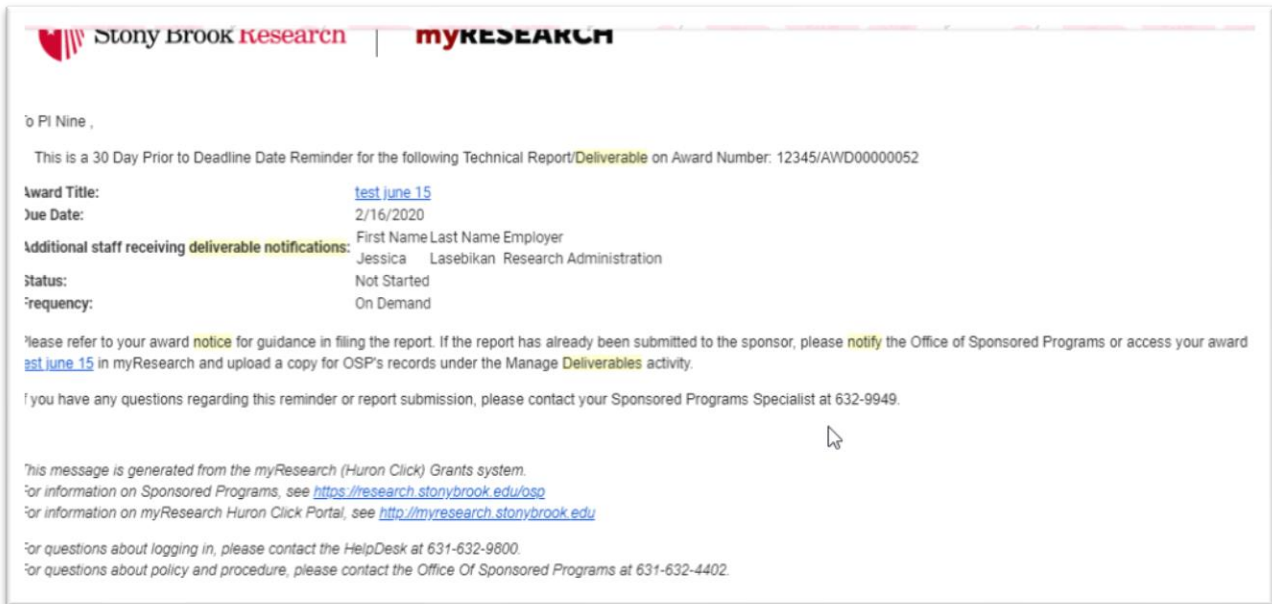


INSTRUCTIONS ON HOW TO SUBMIT DELIVERABLES/PROGRESS REPORTS THROUGH MYRESEARCH

myResearch will generate an automatic notification 60/30 days prior to the due date of a report, on the due date, and 30/45 days after the due date (overdue notifications), until completion. The notification will reference both the Oracle award number as well as the myResearch award number. The PI, CoPIs and any additional staff included on the award will receive the deliverable notification.



Stony Brook research | **myRESEARCH**

To: PI Nine ,

This is a 30 Day Prior to Deadline Date Reminder for the following Technical Report/Deliverable on Award Number: 12345/AWD00000052

