

## NewsFlash!

The Department of Contracts and Grants (DCG) is pleased to announce the launch of a new [Final Report Submission Portal](#). The Portal will go-live on **February 18, 2019** and will streamline and facilitate the submission of final technical and patent reports to DCG.

### What to Expect

Principal Investigators will receive automated emails indicating the required Final Report(s). The emails will be sent at the following time intervals:

- 30 Days Prior to Report Due Date
- 30 Days After Report Due Date (Overdue)
- 60 Days After Report Due Date (Overdue)

### Sample Email

This email is in regards to the following award:  
Sponsor Award ID: 17-61554  
USC Account No.: 5450711506  
Project End Date: 10/31/2018  
Title: Philanthropy and Equity  
Principal Investigator: Noah Congelliere

As Principal Investigator of the above referenced Award, you are required to submit the following Final Report(s) on or before 11/30/2018:

1. Technical/Management - Final

It is imperative that all Final Reports are submitted prior to the above referenced due date to ensure that the reporting requirements of the sponsoring agency are met. Please refer to the award's terms and conditions for reporting submission procedures and requirements.

[Click here to submit the required Final Report\(s\), so we can update our records and remove this Award from future email reminders.](#)

Timely closeout of awards, including the submission of technical and invention reports, is an integral part of the determination for future funding. Please do not hesitate to contact the DCG Closeout Coordinator if you have any questions or concerns regarding this project.

Thank you,  
DCG Closeout Coordinator  
Telephone: (323) 442-2401  
Email: [awardcloseout@usc.edu](mailto:awardcloseout@usc.edu)

The reminder emails will identify key award information (e.g., PI Name, Award Number, Account Number etc.), along with the required final report(s) and respective due date(s). The email(s) include a link to the [Final Report Submission Portal](#). When the link to the Portal is launched directly from the email reminder, the required top fields will be pre-populated with the award information. The PI/RA will simply need to attach and upload the required Final Report(s) and click "Submit".

### Final Report Submission Portal

The [Final Report Submission Portal](#) can be located via the automated Final Report reminder(s) and/or the [DCG Award Closeout website](#). The Portal allows Principal Investigators and/or Research Administrators to quickly submit Final Report(s) directly to DCG. As noted above, if the Portal is launched from the link embedded in the

email reminder, the first four fields (PI, email, award and account numbers) will be pre-populated. If the portal is launched directly from the [webpage](#), you will need to complete all of the fields to identify the Award.

USC University of Southern California Final Report Submission Portal

Principal Investigator \* Noah Congelliere

PI Email Address \* Congelli@usc.edu

Award Number \* 17-61554

Account Number \* 54-5071-1506

Closeout Reports

Document Type \* Final Technical Report Upload

Add

Submit

### **The Importance of Award Closeout**

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 final reports, including final technical reports, final financial reports, final invention reports, and final property reports prior to deadline.

The aim of the new email automation and [Final Report Submission Portal](#) is to assist Principal Investigators to be in compliance of sponsor reporting requirements.

### **Questions**

Please refer to the [Award Closeout](#) section of the DCG website or contact [Noah Congelliere](#) and/or the [DCG Officer](#) assigned to your Department/School.