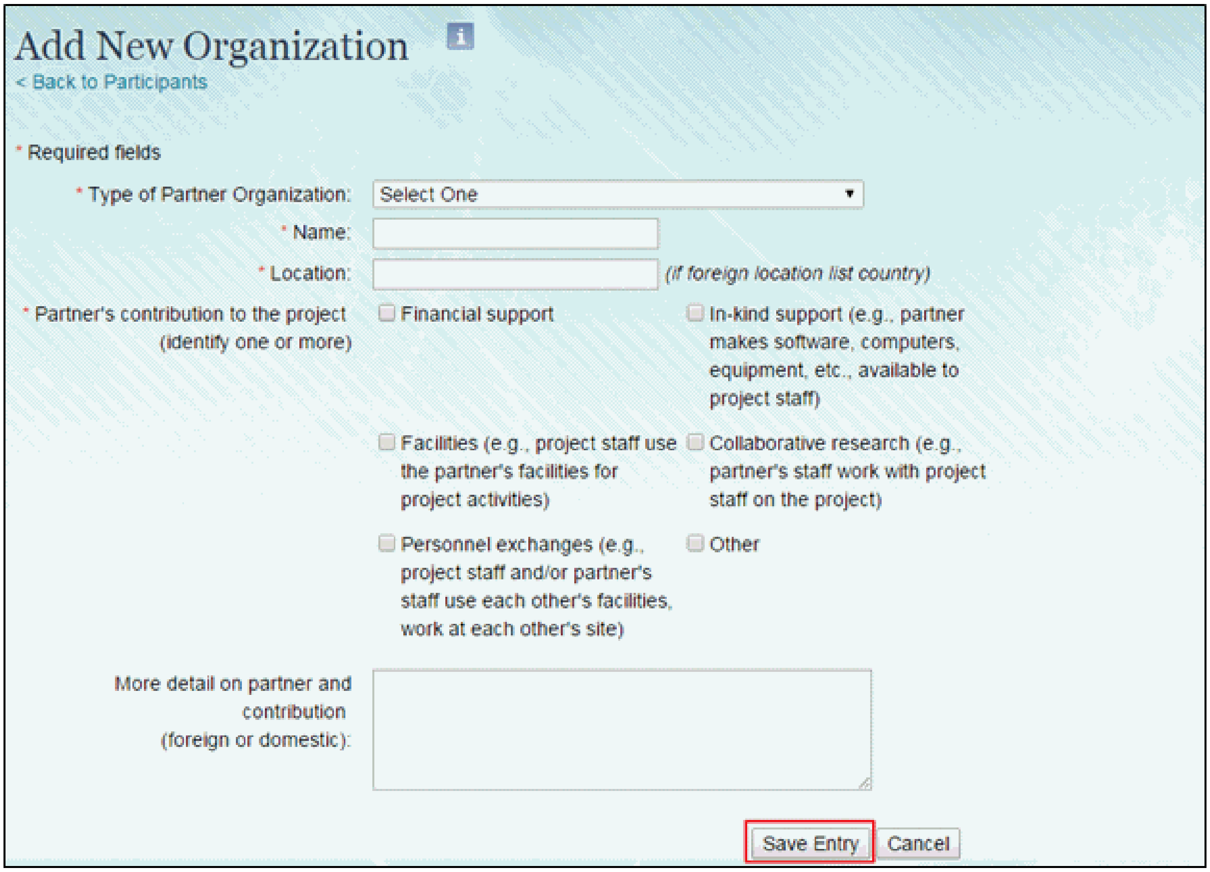


Figure 59 – Add a new organization

What Are Partner Organizations?

A partner organization is one that is outside your own organization that contributes to your project. Partner organizations could be academic institutions, nonprofits, industrial or commercial firms, state or local governments, schools or school systems, or other organizations.

