

# Project Reports System Introduction

[Print the contents of the Project Reports System book.](#)

NSF policy, reflecting OMB Circular A-110, requires grantees submit project reports for awards on an annual basis. The Project Reports System provides for electronic preparation, submission, and tracking of annual, final, and interim project reports. See [Frequently Asked Questions on the Project Reports System](#) (PRS) to learn more about recently implemented new features in PRS and the project reports process.

NSF requires submission of annual progress reports for continuing grants, standard grants, and cooperative agreements. Individual fellowships require submission of a final report.

There are two types of reports:

- **Annual Project Report**

This is the annual progress report that allows the NSF Program Officer to monitor and track the progress of the project. The annual reporting periods are divisible by 12. This report must be submitted within 90 days before the end of the current budget period end date. The budget period is also the reporting period.

For continuing grants, there may be instances in which the first reporting period is less than 12 months, but no less than 6 months.

- **Final Project Report**

This is the final progress report. This report must be submitted within 90 days after the award has expired.

For individual fellowships, one final progress report is required.

We also encourage you to update us at any time during or after the award period with an **Interim Report**.

You can submit these reports only through the FastLane Project Reports System.

We apply the information you submit in project reports to many purposes:

- Monitoring progress on active awards
- Evaluating new requests for funding in the light of results from earlier NSF support
- Assessing how NSF is meeting its goals
- Demonstrating the results of NSF programs in accordance with the Government Performance and Results Act (GPRA) of 1993
- Informing Congress and other non-scientific audiences on the results achieved by your program, its parent organization, and NSF

## What Do I Report On?

Our reporting categories are the same for each kind of report—Annual, Final, and Interim. The categories are:

- Participants
- Activities and Findings
- Products
- Contributions

You may also add graphics and other features to the report by uploading a separate file in addition to reporting on the categories above.

See [Access the Project Reports System](#) to begin working on Project Reports.

The SPO can [view Project Reports](#).