



QUARTERLY REPORTING TIMELINE



AOR/GOR/COR Timelines & Roles

Months 1-3

Implementation



Implementer

Month 4

Submission Window



Implementer

Month 5

INL Review Period



INL AOR/GOR/COR

Implementation Quarter

- Carry out program activities

Ongoing communication with
AOR/COR/GOR, as need

Submission Window - *Implementer*

- Compile results, input required data & narratives into DevResults
- Submit data in DevResults
- Download report via Performance Reporting Tool (PRT) and email to INL
- Upload quarterly performance report to system of record (e.g., MyGrants)

Deadline: End of Month 4

INL Review Period - *AOR/GOR/COR*

Month 5, Day 15 (Suggested Deadline)

- Review submitted data and PRT
- Approve or reject entries in DevResults
- Coordinate with implementer if revisions are needed

Month 5, Day 30

- Approval in DevResults completed
- Submit and upload AOR/GOR/COR report to system of record

Final Approval: End of Month 5

Timing Notes

- 1.If award establishes a 45 day reporting period, add 15 days to the timeline for partner report submission and oversight reporting
- 2.As long as these INL-wide deadlines are met, individual INL posts/programs may establish shorter reporting timelines as desired to accommodate multiple reviewers or data availability needs
- 3.For INL-implemented projects, INL still needs to meet the implementer submission deadlines (30 days after end of quarter), though the PRT does not need to get uploaded to a system of record
- 4.For grants only, once GORs review the uploaded quarterly performance report, they enter a completion date in MyGrants to finish the post-award activity. Entering the completion date moves the report directly to the award file and turns off further grantee notifications for the specific post-award activity.