Activities of partner organizations might be:
• Providing financial or in-kind support
• Supplying facilities or equipment
• Collaborating in the research
• Exchanging personnel

Listing your partner organizations helps us gauge and report our performance in promoting partnerships. NSF's ambitious goals for the country's science and technology base cannot be met with NSF resources alone. That is why we strongly encourage working in partnership with other public and private organizations engaged in science, engineering, and education. We also seek partnerships across national boundaries, working with comparable organizations in other countries wherever possible.

How to add Products to your Project Report

To add a Product to your project report, complete the following steps

1. Go to the Product tab within your report.

2. Click on the Add Product button if you wish to add a product or select Nothing to Report.

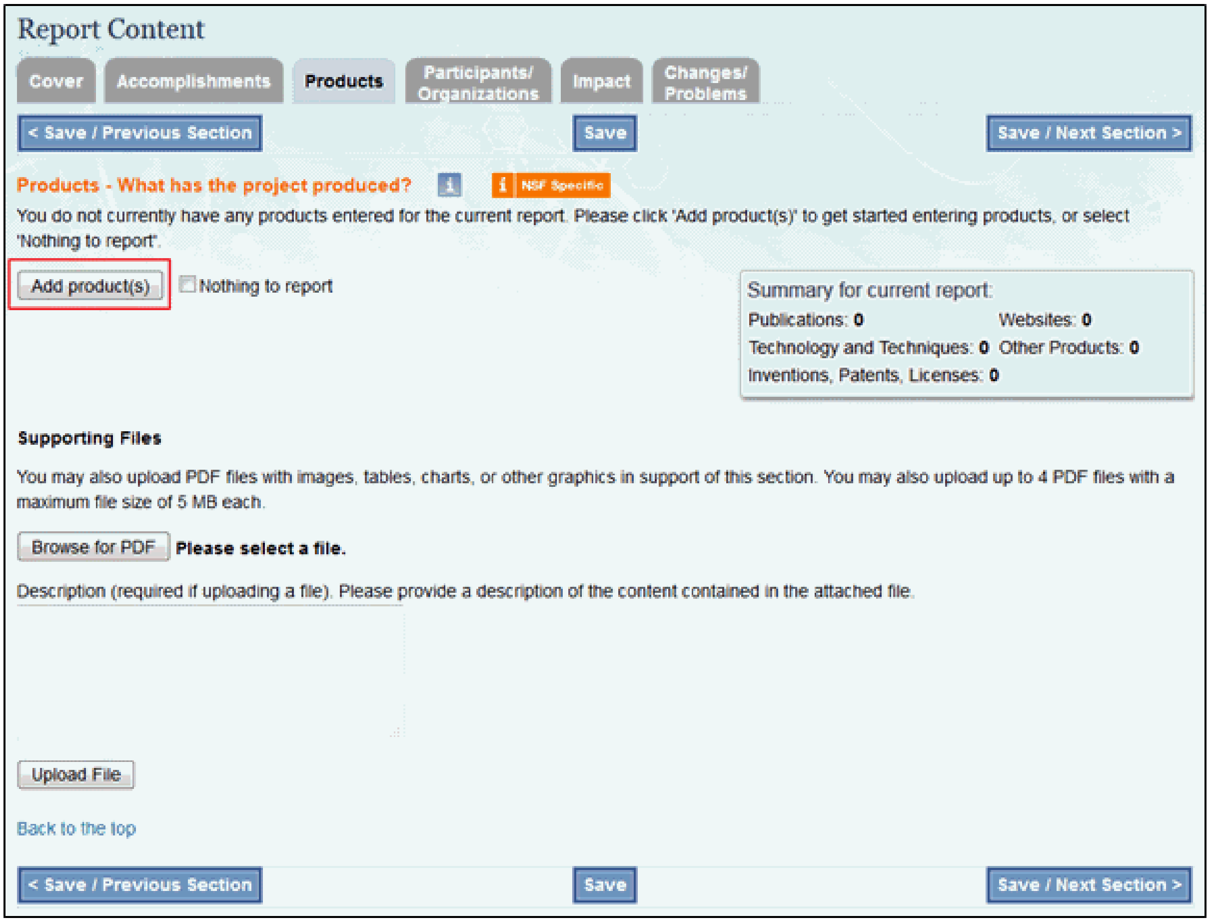


Figure 60 – Add a product

3. If you wish to add a supporting file, use the Browse button to locate a PDF file, enter a required product description

4. Click the Upload File button.

How to Add a Product via BibTeX file upload

1. Go to the Product tab within your report.
2. Click on Add Product(s) button.
3. Click the Upload Products link.
4. Use the Browse button to locate a BibTeX file.
5. Click the Upload File button.
6. Once the products have been uploaded, they will be displayed in a table format.

Note: This list of products is for your review. The products have not yet been added to the report at this point.

---

7. Review the list of uploaded products from your file and uncheck any products that you do not want added to the project report. By default, all products that contain required fields and are supported by Research.gov are checked.

Note: NSF currently supports the following BibTeX Entry Types: Article, Book, Booklet, InBook, InCollection, Mastersthesis, PHDThesis, Conference, Proceedings, and InProceedings. For detailed information on which fields NSF requires, please review the table below.

BibTeX Entry Type	BibTeX Required Fields	Project Report Product Type	Project Report Required Fields
Article	· author · title · journal · year	Journals	· Author(s) · Title · Journal · Year, if Status of Publication is "Published"
Book	· author	Books	· Author(s)

	· title · year		· Title · Year, if Status of Publication is “Published”
Booklet	· author · title · year	Books	· Author(s) · Title · Year, if Status of Publication is “Published”
InBook	· title · author · booktitle · year	Book Chapters	· Chapter Title · Author(s) · Book Title · Year, if Status of Publication is “Published”
InCollection	· title · author · booktitle · year	Book Chapters	· Chapter Title · Author(s) · Book Title · Year, if Status of Publication is “Published”
Mastersthesis	· title · author · school · year	Thesis/Dissertation	· Title · Author(s) · Institution · Year
PHDThesis	· title · author · school · year	Thesis/Dissertation	· Title · Author(s) · Institution · Year
Conference	· author · title · booktitle or journal · address · year	Conference Papers and Presentations	· Author(s) · Paper Title · Conference Name · Conference Location · Year (if Status of Publication is “Published”
Proceedings	· author · title · booktitle or journal · address · year	Conference Papers and Presentations	· Author(s) · Paper Title · Conference Name · Conference Location · Year (if Status of Publication is “Published”
InProceedings	· author · title · booktitle or journal · address · year	Conference Papers and Presentations	· Author(s) · Paper Title · Conference Name · Conference Location · Year (if Status of Publication is “Published”

Note: Products that have a red X in the “Add to Report” column, cannot be added to the project report because either the required information is missing or the product type is not yet supported by Research.gov

Note: The list of products on this page is temporary and you will not be able to return to this list after products have been added to the Project Report. If the import function must be used again to import additional products, you should only add to the report products that were not previously added, to avoid duplicate entries.

---

8. You are required to confirm the publication status and acknowledge federal support. Optionally, enter publication identification information and whether or not the product was peer reviewed,

9. Click the “Add to Report” button to save these products into the Project Report. The main products screen will be displayed.

10. To view the added products in detail and further edit them, click the Add/Edit link for the corresponding product type.

Adding Publications/Products

List the major publications resulting from the project in articles or papers in scientific, technical, or professional journals.

Only list the major publications of your work. We are looking to evaluate not the number of publications, but rather what the publications demonstrate about the excellence and significance of the research.

