

## FAQs for NSF Reports [via Research.gov]

### Q. What reports are required during my award period?

- A. Annual Project Reports are required for all standard and continuing grants and cooperative agreements. Final Project Reports and Project Outcome Reports are required for all standard and continuing grants, cooperative agreements, and fellowships. All submitted Annual and Final Reports must be approved by an NSF Program Officer to meet the submission requirement. Project Outcome Reports are not reviewed or approved by NSF.

### Q. What's the difference between an NSF Final Report and the Project Outcomes Report?

- A. The Final Project Report should address progress in all activities of the project, including any activities intended to address the Broader Impacts criterion that are not intrinsic to the research. This report is not cumulative; it is the last annual report of the project, and should be written specifically for the most recently completed budget period.

The Project Outcomes Report for the general public serves as a brief summary (600-900 words), prepared specifically for the public, on the nature and outcomes of the project. Your Project Outcomes Report should:

- a. Be written for the general public,
- b. Describe the project outcomes or findings that address the intellectual merit and broader impacts of your work as defined in the NSF merit review criteria, and
- c. Briefly summarize the outcomes of your award covering the entire report period.

This report will be posted electronically by NSF exactly as it is submitted and will be accompanied by 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.”

### Q. Should my report be cumulative over multiple years?

- A. No. Your Annual and Final Project Reports are not cumulative, and should be written specifically for the most recently completed budget period. The Final Report can be thought of as the last annual report of the project.

### Q. Can I leave information that I supplied for previous reporting periods in the Annual Report for the current year?

- A. Yes, if the information is correct for the current reporting period. The reporting function accumulates components from previous reports for a particular project. It is not necessary to delete information from your previous report, but it may be necessary to update that information so that the report clearly identifies which reporting components (e.g., project

personnel, activities and findings) correspond to the current reporting period, and which to previous reporting periods.

**Q. In the participant section, individuals who participated during the first reporting period are pre-populated. If they did not participate in the project during the reporting period for which I am completing the report, should they be deleted?**

A. Yes, they should be removed if they did not participate during this reporting period.

**Q. What publications should I list in my report, and from what time period?**

A. Publications should be listed that correspond with the work/analysis done during the time-period covered by the report.

**Q. Should the participant's Person Months Worked correlate directly to the amount of work specified in my NSF project budget?**

A. No, the "Person Months Worked" field should be populated with the amount of months worked on the project. You should enter the total effort into this field, irrespective of the funding source or budget. This information is there for Program Officers to use so that they can gauge participation level. It also enables NSF to create statistics showing counts of individuals involved on reports and their general levels of effort.

**Q. Are investigators and GFCR seeing the same information?**

A. It depends on the documents. Research.gov is a role-based system that provides access to information based on the permissions associated with their role. Specifically in regards to reports, the answer is no: GFCR and the PI do not see the same information. GFCR does not have access to view and augment a PI's NSF reports prior to submission through the Research.gov system. For more information on the different Research.gov roles and how they work, see the section on [Research.gov Roles](#).

**Q. What if my question is not listed here?**

A. You can visit the FAQs on Research.gov [here](#), or look at Research.gov's "About Project Reports" page [here](#). Alternatively, you can call or email the GFCR office with any additional questions. You'll find our contact information [here](#).