



REPORTS AND DELIVERABLES

Area:	Research Services and Sponsored Programs	Number:	RSSP-404-02
Applies to:	University	Issued:	June 5, 2013
Sources:	Research Services and Sponsored Programs; GSU Research and Service Foundation; Business & Finance	Revised:	June 1, 2017
Policy Owner:	Provost and Vice President for Academic Affairs	Reviewed:	November 25, 2019
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I. Purpose

This policy defines the responsibilities of the principal investigator (PI), the Office of Research Services and Sponsored Projects (ORSSP), and the Georgia Southern University Research & Service Foundation (GSURSF) with respect to reports and deliverables required by the funding agency.

II. Policy Statement

Technical Reports and Deliverables

The PI is responsible for the preparation and timely submission of all periodic technical progress reports, any deliverables related to the technical effort, and the final technical report.

Many funding agencies withhold payments and will not approve subsequent awards to the PI, department, or university if technical reports are late and/or inadequate. Upon notification of dereliction, the ORSSP will inform the PI and/or department chair, and if the sponsor withholds funding, the PI and/or department must cover any deficit due to sponsor non-payment.

Financial and Other Nontechnical Deliverables

For most sponsored projects, the GSURSF is the only authorized source for preparing and submitting expenditure reports and other required financial reports. All financial reports must be supported by the official project file and records.

GSURSF also coordinates submission of other reports, including, but not limited to, Patents and Inventions, Contractor's Release, Contractor's Assignment of Refunds, Rebates and Credits, and Property Certification or Inventory.

III. Exclusions

None.

IV. Procedures

For technical reports and deliverables, the PI will provide the ORSSP with one copy of the following (as applicable) for the official project file:

1. all progress reports;
2. deliverable confirmations;
3. final technical report; and
4. the submittal letter or email to the funding agency.

The GSURSF will place a copy of each financial or other nontechnical report in the official project file.