The National Science Foundation (NSF) has provided the following FAQ for Project Performance Reporting.

The live links, which provide more detailed information, including screen shots, can be accessed via the Advisory section of the Fastlane homepage (https://www.fastlane.nsf.gov/fastlane.jsp).

It is suggested you bookmark this page for future reference, and share this information with your NSF funded investigators.

**Project Reports System FAQs**

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24. **How do I print a copy of my completed report?**
25. **I submitted my report, but it contains erroneous information. I need to make corrections. What can I do?**
1. **What award types require submission of annual and final project reports?**

   Annual Project Reports (APRs) are required for all standard grants, continuing grants and cooperative agreements as well. Final Project Reports (FPRs) are required for all standard grants, continuing grants cooperative agreements, and individual fellowships. All submitted annual and final reports must be approved by an NSF Program Officer to meet the submission requirement.

2. **Are annual project reports required for report periods ending in fiscal year 2006 or earlier?**

   Annual project reports are not required for awards whose reporting periods end on or before September 30, 2006, provided they are not used for increments in 2007 or later.

3. **Why are PIs not able to enter a reporting date range for a project report?**

   As of November 18, 2006, PRS will preset the reporting periods at the initial award time. Any existing awards will be pre-loaded with outstanding reporting periods as well. If you believe the pre-loaded reporting periods for your award are incorrect, please contact the FastLane Help Desk and report the problem.

4. **When can a Principal Investigator (PI) submit APRs and FPRs?**

   PIs can only submit reports on or after the reporting period start date. The APRs are due 90 days before budget period (reporting period) end date. FPRs are due the day after final award expiration date. However, for awards with a current pending increment, if the associated APR report end date is beyond 09/30 for that year, then the APR can be submitted between 07/01 and 09/30.

5. **What happens if a PI or Co-PI is overdue on any annual or final project reports?**

   Currently, an overdue FPR stops funding actions for the PI and Co-PIs on the award. With the PRS changes, overdue APRs will impede all funding actions for the PI and Co-PIs on the award. Furthermore, overdue APRs and FPRs will impede processing for all post-award actions for the PI and Co-PIs. FastLane will allow submission of
most post-award actions with a warning, but will not allow submission of PI/Co-PI change or withdrawal of Co-PI requests.

6. **What is the affect on the award project reporting requirement if a time extension or additional time has been approved?**

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#6

Any additional time added to the award will extend the total reporting requirement. If the additional time extends the last reporting period to more than 12 months, then a new project reporting period will be added.

7. **Can time extension requests/notifications be submitted in FastLane if there is time left on the award?**

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#7

FastLane will not allow submission of an NSF Approved No-Cost Extension Request for a Standard Grant and Cooperative Agreement when its award expiration date is more than 6 months greater than today’s date, and for a continuing grant if it has pending increments.

Grantee Approved No-Cost Extension Notifications for a Standard Grant or a Continuing grant are allowed with a warning message.

8. **Why am I unable to submit a no-cost extension request in FastLane?**

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#8

For Standard Grants and Cooperative Agreements, make sure the award expiration date is less than 6 months from today. For Continuing Grants, check if there are pending increments. Please see FAQ 7 for additional information on time extensions.

9. **How can I check the status of my project report in FastLane?**

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#9

Report Status can be checked by the PI/Co-PI in Proposal Awards and Status module by looking at the **My Submission Status** and the **NSF Report Status** columns for each report. Detailed definitions for all the statuses are available on the APR/FPR Requirements screen for each award by selecting the link entitled **What do “NSF Status” and “My Submission Status” mean.**

Sponsored Project Officers can see the report status in the Research Administration module under the **PI Submission Status** and **NSF Report Status** columns for each award.

10. **How is “Returned to PI” different from the “Rejected” status?**
The "Rejected" status has been retired from the project report process. The NSF Program Officer shall use the “Returned to PI” status to return the report to the PI with report review comments. After the report is returned, the PI can view the report comments, make suggested changes, and resubmit the report.

PIs can still unsubmit a report before any action is taken on the report by the NSF Program Officer.

11. How is IPR submission different from APR/FPR submission?

Interim Project Reports (IPRs) are ad hoc project reports, and can be submitted at anytime. There is no restriction on the submission frequency or the reporting period on the IPR. However, they cannot be used as a substitute for an APR or FPR. The IPR submission process remains essentially the same as it was before November 18, 2006.

12. How can I view reporting requirements for an award that has an approved PI Transfer?

When an award is PI-transferred, the remaining reporting requirements are transferred to the new award. PIs can view the remaining reporting requirements under the new award number and previously approved reports under the old award number.

