



Masonic Cancer Center

UNIVERSITY OF MINNESOTA

Comprehensive Cancer Center designated by the National Cancer Institute

ADMINISTRATIVE POLICY

Progress Report Preparation and Submission Policies

Policy Type:
Research Development

Policy Owner(s):
Research Development Manager

Policy contact:
[Elizabeth Fedie](#)

Revised: 2/13/18
Reviewed: 2/13/18
Effective Date: 9/24/15

POLICY STATEMENT

Progress report preparation and submissions are coordinated by the Masonic Cancer Center Research Development Office for Principal Investigators whose grants are housed in the Masonic Cancer Center.

Progress Report Tracking

- MCC Research Development (RD) staff monitor all sponsored award terms and conditions to maintain a calendar of upcoming interim and annual progress reports for all MCC Principal Investigators (PIs).
- Notifications of approaching progress report deadlines will be sent to PIs according to the progress report schedule.

Progress Report Preparation

- Email notification will be sent 6 weeks prior to the deadline. In this notification, the PI is instructed to complete the online MCC progress report worksheet and send all applicable attachments to the RD staff no later than 2 weeks before the agency deadline.
- This notification is also sent to the PI's MCC accountant, requesting the All Personnel report, current/anticipated personnel effort and percent of unobligated balance no later than 4 weeks before the agency deadline.
- Upon receipt of the progress report worksheet, attachments, and accounting information, the RD staff will work with the PI to finalize next year's budget and compile the final progress report to be routed to SPA.
- When the schedule is followed, the RD staff guarantees to provide a comprehensive review and timely submission of the progress report.
 - If deviations from this timeline occur, further actions by the RD staff regarding this progress report will be dependent on workload, giving priority to PI proposals and progress reports who adhere to their schedules. This may result a reduction or delay in services and a timely

progress report submission is no longer guaranteed.

- If the progress report is not submitted on time due to deviations from the schedule, the RD staff will notify the MCC Director and Associate Director for Administration by email.

Tasks/Schedule	Principal Investigator	PI's Accountant	RD Coordinator
Notify PI and Accountant of Progress report (6wks)			X
All Personnel report, personnel effort, and percent unobligated balance (4wks)		X	
Draft next year's budget (3wks)			X
Finalize next year's budget (2wks)	X		X
Complete progress report worksheet and send attachments to RD coordinator (2wks)	X		
Route PRF			X
Review components for compliance			X
Revise components if necessary	X		X
Obtain any missing proposal components	X		X
Create progress report package according to agency guidelines			X
Review entire final progress report	X		X
Submit to SPA	X		X
Address any progress report issues	X		X
Progress report submitted to agency by SPA			