

Progress Report FAQ

Q: What is a progress report?

A: This report compares your actual expenditures and efforts to what you outlined in the most recent version of your proposal.

Q: When is my progress report due?

A: You must submit progress reports three months prior to the start of a continuation budget period, normally near the end of the first and second budget periods. You will receive an email request through PAMS to prepare a continuation progress report 30 days prior to the submission deadline. No other email notification is sent. For awards with multi-year support, you must submit a satisfactory progress report to receive continuation funding for subsequent budget periods. **You must submit the required report in PAMS 90 days prior to your anticipated continuation funding date.**

Q: How do I submit a progress report?

A: PAMS, not Grants.gov, collects progress reports. The information requested in the PAMS forms follows a government-wide standard. You can find detailed guidance on the information at http://www.nsf.gov/bfa/dias/policy/rppr/frpprformat_fedreg.pdf

Q: Do I need to include every detail of my project?

A: Responses must be concise, project-oriented, and appropriate for a general reader audience. You can attach one PDF file to the report as a report narrative to include more detailed scientific discussion of accomplishments and results. The PDF file can include tables, figures, and text (e.g., Greek font and equations) that are difficult to enter into the PAM text boxes. The report must address the goals and annual milestones established in your award application.

Q: How do I make my cover page?

A: PAMS automatically generates the cover page to contain:

- The Federal Agency and Organization Element to which the report is submitted,
- The DOE Award number,
- The Project Title,
- The Name of Submitter (PI),
- The Recipient Organization (name and address),
- The Recipient Identifying Number or Account Number, if any,
- The Project/Grant Period (start date, end date),
- The Reporting Period End Date, and
- The Report Term or Frequency (annual, quarterly, semi-annual, other).

Q: What should be entered in PAMS under Accomplishments?

A: For each box in this section answer the following questions:

- What are the major goals and objectives of the project? Respond at a high level and consistent with the approved scope of your work and public abstract.
- What was accomplished under these goals? Address progress on yearly milestones for a general reader audience in this section. Provide any further details in the PDF attachment.
- What opportunities for training and professional development has the project provided? Discuss student progress here. Provide the updated Student Tracking Information table (as shown in Table 2) in this section.
- How have the results been disseminated to communities of interest? Include statistics on publications (published, accepted, submitted, in preparation), conference talks, public lectures etc. for the past year as shown in Table 1. The actual list of publications and talks will be collected in the Products section.
- What do you plan to do during the next reporting period to accomplish the goals and objectives? Do not include scientific details. Address and justify any requested adjustments or anticipated changes to the upcoming year's milestones.

Q: What should be entered in PAMS under Products?

A: Examples include publications, conference presentations, designs, patents, and any other intellectual property as well as personnel and real property acquired under the financial assistance agreement. Include products produced or acquired during the year under review. Do not enter products accumulated from prior years. Do not enter products that are not related to the award. Ensure full references are listed, and for products awaiting references, indicate the status (e.g., submitted/accepted).

Q: What should be entered in PAMS under Participants and Other Collaborating Organizations?

A: You must enter each contributor receiving funding under the award such as each, co-PI, post doc, or student, etc. You must briefly note each of their contributions to the project. Include the countries of any international collaborators. You must give the URL for large collaborations' membership. Partner organizations include national labs and international facilities like CERN. You must list collaborators individually only for those outside your research group with whom you have a close working relationship. The number of person months listed must match the negotiated funded effort for the award.

Q: What should be entered in PAMS under Impact?

A: The Impact of the research. Your responses must be concise and high level. All questions are optional with a default of "Nothing to Report."

Q: What should be entered in PAMS under Foreign Expenditures?

A: This information is not required. Leave it blank unless guided otherwise.

Q: What should be entered in PAMS under Changes/Problems?

A: Describe at a high level any changes in approach and the reasons for the change. Also describe actual or anticipated problems or delays and actions to resolve them completed since the previous report. Include changes that have a significant impact on group's personnel and expenditures. Present scientific details in the narrative. Questions are optional with a default of "Nothing to Report".

Q: What if I have carryover?

A: The Office of Nuclear Physics **requires** an estimate of unexpended funds for the end of the current budget period. There is a place to enter this estimate in this PAMS section. If the amount exceeds 10% of the budget period funding, you must provide an explanation for the excess and a proposed use for the funds. Discuss your proposed use of carryover funds with the program manager.

Q: What if I need to make changes to my funding level?

A: If you want a change in funding from the planned level, you must include a revised budget page for the continuation year in the attached PDF narrative. However, you are advised to discuss any funding level changes with the program manager and seek approval prior to submitting a revised budget page.