13. How can I access GPRA (Facilities Performance Reporting System) in FastLane?

Some awards have GPRA reporting requirements. For those awards that have GPRA reporting requirements, PIs can access the GPRA Facilities Performance Reports System link under Awards and Reporting after you log in. Other Authorized Users can access the Facilities Performance Reports System by selecting the GRPA-FPRS Reporting tab after logging in. The GPRA Facilities Performance Reports System link and the GPRA-FPRS Reporting tab do not display unless the award has GPRA reporting requirements.

14. How do I get my Principal Investigator (PI) password, so I can access the Project Reports System application to complete my report?
If you are a PI at a registered FastLane institution, get your password from your institution's Sponsored Project Office (SPO) or equivalent (the people that have the authority to submit proposals to NSF). NSF does not issue passwords to PIs directly.

15. I have an assistant who will be doing work on a proposal or report. How do I give my assistant access?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#15

To provide access to your proposal or reports for administrative support or proposal personnel who are not listed as PI or Co-PI, you must do the following:
1. Assign a proposal PIN if your assistant needs to work on a proposal or Assign an award PIN if your assistant needs to work on a project report.
2. Give the PIN to your assistant.
3. Your assistant then logs in to Proposals, Awards, and Status as an Other Authorized User (see Log In as an Other Authorized User for instructions).

To revoke access to an award or a proposal, change the proposal or award PIN.

16. The expiration date on my award is incorrect in the reporting system. How can I get it corrected?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#16

If you have received an extension and your award expiration date does not reflect the extension, contact your NSF Program Officer.

17. I want to look at the format and prepare my report in draft form before I enter the data in FastLane. Is there a downloadable template?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#17

There is no template for downloading for project reporting. However, you can enter the FastLane Demonstration Site and move through the screens to create a draft for your own use.

18. Many students have worked on my project. Who should be included on my report?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#18

Enter the following basic information about each person who worked significantly on the project and who received salary, wages, a stipend, or other support from NSF funding:
- Name
- Role on the project
- Time spent on the project
- What the person has done on the project.
See People for more information.

**19. Are the Participants and Publications sections cumulative?**

[https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#19](https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#19)

The reporting system is meant to be cumulative. You do not have to start a new report every reporting period or delete information from a previously submitted report. You may provide information on the current reporting period and leave the previous text untouched, or you may revise previous text and add to it to create a cumulative report.

**20. There does not seem to be a place in the reporting system to report on presentations I have given. Where can I record these events?**

Here's how to report these activities:

- Enter regularly published proceedings from a conference in Journals. See Add a Journal for instructions.
- Enter one-time published proceedings from a conference or report in Books and Other One-time Publications. See Add a Book for instructions.
- Report other talks and presentations in Activities. See Project Activities and Findings for instructions.

[https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#20](https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#20)

**21. My program requires several forms that the Project Reports System does not support, like an evaluation report and data sheets. How can I include them in my report?**

[https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#21](https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#21)

You can create and upload these documents. See Acceptable Formats for FastLane for the many formats that FastLane now accepts. Then upload the file to the Project Reports System. See Attach a File for instructions.

**22. Can a TeX or LaTeX file be submitted in the reporting system?**

[https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#22](https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#22)

TeX or LaTeX files must be converted to PDF format. See TeX and LaTeX and Generate FastLane PDF Files for instructions.

**23. How will I know NSF received my report?**

[https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#23](https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#23)

After you submit your report to NSF, you will receive an e-mail acknowledging the receipt of your report. The Project Reports System (PRS) also displays a My
Submission Status of “Submitted” on the Annual/Final Project Report Requirements or the Interim Project Reports Results screens for the associated report requirement. Additionally, PRS displays a NSF Report Status of “Approved” when the Program Officer has approved the report (View the Status Definitions for Annual/Final Project Reports).

24. How do I print a copy of my submitted report?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#24

To print your submitted report, do the following:
1. Access the Annual/Final Project Report Requirements screen for the applicable award (Work on Annual/Final Report).
2. Click the View PDF link for the specific submitted report. Your project report displays as a PDF.
3. Click the Print icon on your PDF browser to print the report.

To print your submitted interim report, access the Interim Project Reports Results screen for the applicable award (Work on an Interim Project Report) and follow Steps 2 and 3 above.

25. I submitted my report, but it contains erroneous information. I need to make corrections. What can I do?

https://www.fastlane.nsf.gov/NSFHelp/flashhelp/fastlane/FastLane_Help/frequently_asked_questions_on_the_project_reports_system.htm#25

In FastLane, you can unsubmit your report, make corrections, and resubmit it as many times as you like, until the NSF Program Officer has acted on it. See Unsubmit a Pending Report for instructions.