Resolution to Overdue Grant Reporting to Federal-State Agencies

Process for Resolving Late Grant Reporting to Federal-State Agencies:

1. Director of RGC contacts faculty when first late notice is emailed from agency to faculty and Director is copied. **One Day Overdue**
   a. RGC offers assistance to complete overdue report.

2. Director contacts faculty to determine why report is still not submitted. **30 Days Overdue**
   a. RGC offers assistance to complete overdue report.

3. Director contacts faculty and notifies Department Chair that faculty is 60 days overdue for submitting report. **60 Days Overdue**
   a. Chair resolves the issue.

4. Director contacts faculty, Chair and Dean to notify them of very late report. **90 Days Overdue**
   a. Chair and Dean resolve issue.
   b. RGC contacts agency to assure them the report will be submitted ASAP.