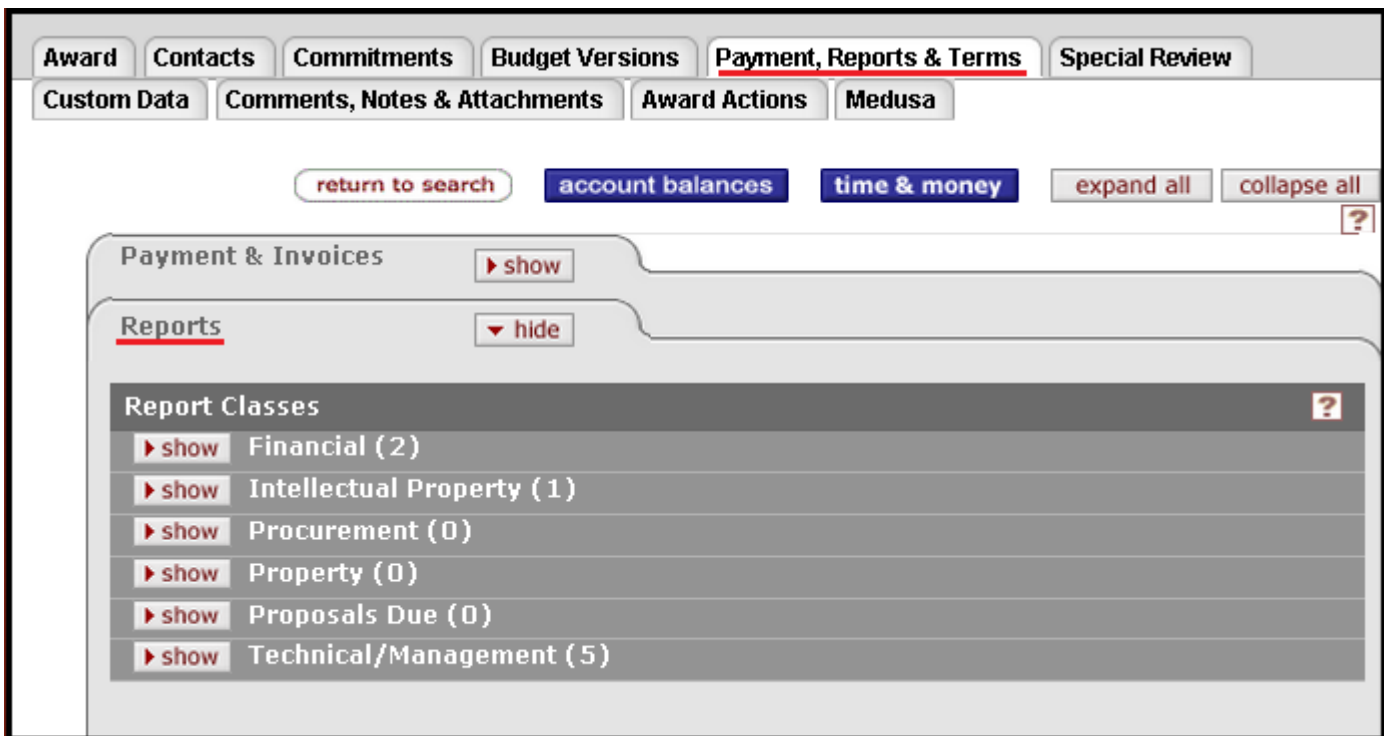


NewsFlash!

Reminder: Failure to submit timely reports (including progress reports and annual reports) can delay the submission of pending proposals and/or the processing of funding. Federal sponsors, in particular, are cracking down on delinquent reports and are precluding proposal submissions and/or delaying funding until all overdue reports are submitted. It is therefore extremely important that Principal Investigators submit all required progress reports, annual reports, final technical reports, final financial reports, final invention reports, and final property reports to the sponsor *prior to deadline*.

To assist in complying with reporting requirements, required reports and deadline dates can be easily located in KC, under the Payments, Reports & Terms tab. Each sponsor and/or each award may contain different reporting requirements and different timelines to submit reports so it is critical to read the award terms and conditions and understand your reporting obligations.



The screenshot displays the KC system interface. At the top, there are several tabs: Award, Contacts, Commitments, Budget Versions, **Payment, Reports & Terms** (which is selected and underlined), and Special Review. Below these are sub-tabs: Custom Data, Comments, Notes & Attachments, Award Actions, and Medusa. A navigation bar contains buttons for 'return to search', 'account balances', 'time & money', 'expand all', and 'collapse all'. The main content area shows a 'Payment & Invoices' section with a 'show' button, and a 'Reports' section with a 'hide' button. Below the 'Reports' section is a 'Report Classes' table with a 'show' button for each row and a help icon in the top right corner of the table area.

Report Classes	
▶ show	Financial (2)
▶ show	Intellectual Property (1)
▶ show	Procurement (0)
▶ show	Property (0)
▶ show	Proposals Due (0)
▶ show	Technical/Management (5)

Questions? If you have any specific questions on reporting requirements for a sponsored award, please contact the [Contracts and Grants Officer](#) assigned to your unit.