

## IGERT Final Reporting Submission Procedures for 2015

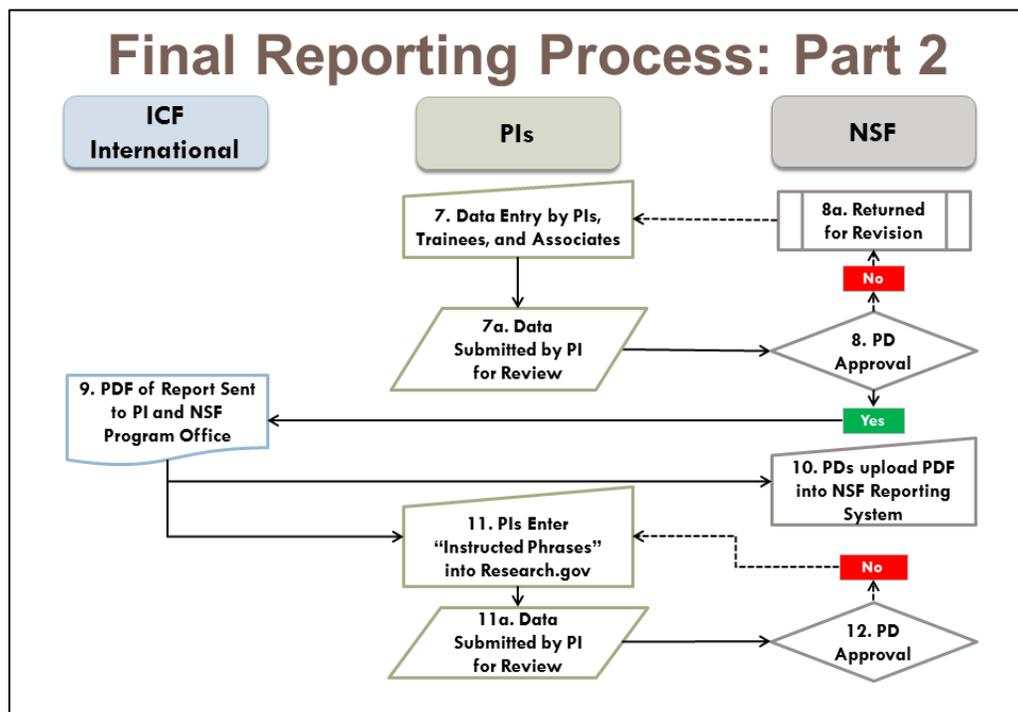
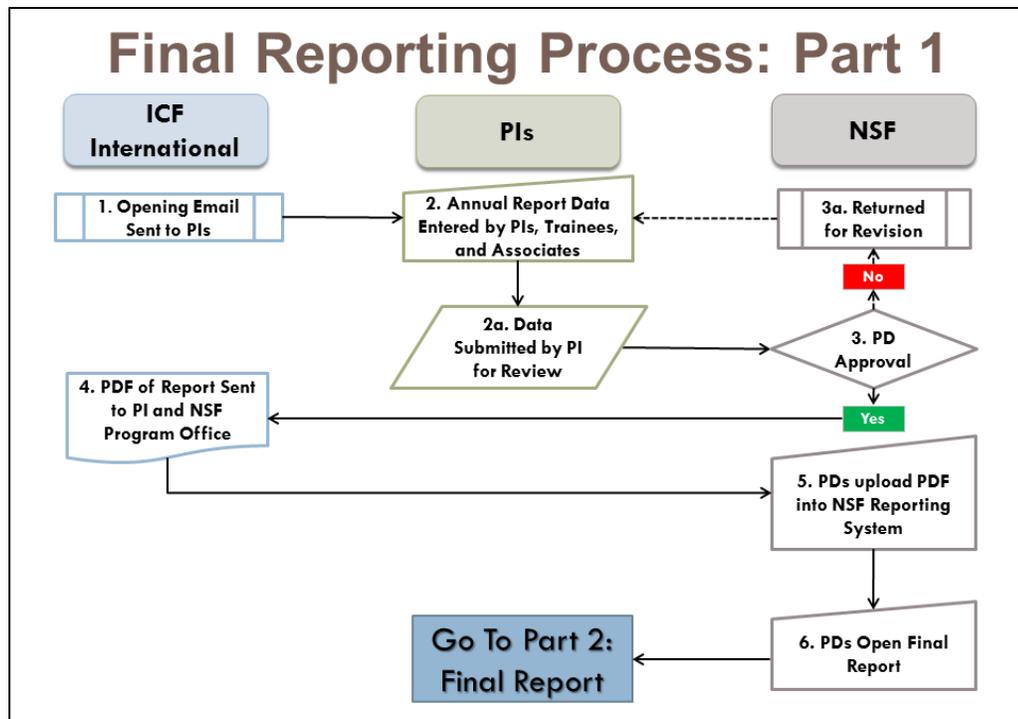
The following step-by-step instructions and associated flow chart will help guide you in completing and submitting the last annual and final reports to IGERTweb and Research.gov. Feel free contact the NSF Program Office at [igert@nsf.gov](mailto:igert@nsf.gov) or (703) 292-5199 if you have any questions.