How to Add a Publication/Product Manually

If you choose to manually add the publication, you will have the option to choose from the following publication categories:

- Book
- Book Chapters

- Conference Paper and Presentation
- Invention
- Journal
- License
- Other Product
- Other Publications
- Technologies and Techniques
- Thesis/Dissertations
- Website

To add a Publication to your project report manually, complete the following steps:

1. Go to the Products tab within your report.

2. Click the Add Product(s) link.

3. Select the product type you want to add and click on Go

4. Fill out the required fields

5. Then click Save Entry to complete this task.

How to Edit Products in your Project Report

To edit a product in your project report, complete the following steps:

1. Go to the Products tab within your report.
2. Click the Edit Details link for the appropriate Product option.

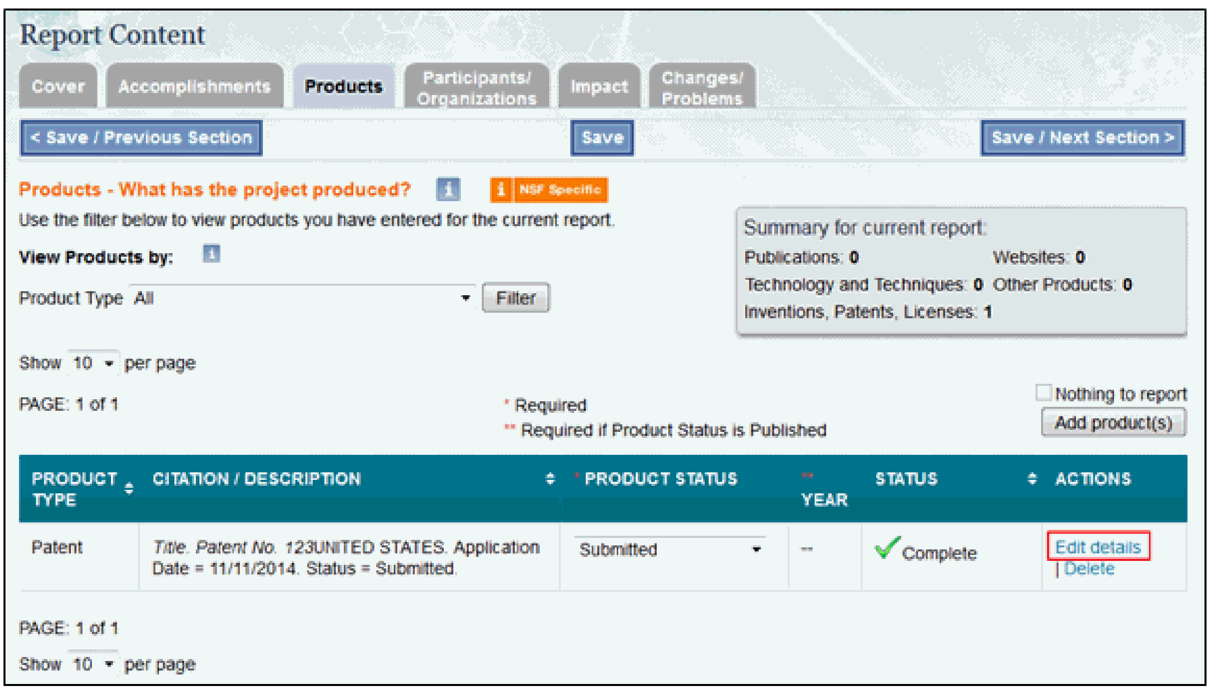
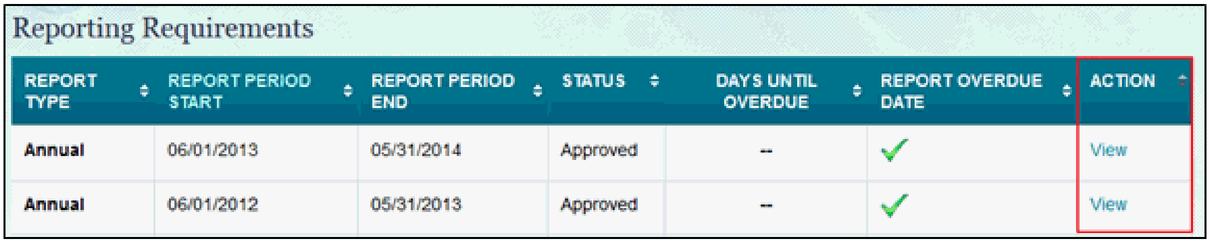


Figure 61 – Edit a product

3. Edit the appropriate Product fields.
4. Then click Save Entry to complete this task.

How Do I View a Project Report as an SPO?

