

## **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.