

# ONR Global Grant Reports

The reports described in the applicable grant terms and conditions are due no later than **120 calendar days** after the end of the grant period of performance (except interim Research Progress Performance Progress Reports are due annually as described below). This document is intended as a reference guide for reports common to most ONR Global grants.

## Submit Final Performance Reports To The Following Addressees:

Technical Representative in Block 21 of the official grant form (ONR Award Form (10/99))*
Administrative Office in Block 23a of ONR Award Form (10/99)*
Defense Technical Information Center 8725 John J Kingman Road Ste 0944 Fort Belvoir, VA 22060-6218 To submit reports electronically, go to the Submit home page of the DTIC Enterprise Contract Management System (ECMS): <a href="http://www.dtic.mil/dtic/submit/submit.html">http://www.dtic.mil/dtic/submit/submit.html</a> E-mail ( <b>public release pdf documents only</b> ): <a href="mailto:dtic.belvoir.ecm.mbx.tr@mail.mil">dtic.belvoir.ecm.mbx.tr@mail.mil</a>
Naval Research Laboratory ATTN: CODE 5596 4555 Overlook Avenue SW Washington, DC 20375-5320 E-mail: <a href="mailto:reports@library.nrl.navy.mil">reports@library.nrl.navy.mil</a>

\*You must submit the final performance report to the Technical Representative by email, unless otherwise specified. For the Administrative Office, you must only send a copy of the transmittal letter for the final report rather than the entire report.

## Required Performance Reporting

Choose the applicable performance report based on your grant type:

- For **Research Grants - Final Research Progress Performance Report**; OR
- For **Collaborative Science Program Grants – Report of Proceedings** from the funded conference, symposium, workshop, seminar, etc.

## Report Documentation Page, Standard Form (SF) 298

- You must include a completed "Report Documentation Page" SF 298 as the **last page** of the final performance report. The form and instructions are available on the ONR website at:  
<http://www.onr.navy.mil/Contracts-Grants/manage-grant/grants-forms-download.aspx>

However, Block 12a of the SF 298 should be completed with the following distribution/availability statement: "Approved for Public Release; Distribution is Unlimited"

## Required Financial Reporting

### Federal Financial Report, SF 425

- Use the most current Federal Financial Report (SF-425) format available at: <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>

## Additional Reports for Research Grants

### Report of Inventions and Subcontracts (DD 882)

- Use the most current Report of Inventions and Subcontracts (DD 882) format available at <https://www.esd.whs.mil/Portals/54/Documents/DD/forms/dd/dd0882.pdf>
- Submit to patent office cited in Block 26a of the ONR Award Form (10/99) with a copy to the Administrative Grants Officer at the Administrative Office cited in Block 23a. The report can either be mailed or e-mailed.

### Interim Research Progress Performance Progress Reports (RPPR)

- You must submit interim RPPRs through the electronic portal at <https://extranet.aro.army.mil/>
- Interim RPPRs are due annually on June 15th of each year during the period of performance.
- Interim RPPRs must cover the research progress for the current reporting period, defined as:
  - o One year prior to the current progress report deadline; OR
  - o From the start of the award if this is a new award.
  - o NOTE: If the start date of the award is on or between March 15th and June 15th, the first interim performance report submission is not due on June 15th of the year in which the award was made, but rather on June 15th of the subsequent year. In such instances, the initial interim performance report submitted would cover a period up to 15 months.
- An interim performance report is not required to be submitted for a particular year in which the final performance report is due on or between June 15th and September 15th of that year. An interim performance report is also not due at the end of the effort if the remaining interim reporting period would be less than a year (i.e., if the time between the submission of last interim performance report covering a full year and when the final performance report is due is less than a year).

In addition to the links provided above, copies of the referenced forms can also be found here: <http://www.onr.navy.mil/Contracts-Grants/manage-grant/grants-forms-download.aspx>

This is not intended to be an exhaustive list of reports. Please read Block 31 of the official grant award document, part 5 of the DoD R&D Terms and Conditions, and part 5 of the applicable ONR Addendum to the DoD R&D terms and conditions for more reporting details and for additional reports (e.g. subawards, executive compensation, etc.) that may be required in your situation. All applicable terms and conditions are listed in block 29 of the official grant award document.