

**COLLEGE OF MEDICINE  
PROGRESS REPORT RESPONSIBILITIES**

|                         |                                                                 | <i>Principal Investigator</i> | <i>Operations &amp; Finance</i> | <i>Department</i> | <i>Dean's Office</i> | <i>Sponsored Research Serv</i> |
|-------------------------|-----------------------------------------------------------------|-------------------------------|---------------------------------|-------------------|----------------------|--------------------------------|
| <b>PROGRESS REPORTS</b> |                                                                 |                               |                                 |                   |                      |                                |
| 1                       | Send Reminder that Progress is Due - One Month Ahead of Time    |                               | x                               |                   |                      |                                |
| 2                       | Complete Budget Analysis                                        |                               | x                               |                   |                      |                                |
| 3                       | Send Recommendations - Carryover, rebudgeting, etc              |                               | x                               |                   |                      |                                |
| 4                       | Prepare Progress Report                                         | x                             |                                 |                   |                      |                                |
| 5                       | Complete Science Sections - NIH Commons - Section B & C         | x                             |                                 |                   |                      |                                |
| 6                       | Complete Administrative Sections - NIH Commons - Section D - G  |                               | x                               |                   |                      |                                |
| 7                       | Review/Approve Progress Report                                  | x                             |                                 |                   |                      |                                |
| 8                       | Route for Approvals                                             |                               | x                               |                   |                      |                                |
| 9                       | Prepare/Submit Compliance Review Form and Award Acceptance Form |                               | x                               |                   |                      |                                |
| 10                      | Submit Progress Report                                          |                               |                                 |                   |                      | x                              |
|                         |                                                                 |                               |                                 |                   |                      |                                |

**Note: PI is responsible for ensuring that all publications related to a progress report have PubMed numbers assigned to them.**