



<b>Policy TITLE:</b>	<b>Accounting Policies and Procedures for Administration of Assistance Agreements: Reporting</b>
<b>Policy NO.:</b>	<b>1-118</b>
<b>REVISION NO:</b>	<b>1.2</b>
<b>Program</b>	<b>Administration</b>

<b>Committee Approved Date:</b>	NA
<b>Policy Committee Reviewed Date:</b>	7/30/2015
<b>TNI Board of Directors Endorsed Date:</b>	NA
<b>POL Effective Date:</b>	7/30/2015

#### I. REPORTING POLICY

Project Leaders are responsible for managing and monitoring each activity supported by each assistance agreement.

Monthly performance reports shall generally contain brief information on each of the following:

1. A comparison of actual accomplishments with the goals and objectives established for the period and the findings of the Project Leader.
2. Reasons why established goals were not met, if appropriate.
3. Other pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

Reports shall be submitted electronically.

The Project Leader shall immediately notify the sponsor of developments that have a significant impact on the award-supported activities. Also, notification shall be given in the case of problems, delays, or adverse conditions which materially impair the ability to meet the objectives of the award. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

**Additional Related Policies:**

TNI Accounting Policies and Procedures for Administration of Assistance: Procurement Policy (Policy 1-113)

TNI Accounting Policies and Procedures for Administration of Assistance: Property Management and Control Policy (Policy 1-117)

TNI Accounting Policies and Procedures for Administration of Assistance: General (Policy 1-111)

TNI Accounting Policies and Procedures for Administration of Assistance: Policy on Recording Direct Labor Charges (Policy 1-119)

TNI Accounting Policies and Procedures for Administration of Assistance: Conflicts of Interest Policy (Policy 1-120)

**Policy Approved Changes**

<b>Revision No.</b>	<b>Effective Date</b>	<b>Description of Change</b>
0	11-6-06	
1.1	3-10-12	Larger policy split into individual policies. Updated Format.
1.2	7-30-15	Changed "SOP" to "Policy" in Related Policies