

## INTERNAL MEMORANDUM

**TO:** Principal Investigators, Co-PIs, Department/Center Administrators, College Research Coordinators

**CC:** Associate Deans for Research; Grants & Contracts (Post-Award); Office of Sponsored Programs (Pre-Award)

**FROM:** Thomas B. Spencer, Ph.D., M.B.A.

Senior Associate Vice President for Research Operations / Institutional Signing Official

**DATE:** November 7, 2025

**SUBJECT:** Internal Deadline for Non-Financial Progress and Final Reports

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Colleagues,

As the university's research portfolio continues to grow, the Division of Research (DoR) is experiencing an increased volume of sponsor-required reports. While this is a positive reflection of UTRGV's expanding research enterprise, it has also revealed recurring challenges in meeting agency deadlines—often due to electronic system delays, portal access restrictions, or late receipt of final materials.

### **Internal Submission Deadline: Three Business Days Before Agency Deadline**

To promote consistent compliance and timely submission, the Division of Research (DoR) is implementing an expanded internal deadline policy for all non-financial reports. This includes interim progress reports, Research Performance Progress Reports (RPPRs), milestone deliverables, and final technical reports submitted to external funding agencies. The DoR will continue to monitor progress report milestones in PeopleSoft, ensuring upcoming deadlines are tracked and that all financial reports are submitted accordingly.

**Effective January 1, 2026**, all non-financial reports requiring submission or facilitated by DoR staff must be provided to Grants & Contracts (Post-Award) no later than three (3) business days prior to the sponsor's official deadline. This internal deadline aligns with the existing proposal submission process and ensures adequate time for comprehensive review, institutional certification, and timely submission through sponsor systems.

### **Why the Internal Deadline Matters:**

- When reports are delayed, the risk extends beyond administrative inconvenience: late or missing submissions can result in audit findings, interrupted funding, or negative sponsor performance assessments.
- The required time allows Grants & Contracts to verify that the content aligns with the approved scope of work, financial activity, and that compliance protocols (IRB, IACUC,

IBC, or export control) are current, and that all institutional records are accurate prior to submission.

- The internal review also provides a safeguard against unexpected technical failures or access issues that may occur close to sponsor deadlines.

### **Consequences of Missing the Internal Deadline**

Reports received after the internal deadline may not be submitted on time and failure to meet the internal deadline may result in:

- Late report submission or missed sponsor deadlines.
- Audit findings or jeopardized compliance status.
- Delays in future funding or continuation of awards.

For reports submitted directly by faculty, investigators are expected to copy **Grants & Contracts** ([grantsandcontracts@utrgv.edu](mailto:grantsandcontracts@utrgv.edu)).

For questions or assistance regarding report submissions, please contact Grants & Contracts at [grantsandcontracts@utrgv.edu](mailto:grantsandcontracts@utrgv.edu).

Sincerely,

**Thomas B. Spencer, PhD, MBA**

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Senior Associate Vice President: Research Operations

Authorized Organization Representative (*AOR*) & Signing Official (*SO*)