### A. Steps for Submitting IGERT Last Annual and Final Reports to IGERTweb and Research.gov

1. **Opening Email sent to PIs:** You should have received an email from ICF International (IGERTweb.org) containing instructions and due dates for completing your Annual Report.
2. **Data Entry by PIs, Trainees, and Associates; Data Submitted by PI for Review:** Logon to IGERTweb and enter the requested information on your IGERT trainees and associates. This will enable them to complete their surveys. In the meantime, enter the remaining information on your project into the five sections of the survey. Once the sections are complete and the trainees have finished their surveys, you can submit the report for review and approval by the IGERT Program Directors. Report due dates vary among projects and are listed on the opening email distributed by ICF International.
3. **Program Director Approval:** IGERT Program Directors will review your report for content, formatting, and clarity. Reports may be returned to you for additions, corrections or suggested revisions. If no revisions are necessary, the PDs will approve the report in IGERTweb.org.
4. **PDF of Report Sent to PI and NSF Program Office:** After the report is approved, ICF International (IGERTweb.org) will generate a PDF of the report and send copies to you and the PDs.
5. **NSF Program Directors upload PDF into NSF Reporting System:** NSF PDs will upload the PDF containing your **Annual Report** to the NSF Award Management System. You are encouraged to keep a copy of the PDF for your records. **You do not have to enter any information regarding your Annual Report into Research.gov.**
6. **NSF Program Directors Open Final Project Report:** IGERT Program Staff will open your final report in IGERTweb.org. You should receive an email message containing instructions and due dates for completing your Final Report.
7. **Data Entry by PIs, Trainees, and Associates; Data Submitted by PI for Review:** Logon to IGERTweb and enter the requested information on your IGERT trainees and associates. This will enable them to complete their surveys. In the meantime, enter the remaining information on your project into the five sections of the survey. The questions on the Final Report are somewhat different than those included in the Annual Report. Once the sections are complete and the trainees have finished their surveys, you can submit the report for review and approval

by the IGERT Program Directors. Report due dates vary among projects and are listed on the opening email distributed by ICF International.

8. **Program Director Approval:** IGERT Program Directors will review your report for content, formatting, and clarity. Reports may be returned to you for additions, corrections or suggested revisions. If no revisions are necessary, the PDs will approve the report in IGERTweb.org.
9. **PDF of Report Sent to PI and NSF Program Office:** After the report is approved, ICF International (IGERTweb.org) will generate a PDF of the report and send copies to you and the PDs.
10. **NSF Program Directors upload PDF into NSF Reporting System:** NSF PDs will upload the PDF containing your annual report to the NSF Award Management System. You are encouraged to keep a copy of the PDF for your records.
11. **PIs Enter “Instructed Phrases” into Research.gov/Data Submitted by PI for Review:** Logon to Research.gov and complete the Final Report for your IGERT project by entering a series of prescribed phrases into the appropriate text boxes (see *Submission of IGERT Final Reports via Research.gov* below). Submit the report for review by NSF Program Directors.
12. **NSF Program Director Approval:** The Program Directors will review and approve the submission in Research.gov. Overdue reports (from this or any other NSF award) will cause a “block” to be placed on all funding, approval, and administrative actions for all NSF awards associated with both the PI and Co-PIs. Reports are considered “overdue” 90 days after their due date.



**Figure 1:** Flow charts illustrating the submission and approval process for IGERT Final Reports (Part 1: Submission of Last Annual Report and Part 2: Submission of Final Report).

