

## Report Review and Submission Authorization Form

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### PROCEDURE

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When the College agrees to accept the Terms and Conditions of a sponsored project, the Institution assumes significant legal and financial obligations. Therefore, it is imperative that the College foster a culture of fiduciary compliance for all sponsored projects (Policy 1.111).

The Office of Grants and Contracts (OGC) oversees and monitors all sponsored projects awarded to the College and interfaces with the applicable Principal Investigator (PI) (or Project Director [PD]), Vice President for Finance and Administration (VPFA), Budget Office, and Controller's Office to ensure award compliance (Policy 1.111).

The PI/PD is accountable for complying with all reporting requirements and deadlines, as specified by the sponsor. PI/PD should review the sponsor's guidelines carefully to ascertain what reports are required, their frequency, and preparation instructions (Policy 1.111).

To facilitate compliant reporting, the OGC will vet/assess the report review and submission authorization request and identify any concerns and/or pose any questions to the PI/PD that the OGC may have regarding the request. The concerns and questions of the OGC will need to be sufficiently addressed before a formal authorization for report submission is granted to the PI/PD.

**The 'Report Review and Submission Authorization Form' should be completed and submitted to the OGC at least five (5) days prior to the report submission deadline.**

Report review and submission authorizations requests may require additional approvals from other College entities depending on the project scope, budget, and other requirements. The OGC will try to complete request within five (5) business days of receipt.

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## INSTRUCTIONS

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**Download** this form to your desktop **and** open the form in **ADOBE PDF** before starting. **This form will NOT work correctly in your web-browser.**



Make sure the 'Show border hover color for fields' in Adobe PDF is 'checked'. You will only need to complete this requirement if you have altered the default settings of Adobe PDF on your computer.

**1 2 3**

***Please complete each question in the order it appears on this form.*** Some of the items on this form are dependent upon the answers to previous questions.



Mandatory fields and Mandatory Requirements on this form are highlighted in '**RED**'.



Use the '**GREY**' buttons to attach all required and / or additional documents to this form. **Each attachment should be easily identifiable by name and should be attached as a separate PDF (i.e., Do not combine all attachments into one PDF).**



Information icons have '**GREEN**' borders and '**BLUE**' circles.



Use the 'Save' icon to save the form as a fillable PDF file. **Please do not 'Print to PDF' or scan a hard copy of this form.**



Use a **Digital Id Signature** when signing this Form.



Click the '**YELLOW**' button to pause routing of this document, and identify any modifications that may be needed.



Click the '**GREEN**' button to send this document to the next reviewer.

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## REPORT REVIEW AND SUBMISSION AUTHORIZATION REQUEST

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### BASIC INFORMATION

1. Name of Award:
2. Investigator Name:
3. Account Number:
4. OGC Tracking Number:
5. Anticipated (or Actual) Date of Submission:

### REPORT INFORMATION

6. Title of the Report:
7. Please attach a copy of the report.
8. Please identify the type of report that is attached to this request:
  - Financial
  - Non-Financial
  - Combined (i.e., Financial & Non-Financial)
9. Have you submitted the attached report to sponsoring agency without prior authorization from the OGC?
  - NO
  - YES: Please explain.
10. Will the attached report be submitted to sponsoring agency after the required due date?
  - NO
  - YES: Please explain.

**ROUTING & APPROVALS**

**Note:** The preparer of this document is responsible for identifying all needed e-mail address. Please do not 'Print to PDF' or send a scanned copy of this form for signature routing.

11. Is someone other than the PI/PD preparing this form (e.g., administrative assistant, etc.)?

NO

YES

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Signatory/Approver	LC State e-mail	Digital ID Signature	Action	
			Modify	Approve
Administrative Assistant, etc.:				
PI/PD:				

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**GRANTS AND CONTRACTS OFFICE USE ONLY**

Date Received:

Received By:

Unique ID:

Date      Account      Number      ID

**Action**

Approve

Modifications Needed for Authorization

Explanation:

Notes:

Action taken by:

File Name: