



Enter New Reports and Submittal Information for Sponsor Required Reports

Use these instructions to enter new reports and submittal information for sponsor-required reports.

Use this procedure

- when a report is submitted to the sponsor and the date submitted and the individual who entered this information needs to be recorded.
- when an additional sponsor required report needs to be entered on the award.

Note: This form's functionality is limited to entering only new reports, submittal dates of reports, and the "submitted by" information. You cannot change any report information that exists in the business application. Once saved, entries made using this responsibility cannot be changed. Corrections and changes must be made through the Award Management form by a user who is authorized to establish awards.

Prerequisites

- You must have the following responsibility to enter new reports and submittal information for sponsor required reports:
 - ORG RF Awards Report

To enter new reports and submittal information for sponsor required reports:

1. Navigate to **RF: Award Reports** and open the **View Award Reports Due and Filed** form.
2. Enter the Award Number.
3. Click **Get Reports** to obtain a listing of all reports entered on the award.

Installation Number	Report	Type	Due Date	Date Filed	Filed By	No. of Copies	Site Code

4. Click **Get Reports** to obtain a listing of all reports entered on the award.
5. Perform one of the following:

If you need to enter a new report,

- a. Enter the installment number.
- b. Enter the description of the Report required by the sponsor.
- c. Enter the type of report required by the sponsor.
- d. Enter the date on which the report is due.
- e. Enter the date the report was filed (Optional).
- f. Enter the person who fills in the date filed field (Optional).
- g. Enter the number of copies.
- h. Enter the ship to or bill to address defined for the award deliverables.

6. Click **File > Save** to save your changes.
7. If you need to submit dates on an existing report,
 - a. Scroll to find the report
 - b. Enter Filed By
 - c. Click **File > Save** to save your changes.
8. Click **File > Save** to save your changes.
9. Click **File > Close Form** to exist the **View Award Reports Due and Filed** form.

