

## SCIENTIFIC-TECHNICAL-PERFORMANCE REPORTING REQUIREMENTS FOR SPECIFIC COOPERATIVE AGREEMENTS

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This document sets forth the procedures for monitoring and reporting on the Cooperator's performance and the necessary reporting format.

The cooperator's report must have a header or cover page with the following information:

- a. Cooperator Name
- b. Principal Investigator Name
- c. ARS Agreement Number
- d. Reporting period covered
- e. Note "FINAL REPORT" if a final report

### Reporting Program Performance.

- (a) The REE Agency shall prescribe the frequency with which performance reports shall be submitted. Performance reports shall not be required more frequently than quarterly or, less frequently than annually.

Following are the due dates for all performance reports:

- Quarterly performance reports are due September 1, December 1, March 1, and June 1 each year of the agreement.
- Semi annual performance reports are due December 1 and June 1 each year of the agreement.
- Annual performance reports are June 1 each year of the agreement
- Final performance reports are due 90 calendar days after the expiration or termination of the period of agreement.

- (b) When required, performance reports shall contain, for each award, detailed information on each of the following:

- (1) A comparison of actual accomplishments with the goals and objectives established for the period and the findings of the investigator. Whenever appropriate and the output of programs or projects can be readily quantified, such quantitative data should be related to cost data for computation of unit costs.
- (2) Reasons why established goals were not met, if appropriate.
- (3) Other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

- (c) Cooperators shall not be required to submit more than the original and two copies of performance reports. Report submission via electronic mail is allowable.

- (d) Cooperators shall immediately notify the REE Agency of developments that have a significant impact on the award-supported activities. Also, notification shall be given in the case of problems, delays, or adverse conditions which materially impair the ability to meet the objectives of the award. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.