

# Tips for managing progress reporting deadlines

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# Today's agenda

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Consequences of late/non-compliant reporting

How to find reporting deadlines

Some tips for managing the deadlines

Some tips for smoother submission of reports

Common issues in RPPR review and sponsor follow up

What are your tips?

# Consequences of Non-compliance

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Can include:

Delay of issuance of NOA for continuation on same award

Delay of review of other submitted proposals for same PI or co-PIs

Delay of new funding

Unilateral closeout

# How to find upcoming deadlines for progress reports

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Sponsored Research Website

NOA

CERES

Sponsor resources

# SR Website

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<https://sponsoredresearch.northwestern.edu/awards/award-management/>

## Reports Due to NIH & NSF

Click on the links below to access lists of due and overdue progress reports to the National Institutes of Health (NIH) and National Science Foundation (NSF). Note: Current NU NetID required to access files. Lists are updated bi-weekly.

- [NIH Closeout Reports - Chicago](#)
- [NIH Closeout Reports - Evanston](#)
- [NIH RPPR Reports - Chicago](#)
- [NIH RPPR Reports - Evanston](#)
- [NSF Reports](#)

# Some sponsor websites

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<https://grants.nih.gov/grants-process/post-award-monitoring-and-reporting/reporting-requirements/research-performance-progress-report-rppr>

<https://www.nsf.gov/awards/report-your-outcomes>

[onr-research-performance-progress-report-rppr-instructions](https://www.onr.gov/research-performance-progress-report-rppr-instructions)

[Reporting Guidelines – NASA](#)

Check NOA, sponsor terms and conditions for submission deadline, method and guidelines

# CERES

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Dashboard reflects upcoming deliverables (emails also go out via CERES to those listed on the CERES record for the award).

The screenshot displays the CERES dashboard interface. At the top, there is a breadcrumb trail: 'SP0018027: Effects of P... ated Systems'. Below this is a 'My Deadlines' section featuring a search bar with the placeholder text 'Enter search terms to filter list'. A calendar widget shows the date 'Mar 1 2026'. The main content area lists several deliverables, each with a folder icon and a unique ID:

- AWD00004002
- AWD00000166-MOD018
- SP0064147-MOD005
- SUB00000371
- AWD00001042-MOD006
- SUB00001205

Job aid: Create and Manage Deliverables [Article - CERES: Manage Deliverables](#)

# Tips for submission

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NIH specific:

5 day deadline as with other proposals

Continuation record for annual progress reports will go by default to Pre-award contact for capsule. Will be reassigned to Award management specialist.

Route RPPR asap in commons to AM contact so we know it's ready for review and so we can recall if needed

No Con- record required for Final or Interim RPPRs

Unobligated balance-be realistic, don't just try to reach the threshold

# Tips for submission-continued

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Foreign components-section G

Personnel-Section D

# Common RPPR follow-up topics

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Changing words/alignment of aims

Effort discrepancies, compliance with project/program specific minimum effort, are things still pending? (IRB, IACUC)

Foreign collaborators

Unobligated balance

publications

## Other sponsors

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Some require SR submission through other external systems

Allow enough time for review and coordination with any other offices

Some do not require SR involvement, but PI may ask for assistance with budgeting, staffing information, filling out forms

# Questions for discussion

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How long does it take to do a typical RPPR in your role?

How do you keep track of deadlines and manage the process?

What other sponsor reports do you submit?

What do you need from SR in terms of support? What can we do to help you?

Any other tips you'd like to share?

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# THANK YOU!