

## Performance Report Requirements for DURIP Award (April 2018)

The following language replaces the additional language for REP Article I (Performance management, monitoring and reporting) of Part 5: Financial, Programmatic, and Property Reporting (REP Articles), found in the ONR Addendum to the DoD R&D General Terms and Conditions and ONR Programmatic Requirements.

### Part 5: Financial, Programmatic, and Property Reporting (REP Articles)

#### REP Article I. Performance management, monitoring, and reporting.

##### Section A. Required reporting form, format, or data elements for interim and final performance reports.

1. **Interim Performance Reports.** Not Applicable
2. **Final Performance Report.**
  - a. Format and Data Elements: You may use your own format for the final report, but discuss the items below in the report. The cover page of the report must indicate that it is the final performance report.
    - Type of equipment
    - Manufacturer of equipment and model number
    - Cost of Equipment
    - Quantity
    - Special circumstances surrounding any change from the Grantee's proposal
    - A concise discussion of the use of the equipment including (a) any research work described in the proposal, and (b) any other research of interest to DoD.

##### Section B. Frequency, reporting periods, and due dates for interim performance reports.

Not Applicable

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##### Section F. Performance reporting procedures

1. Interim Reports: N/A
2. Final Reports: You must submit final performance reports to the following:

Addressee:
Technical Representative in Block 21 of ONR Award Form (10/99)*
Administrative Office in Block 23a of ONR Award Form (10/99)*

\* 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.

3. You must submit any requests to extend the due date for a performance report to the Technical Representative with a copy to the Administrative Office. These requests may be submitted by email or regular mail.

4. You must report any significant developments specified in Section E of this article to the Technical Representative with a copy to the Administrative Office. These reports may be submitted by email or regular mail.