



**Boston College
Office for Sponsored Programs**

Date: January 27, 2009

To: Deans, Department Chairs, Principal Investigators,
Department Administrators

From: Office for Sponsored Programs

RE: **PROGRESS REPORT NOTIFICATIONS**

At the request of the Provost and the Vice Provost for Research, OSP has developed a process for notifying Principal Investigators when required progress reports are due. The process is intended to assist Principal Investigators in fulfilling their responsibility to the sponsor. Some sponsors have indicated that they will withhold payment or delay continuation awards when progress reports are not submitted on time.

OSP will maintain data on progress report requirements as specified in the sponsor's award notification. This may include monthly, quarterly, semi-annual and annual progress reports. Within 60 days of the progress report due date, an automatic email reminder will be sent to Principal Investigators to inform them that the report due date is near.

The Principal Investigator must notify OSP when the report has been submitted. The Principal Investigator will continue to receive an email reminder until he/she notifies OSP that the progress report has been submitted.

Progress report notifications will be sent to Principal Investigators beginning on February 1, 2009.

Please note that OSP will continue to submit financial reports as required by the sponsor.

This new process was developed by OSP, Information Technology Services and Financial Management Systems. We hope the progress report notifications will be helpful to Principal Investigators.

Cc: Bert Garza
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