## B. Submission of IGERT Final Report via Research.gov

Once your Final Report is submitted and approved in the NSF IGERT Monitoring System (IGERTweb.org), the results will be transferred to the IGERT Program Office ([igert@nsf.gov](mailto:igert@nsf.gov)) and will be uploaded into the NSF eJacket system by the NSF IGERT Program staff. The IGERT program does not use Research.gov to submit the contents of its Annual or Final Reports, but it does use Research.gov to indicate that the reports have been submitted. To submit the notification of a completed Final Report to Research.gov, provide the following information under each of the category tabs located at the top of the **Report Content** screen within the **Project Report** section of Research.gov.

1. **Cover tab:** Review and verify all the information about the project (Project title, PD/PI name, etc.) displayed in the **Cover screen**. If any corrections are required, contact the Research.gov Help Desk 7 AM - 9 PM Eastern Time, Monday through Friday (except federal holidays) at [rgov@nsf.gov](mailto:rgov@nsf.gov) or 1-800-381-1532.
2. **Accomplishments tab:**
  - a) Under the **Accomplishments tab**, manually insert (do not cut-and-paste) the following statement in the first box labeled **What are the major goals of the project?:**

“In accordance with the instructions provided to IGERT Principal Investigators, the Final Project Report has been submitted separately to the IGERT Program Office and includes the content specified by the NSF IGERT Monitoring System. The cognizant IGERT Program Directors will review the contents of the report within the NSF IGERT Monitoring System. They will also upload and approve the report within the NSF eJacket system.”
  - b) Next, there are four boxes under the question **What was accomplished under these goals (you must provide information for at least one of the 4 categories below)?** In the first box labeled **Major Activities**, manually insert (do not cut-and-paste) the same statement identified above:

“In accordance with the instructions provided to IGERT Principal Investigators, the Final Project Report has been submitted separately to the IGERT Program Office and includes the content specified by the NSF IGERT Monitoring System. The cognizant IGERT Program Directors will review the contents of the report within the NSF IGERT Monitoring System. They will also upload and approve the report within the NSF eJacket system.”
  - c) Leave the remaining three boxes (**Specific Objectives, Significant results, and Key outcomes or Other achievements**) blank.
  - d) In the three boxes under the heading labeled **What opportunities for training and professional development has the project provided?**, mark the **Nothing to report** checkboxes on the right-hand side.
  - e) Be sure to select the **Save/Next Section** button at the top of the screen before moving on to the next tab.

3. **Products tab:** Under the **Products** tab, do not enter any information. Select the **Nothing to report** checkboxes for each of the five items beneath the question **What has the project produced?** Select the **Save/Next Section** button at the top of the screen before moving on to the next tab.
4. **Participants tab:**
  - a) Under the **Participants** tab, in the section labeled **What individuals have worked on the project?**, enter the names of the IGERT PI and Co-PIs.
  - b) For the section labeled **What other organizations have been involved as partners?**, select the **Nothing to report** checkbox on the right-hand side of the screen.
  - c) For the section labeled **Have other collaborators or contacts been involved?**, select **No**.
  - d) Select the **Save/Next Section** button at the top of the screen before moving on to the next tab.
5. **Impact tab:** Mark the **Nothing to report** checkbox on the right-hand side for each of the eight questions. Select the **Save/Next Section** button at the top of the screen before moving on to the next tab.
6. **Changes/Problems tab:** Mark the **Nothing to report** checkbox on the right-hand side for each of the six questions. Select the **Save/Next Section** button at the top of the screen before moving on to the next tab.
7. **Special Requirements tab:** Mark the **Nothing to report** checkbox on the right-hand side. Select the **Save/Next Section** button at the top of the screen before moving on to the next tab.
8. **Certify and submit:** Check the **Certification** checkbox and click the **Submit Report** button.

**Note:** All of the information regarding the IGERT project's accomplishments, contributions, publications, products, etc. is contained within the Annual/Final Report that is submitted directly to the IGERT program office. Entering "nothing to report" in the Annual/Final Report submission in [Research.gov](https://www.research.gov) does not imply that the IGERT Project did not make progress or contributions during the reporting period. Rather, it is a means of allowing IGERT projects to continue to report under the Annual/Final Reporting guidelines and to submit an integrated set of documents useful to the NSF Program Directors.