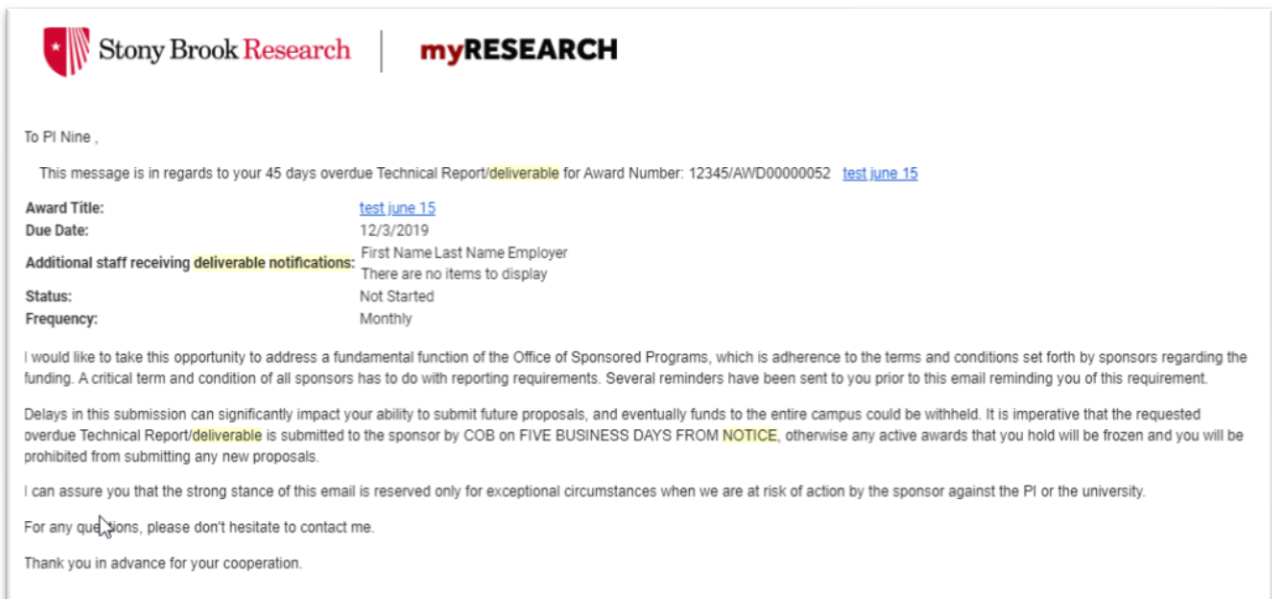
Award Title: [test june 15](#)
Due Date: 2/16/2020
Additional staff receiving deliverable notifications: First Name Last Name Employer
Jessica Lasebikan Research Administration
Status: Not Started
Frequency: On Demand

Please refer to your award [notice](#) for guidance in filing the report. If the report has already been submitted to the sponsor, please [notify](#) the Office of Sponsored Programs or access your award [test june 15](#) in myResearch and upload a copy for OSP's records under the Manage [Deliverables](#) activity.

If you have any questions regarding this reminder or report submission, please contact your Sponsored Programs Specialist at 632-9949.

This message is generated from the myResearch (Huron Click) Grants system.
For information on Sponsored Programs, see <https://research.stonybrook.edu/osp>
For information on myResearch Huron Click Portal, see <http://myresearch.stonybrook.edu>
For questions about logging in, please contact the HelpDesk at 631-632-9800.
For questions about policy and procedure, please contact the Office Of Sponsored Programs at 631-632-4402.

Sample 30 days prior to due date message



Stony Brook Research | **myRESEARCH**

To: PI Nine ,

This message is in regards to your 45 days overdue Technical Report/deliverable for Award Number: 12345/AWD00000052 [test june 15](#)

Award Title: [test june 15](#)
Due Date: 12/3/2019
Additional staff receiving deliverable notifications: First Name Last Name Employer
There are no items to display
Status: Not Started
Frequency: Monthly

I would like to take this opportunity to address a fundamental function of the Office of Sponsored Programs, which is adherence to the terms and conditions set forth by sponsors regarding the funding. A critical term and condition of all sponsors has to do with reporting requirements. Several reminders have been sent to you prior to this email reminding you of this requirement.


Delays in this submission can significantly impact your ability to submit future proposals, and eventually funds to the entire campus could be withheld. It is imperative that the requested overdue Technical Report/deliverable is submitted to the sponsor by COB on FIVE BUSINESS DAYS FROM **NOTICE**, otherwise any active awards that you hold will be frozen and you will be prohibited from submitting any new proposals.

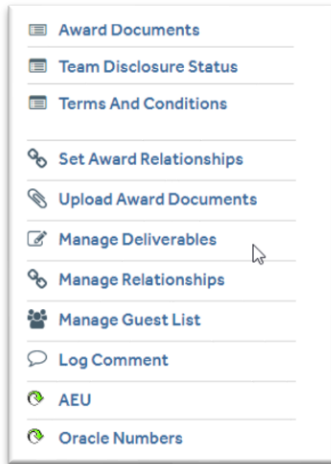
I can assure you that the strong stance of this email is reserved only for exceptional circumstances when we are at risk of action by the sponsor against the PI or the university.

For any questions, please don't hesitate to contact me.

