

# Submit Reports On Time Every Time

## Sponsors expect timely submission of sponsored project reports

### PI Responsibilities

1. Submit reports to the sponsor on time
2. Provide a copy of the report to OCG

### OCG Responsibilities

1. Track reports submitted in InfoEd
2. Ensures reports are kept in InfoEd as official records of the award

## Oops...I forgot or I'm late, now what?

OCG will notify you a maximum of three (3) times about your late report

Each OCG notification has a 3-day response time before the next notification is sent

After three notifications, a hold is placed on all active awards, which means:

- No NCE's will be processed until the report is submitted
- No new awards will be processed until the report is submitted
- No NDAs or other types of award actions will be completed until the report is submitted

**It happens...Submit  
as soon as possible**

## Chronic late reports and disregarding notification deadlines?

A hold will be placed on all active awards AND proposals until all late reports are submitted

See the Technical Report Submission Procedural Statement at