

MEMORANDUM

To: Deans, RII Center & Institute Directors
From: Elizabeth (Betsy) Cantwell, PhD, Senior Vice President for Research & Innovation *Elizabeth R Cantwell*
CC: Sangita Pawar, John O'Neil, Paul Sandoval
Date: January 4, 2021
Re: Delayed submission of progress/technical reports

Federal sponsors are imposing strict sanctions for delayed progress/technical reports. Recently, UArizona had to return \$120,000 research grant funds from a federal sponsor due to a delayed and unacceptable technical report. The refund is being absorbed by the administering college and department.

Currently, when a sponsor notifies SPCS of a late report, SPCS works with the PI and department research administrator to get the progress/technical report submitted. The issue is then escalated to the Department Head if there is no response.

In the future, when SPCS receives a late progress/technical report notification from a sponsor, the PI and department research administrator will be contacted along with a copy to the Associate Dean for Research and Department Head. On the second notification, a copy will also be forwarded to the Dean. On the third notification, SPCS will send the RII Vice President of Operations a status summary with a copy to the PI, Dean, ADR and Department Head.

SPCS sends copies of award notices to the PI and department research administrator. Is it the PI's responsibility to review the award notice and notate progress/technical report requirements. SPCS also sends email notices to the PI and department administrator of upcoming award end dates. The notice includes a reminder to submit technical reports, along with other guidance to facilitate award closeout. If you have questions on progress/technical report requirements, please consult with your department research administrator and SPCS postaward team at sponsor@email.arizona.edu.

It is imperative that progress/technical reports be submitted on time as to not affect or delay future research funding for the UArizona.