Q: Will demographics information be collected as part of the progress report?

A: The Office of Science requests demographic information on all participants in the fifth section. You are asked to submit email addresses for all significant contributors listed in the Participants section not already registered in PAMS. The contributors will receive an email asking them to fill out demographic information in PAMS. They will have the option to choose “Do Not Wish to Provide”.

Q: What if I want to include items in my progress report that cannot be entered into a text box in PAMS?

A: The current format allows a PDF attachment in the Accomplishments section. Use this to provide physics content, figures, and technical developments. You can address the following topics:

- Accomplishments
- Impact
- Summary of Publications Table (required)
- Updated Student Tracking Table (if appropriate)
- Additional Information

Q: How should I format my attachment?

A: The continuation progress report narrative must be concise in describing accomplishments and correlate with the research plan that was approved. The last one or two pages of the narrative must address the bulleted summary provided in the last few pages of the proposal. The narrative must not exceed 20 pages in length, excluding figures, publication lists and conference lists. You must format the document using single-spaced 12pt font and one-inch margins.

Q: What types of information can be provided in the attachment to address Accomplishments?

A: You may answer any or all the questions:

- What were the major goals and objectives of your research activity as described in your original research plan given in the proposal?
- What was accomplished toward these goals as compared to your proposed schedule? Individual and group contributions including service work at DOE facilities, if applicable, and particularly if involved with large collaborations.

- How have the results been disseminated to communities of interest? (Usually the PAMS Products section is enough; do not repeat it here. You can use the narrative to clarify the roles of group members in publications.)
- What milestones did the project achieve? (Explicitly identify milestones in the last one or two pages of the narrative. Present a concise summary of meaningful bulleted metrics that provide the ‘who, what and when’ for comparison to past and future progress.)

You must provide training and development by the project and the graduate student table in other areas of the PAMS reporting system. The report narrative connects students and post docs to their work progress in a more detailed manner.

Q: What types of information can be provided in the attachment to address Impact?

A: You must address the impact of the project on the development of the scientific field and upon advancement of DOE goals. Include detailed scientific and technical discussion here only as necessary.

Q: What should the Table look like for Summary of Publications?

A: Under the column “Names”, list all research workforce funded during the period covered by this review. Past members must be identified by an asterisk (*) placed against their names. Emeritus (past but still participating) members of the group must be identified by a hash (#) placed against their names. Include the numbers of publications associated with the award. Indicate in parenthesis the number of publications for which an individual played a leading or substantive role in conceiving, analyzing, calculating, or interpreting the subject matter. For example, a principal author of an analysis as reported in a large collaboration paper should be included in the parenthesis count. Do not include papers in parenthesis count on which the individual had normal collaboration interactions or committee work or provided shifts. Do not include conference proceedings under other Refereed Journals. The “Total” represents unique papers, i.e., not the simple sum of the numbers in a column. Include a table caption that specifies the use. Here is an example of a summary of publications over a three-year project period:

Table 1: Summary of Publications Information

Name	Letter Publications	Other Refereed Journals	Invited Talks
Faculty/Permanent Staff			
M. Jemison	3(2)	9(4)	5
S. Ride (#)		3(2)	
Term and Other Staff			
C. Koch	5(2)	1(1)	10

Post-docs			
J. Mehr	3(2)	4(3)	2
A. Ansari (*)	2(1)		1
Total	5(2)	10 (4)	18

Caption: Numbers in parentheses refer to primary-author publications. (*) Past group member during the current award period. (#) Emeritus Professor engaged in research on the current award. [Add any other relevant information]

Q: Are there any limits on the Publications section?

A: There is no page limit. For renewal proposals and continuation progress reports, report scientific and technical publications resulting from work during the previous project period in a “Summary of Publications” as shown in Table 1.

Q: What types of Additional Information can be provided in the attachment?

A: Address each of the following topics in the PAMS reporting sections at a high level. Include detailed scientific and technical discussion here only as necessary.

- Have there been changes in the approach to your goals. If so, why?
- Discuss actual or anticipated problems or delays and briefly describe actions or plans to resolve them.
- Indicate any changes that have a significant impact on the execution of the approved budget for the project period.
- Briefly describe your plans for the next budget period.

Q: What should be included in the Student Tracking Information?

Table 2: Student Tracking Information

Student	Date Entered Grad. School	Date Joined Group	Degree Program	Date Degree Awarded/ (Expected)	Advisor
P.D.Q. Bach	Aug. 2010	Jan. 2012	Ph.D.	(May 2015)	M.Curie
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