As a Sponsored Project Officer, or SPO, you will need to view project reports submitted by your PIs. To view awards, complete the following steps:
1. Navigate to the Project Report Dashboard.
2. Click the award number of the report you would like to review.
3. Click the View link next to the project report you would like to review.



Reporting Requirements

REPORT TYPE	REPORT PERIOD START	REPORT PERIOD END	STATUS	DAYS UNTIL OVERDUE	REPORT OVERDUE DATE	ACTION
Annual	06/01/2013	05/31/2014	Approved	--	✓	View
Annual	06/01/2012	05/31/2013	Approved	--	✓	View

Figure 62 – View a project report as a SPO

After clicking View, the report will open up as an HTML or PDF File.

How Do I Search for a Report as an SPO?

As a Sponsored Project Officer, you will need to view project reports submitted by your PIs. To search for awards, complete the following steps:
1. Navigate to the Report Search tab.
2. Enter relevant criteria for the report(s) that you would like to review.
3. Click the Search button on the bottom of the page.

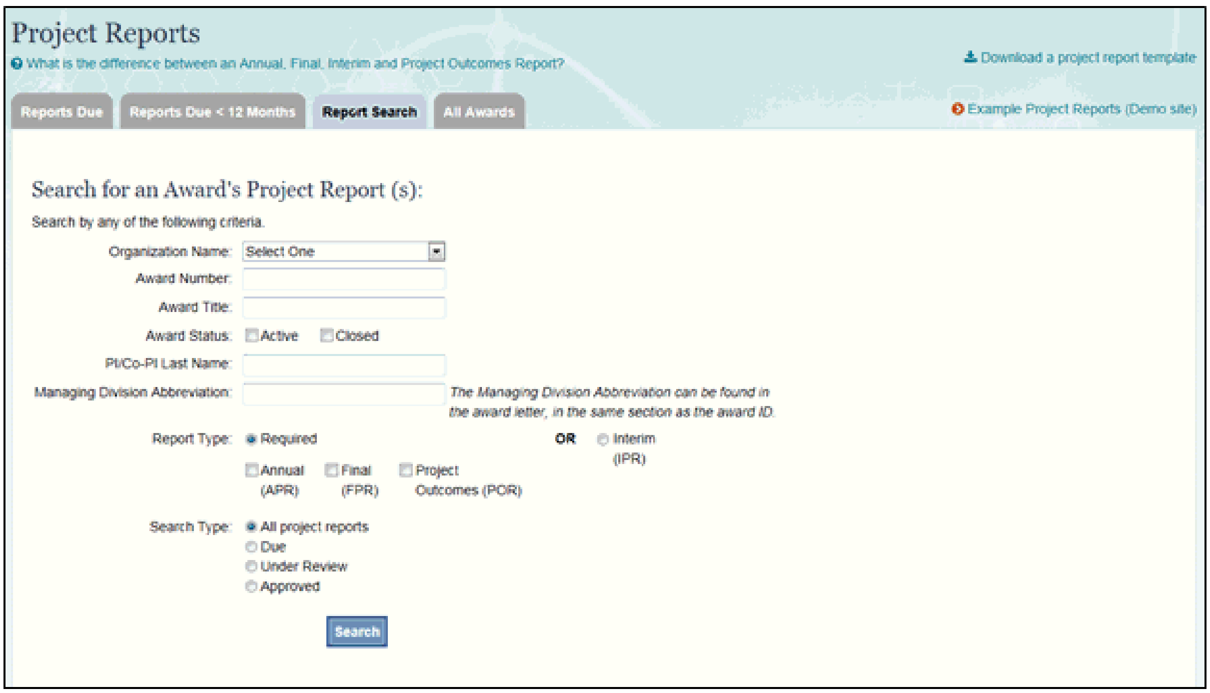


Figure 63 - Report Search