Non-Financial Reporting/ Progress Reports

Non-financial reporting is typically required by agencies to show progress with the program that is being funded. Non-financial reporting is as important as the financial reports that are submitted to sponsoring agencies. Ensuring complete, accurate, and timely reporting is essential to maintaining current funding and securing additional funding. The format of non-financial reporting will vary from agency to agency. Below is a list of common components. This list is not exhaustive, and it is important to follow the guidance provided to the agency to ensure accurate reports are submitted.

- Progress toward stated goals and objectives
- Changes that may have occurred in funding, staffing, or other areas that may affect the progress of the program
- Evidence of success both anticipated and unanticipated
- Sustainability plans

OSPRA is responsible for monitoring the timely submission of non-financial reports to funding agencies. Email reminders are generated to PI/PDs at the following intervals prior to the deadline of the report: one month, one week, and three days. PI/PDs are responsible for submitting the report to the agency and ensuring that a copy is sent to OSPRA.

If a report contains financial and non-financial sections, the financial portions must be completed by the accounting contact. The PI/PD is responsible for sending the non-financial portions to the accounting contact and OSPRA prior to the report due date. The accounting contact is responsible for submission of the combined report to the granting agency by the due date.

NOTE: To comply with federal regulations, OSPRA requires that PI’s are up-to-date / in compliance with any non-financial reporting requirements on any current grants they have before new grant applications will be processed.