

PSIAP Reporting Requirements Quick Reference Guide

1. Quarterly:

- a. Quarters end Mar 31, Jun 30, Sep 30, and Dec 31
- b. Reports due 30 days after quarter end and include:
 - i. Federal financial report (SF-425)
 - ii. Technical report – adhere to [OMB-approved Research Performance Progress Report \(RPPR\) format](#)
 1. Standard cover page
 2. Accomplishments
 3. Changes/problems

2. Annual:

- a. For periods ending Jun 30 in 2018, 2019, and 2020 (when applicable)
- b. Reports due 30 days after period end and include:
 - i. Federal financial report (SF-425)
 - ii. Technical report – RPPR format
 1. Standard cover page
 2. Accomplishments
 3. Products
 4. Participants and other collaborating organizations
 5. Impact
 - a. In addition to standard info, describe the impact the project has regarding first responder communications and operations
 6. Changes/problems

3. Final:

- a. Reports due 90 days after POP ends and include:
 - i. Federal financial report SF-425
 - ii. Technical report – RPPR format
 1. Standard cover page
 2. Accomplishments
 3. Products
 4. Participants and other collaborating organizations
 5. Impact
 - a. In addition to standard info, describe the impact the project has regarding first responder communications and operations
 6. Changes/problems

Section	QUARTERLY	ANNUAL	FINAL
Period ends	Mar 31, Jun 30, Sep 30, Dec 31	Jun 30	
Reports due	30 days after period end	30 days after period end	90 days after POP ends
SF-425	•	•	•
Cover page	•	•	•
Accomplishments	•	•	•
Products		•	•
Participants and other collaborating organizations		•	•
Impact*		•	•
Changes/problems	•	•	•
Special reporting req'ts		No longer required	No longer required
Budgetary information		No longer required	No longer required
Content	Last Q ONLY	Year-to-date	Entire project
*Include impacts to first responder comms and operations			