

Financial Reporting

The goal of the ORA's financial reporting services is to provide Principal Investigators and department administrators with quality support services and financial compliance guidance along with effective stewardship of sponsored awards.

Most sponsors require financial reporting to determine the use of sponsored funds on either a monthly, quarterly, annual or other reporting basis. ORA's Fiscal Service's team is responsible for ensuring that the deadlines for financial reporting are met and that we are in compliance with the federal, state, sponsor specific and/or the University's policies and procedures depending on the type of award. The University shall submit timely financial reports to the sponsors of research and other scholarly activity that:

- Accurately reflect the actual use of sponsored funds as recorded in the financial records of the University
- Ensure that all reports are in compliance with the sponsor's terms and conditions

At the conclusion of the award, after the financial report is filed with the sponsor, and all financial obligations are satisfied, the Grant/Contract Accountant is responsible for closing the award within the University's financial system. Go here for more on [Financial Reporting](#).

Progress Reports

The submission of technical progress reports are often a requirement imposed by federal and non-federal sponsors. To determine what a sponsor requires, review the award's terms and conditions.

[Click here to access federal agency-specific research terms and conditions.](#)

The Office of Management and Budget (OMB) has mandated that federal agencies (NIH, NSF, DoD, etc.) implement a federal-wide research performance progress report (RPPR) for submission of required annual or other interim performance reporting on research grant and cooperative agreement awards to standardize recipient reporting on federally-funded research projects.

Agency	Submission Website/Email	Typical Reporting Frequency	Responsible for Submission
National Science Foundation	https://research.gov/	Annual, Final, and Outcomes Report	PI prepares and submits.
National Institute of Health	ora@maine.edu	Annual and Final	PI prepares and submits to ORA. ORA submits to sponsor.
Department of Energy	Dependent on Award	Annual or Quarterly, and Final	Dependent on Award – See Notice of Award for Contact and Submission
Department of Justice	ora@maine.edu	Semiannual and Final	PI prepares and submits to ORA. ORA submits to sponsor.

National Aeronautics and Space Administration	Emailed – See Notice of Award for Contacts	Annual and Final	PI prepares and submits to Program Officer. CC: ORA
National Endowment for the Humanities	ora@maine.edu	Annual and Final	PI prepares and submits to ORA. ORA submits to sponsor.
National Oceanic and Atmospheric Administration	ora@maine.edu	Annual and Final	PI prepares and submits to ORA. ORA submits to sponsor.
Department of Agriculture	https://portal.nifa.usda.gov	Annual and Final	PI prepares and submits.

Non-Federal:

Please review the terms and conditions of the Award notice. Any progress reports that are purely technical in scope can be sent directly to the sponsor with a copy sent to ORA at ora@maine.edu. If the report contains financial information, it should be sent to ORA for review prior to submission at ora@maine.edu. Contact ORA for any questions you may have in determining the requirements of the sponsor.