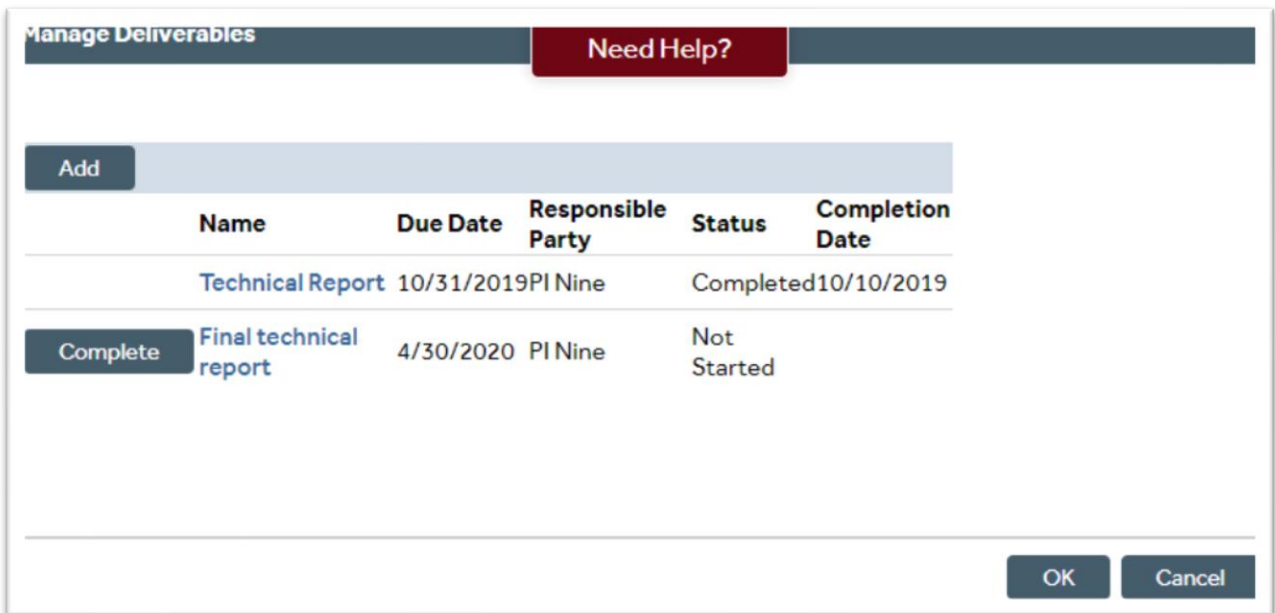
Thank you in advance for your cooperation.

Sample 45 days OVERDUE message

Upon receipt of the notification, and whenever ready to submit the report, access your myResearch award record (AWD.....) and click on  [Manage Deliverables](#) on the left side of your screen.

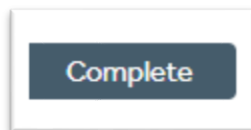


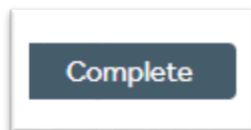
You will be redirected to this screen:



The 'Manage Deliverables' screen features a dark header with 'Manage Deliverables' on the left and a red 'Need Help?' button on the right. Below the header is an 'Add' button. The main content is a table with columns: Name, Due Date, Responsible Party, Status, and Completion Date. The table contains two entries: 'Technical Report' (Completed 10/10/2019) and 'Final technical report' (Not Started, due 4/30/2020). A 'Complete' button is positioned to the left of the second row. At the bottom right, there are 'OK' and 'Cancel' buttons.

	Name	Due Date	Responsible Party	Status	Completion Date
	Technical Report	10/31/2019	PI Nine	Completed	10/10/2019
Complete	Final technical report	4/30/2020	PI Nine	Not Started	



Select the due report by clicking . Fill in the mandatory fields, attach the report, and click OK. Note that NIH/NSF reports DO NOT have to be attached as they are submitted through sponsor portals that OSP staff have access to.

Complete Deliverable

1. Name:
Final technical report

2. Due date:
4/30/2020

3. Attach completed document(s)(Not Applicable for NIH and NSF awards):

Name

There are no items to display

4. * Completed date: ?

5. * Completed by: ?

* Required

Once you complete all the fields and click OK, a new window will be generated which will show the Status and Completion Date. Click OK.

Add				
Name	Due Date	Responsible Party	Status	Completion Date
Technical Report	10/31/2019	PI Nine	Completed	10/10/2019
Final technical report	4/30/2020	PI Nine	Completed	4/17/2020

The Office of Sponsored Programs will receive a notification and a copy of your report for filing or submission to the sponsor, if requested to do so by the PI.