



## KENTUCKY SCIENCE & ENGINEERING FOUNDATION

### Reporting Online for RDE and COMM

#### Table of Contents

1. Reporting Content
    - A. Required Information
    - B. Technical Report Content
    - C. "P" Reports – Professional Activities and Accomplishments
  2. Reporting Deadlines and Submission Confirmation
    - A. Contract Reporting Deadlines
    - B. Submission Confirmation
    - C. Requirement Objective
  3. Reporting and Application Log-In Assistance
    - A. PI Identity and Log-In
    - B. Password and Technical Assistance
    - C. Email Address Changes
- 

## 1. Reporting Content

### A. Required Information

1. Status of tasks and deliverables - via drop-down menu and text boxes
2. Personnel and collaborations
3. Grants and extramural funding activities
4. Inventions
5. Technology transfer
6. Company spin-offs
7. Academic and non-academic publications
8. Presentations
9. Awards and recognitions

### B. Technical Report Content

The "Technical Report" tab is active only on Annual (12-month) and Final Reports. This detailed technical report must be prepared and uploaded as a PDF file on the "Technical Report" tab. A typical well-written technical manuscript will be a minimum of 4-5 pages in length for the Annual Report and 8-10 pages in length for the Final Report. The technical report **must follow this outline**:

1. Summary
2. Introduction
3. Technical tasks/objectives
4. Methodology
5. Results [supported with tables and figures] and brief discussion
6. Conclusions
7. References.

### C. "P" Reports – Post-Award / Professional Activities and Accomplishments

As per the signed Grant Agreement/Contract, five annual post-award reports are required after the end of the award/project period. The P1 through P5 (professional activity and accomplishments) reports provide an annual progress update on the **full scope** of **ALL** of the PI's professional activities and achievements for the 12-month reporting period – **ALL** publications, presentations, patents, grants, collaborations, awards, recognitions, etc. (i.e. not just the original proposal topic).

## 2. Reporting Deadlines and Submission Confirmation

### A. Contract Reporting Deadlines

The signed grant/award agreement includes a reporting schedule and compliance with reporting deadlines is mandatory, regardless of project delays. Pending invoices cannot be processed until receipt and approval of online reports. If the PI fails to submit technical reports for 60 consecutive days as required in the contract, KSTC may terminate the grant/award agreement upon written notice to the PI or suspend all future disbursements of award funds until the PI has submitted and KSTC has approved all reports required.

**Applicants who have been delinquent in submitting reports (both active and post-award) for current and/or previous KSTC-managed programs may not be invited to apply for future rounds of funding.**

As per the signed grant/award agreement and per state (CPE) requirements, post-award reporting is required for five years after the end of the contract period.

Reporting deadlines are defined in the signed contract and are not flexible. Each PI can view all of his/her reporting deadlines by signing in to online reporting system at <http://applications.kstc.com> for the Research and Development Excellence Program (RDE) or <http://commfund.kstc.com> for the Kentucky Commercialization Fund (COMM).

### B. Submission Confirmation

When the report is finalized and submitted, the PI will receive an auto-generated email acknowledging submission with a PDF attachment of the report. Each report is electronically time-stamped with the submission date/time as well as the due date. To view other completed reports, log-in to online reporting, click on the "Reporting" tab, click on the pencil icon to the left of the desired report with "completed" status, then view a copy of the finalized PDF by selecting the "click here" link.

### C. Requirement Objective

The reporting requirement objective is three fold: (1) use the information provided to assess the status of the investment and report to the State's Council for Post-Secondary Education on grants and extramural funding activities, invention disclosures, patents and publications, collaborations and personnel, (2) determine the potential of research and technologies developed by KSEF RDE/COMM awardees, and (3) promote the advancement of science and technology in Kentucky.

Reminder: Applicants who have been delinquent in submitting complete reports (including both active and post-reporting) for previous KSEF RDE and/or COMM awards may not be invited to apply for future rounds of funding. If the PI fails to submit technical reports for 60 consecutive days, as required in the signed contract, KSTC may terminate the Grant/Award Agreement upon written notice to the PI/Awardee or suspend all future disbursements of award funds until the PI has submitted and KSTC has approved all reports required.

### 3. Reporting and Application Log-In Assistance

#### A. PI Identity and Log-In

In order to access a new application form, the PI is required to use his/her ID and password. Before creating a new account, please confirm whether or not the PI is already registered with the KSTC/KSEF databases. To do so, click on the appropriate link found below the log-in window. If the PI is registered, an entry exists for the PI within the KSTC/KSEF databases and the PI's email will be recognized by the application software.

If the PI is not registered with the KSTC/KSEF databases (i.e. the PI has never submitted a previous RDE or COMM application, or has never attended any event organized by KSEF or KSTC), the PI will need to create a new account. Note: The email must be the PI's data; do not use the email of a Co-PI, administrator, program manager, or other lab/team member.

The PI's permanent ID and password are, and will remain, linked to all past and future submissions including LOI, Pre-Proposals, and Full Proposals. Creating new identities when already registered within the KSTC/KSEF databases may result in failure to access the PI's applications in the future.

The PI is responsible for securing his/her password to protect information on the application and outcome, including the access to reviewer comments, by unauthorized people. Sharing of the password with others is the responsibility of, and at the discretion of, the PI.

#### B. Password and Technical Assistance

If the PI is not sure if he/she has a registered identity in the KSEF database, contact [ksefpm@kstc.com](mailto:ksefpm@kstc.com) for assistance.

If the password has been forgotten, enter the PI's registered email address at the log-in screen and click "Forgot Your Password". The password will be sent to the PI at the email address registered at time of proposal submission.

For detailed technical assistance with log-in or upload problems for online applications or online reporting, contact [ksefpm@kstc.com](mailto:ksefpm@kstc.com)

#### C. Email Address Changes

The PI's email log-in address is registered the very first time a PI initiates a Pre-Proposal or LOI, and the password is assigned at that time. The email address and password cannot be changed by the PI at the time of proposal submission or reporting.

If the PI's registered email address has changed, contact [ksefpm@kstc.com](mailto:ksefpm@kstc.com) so the KSEF team can update the PI identity and log-in to the current information.