



CANCER PREVENTION & RESEARCH
INSTITUTE OF TEXAS

Grantee Required Reports		
Report	Filer	Due Date
Quarterly Financial Status Report	All grant recipients	90 days after the end of the state fiscal quarter Tex. Admin. Code § 703.24(b)
Final Financial Status Report	All grant recipients	90 days after the end of state fiscal quarter that includes the grant termination date Tex. Admin. Code § 703.14(d)(1)
Quarterly Progress Report	Prevention grant recipients	15 days after the end of the state fiscal quarter
Annual Progress Report	All grant recipients	60 days after the anniversary of the grant contract effective date Tex. Admin. Code § 703.21(b)(3)(B)
Tranche Report	Commercialization/ Product Development grant recipients	Upon completion of milestones for specific tranche Tex. Admin Code § 703.21(b)(3)(J)
Final Progress Report	All grant recipients	Within 90 days of the termination date of the Grant Contract Tex. Admin. Code § 703.14(d)
Matching Funds Certification/ Verification Form	Research grant recipients (including Commercialization/Product Development)	Contract execution (certification), 30 days following the due date of the FSR reflecting expenses incurred during the last quarter of the grantee's project year Tex. Admin. Code § 703.11(g)
Inventory Report	All grant recipients	60 days after the anniversary of the grant contract effective date or within 90 days of grant contract termination date for final report Tex. Admin. Code § 703.21(b)(3)(B)(iv)
Revenue Sharing Form	All grant recipients	60 days after the anniversary of the grant contract effective date or within 90 days of grant contract termination date for final report Tex. Admin. Code § 703.21(b)(3)(B)(xi)
HUB/Texas Suppliers form	All grant recipients	60 days after the anniversary of the grant contract effective date or within 90 days of grant contract termination date for final report Tex. Admin. Code § 703.21(b)(3)(B)(vi)
Single Audit Determination Form	All grant recipients	60 days after the anniversary of the grant contract effective date or within 90 days of grant contract termination date for final report Tex. Admin. Code § 703.13(b)
Audit	Recipients that expend \$750,000 or more in state awards in the recipient's fiscal year	Within 30 days of receipt by grantee, but no more than 270 days after the grantee's fiscal year end Tex. Admin. Code § 703.13(b)(2)
Close Out Documents	All grant recipients	90 days of the termination date of the grant contract Tex. Admin. Code § 703.14(d)

Consequences for Failing to File Required Reports in a Timely Manner

(Note – in addition to the consequences stated below, the failure to timely file required reports may also serve as grounds for contract termination)

Report	Due Date	Consequence
Quarterly Financial Status Report	90 days after the end of the state fiscal quarter The recipient may request to defer submission of the reimbursement request for the current fiscal quarter until the next quarter. The request must be submitted on or before the FSR due date.	Reimbursement of project costs incurred during the reporting period will be waived if the FSR is not submitted within 30 days of the FSR due date. Tex. Admin. Code § 703.24(c) In order to receive disbursement of grant funds, the most recently due FSR must be approved. Tex. Admin. Code § 703.24(c)(5)
Final Financial Status Report	90 days after the end of state fiscal quarter	Reimbursement of project costs incurred during the reporting period will be waived if the FSR is not submitted within 30 days of the FSR due date in § 703.14. Tex. Admin. Code § 703.14(d)(1) In order to receive disbursement of grant funds, the most recently due FSR must be approved. Tex. Admin. Code § 703.24(c)(5)
Quarterly Progress Report	15 days after the end of the state fiscal quarter	
Annual Progress Report	60 days after the anniversary of the grant contract effective date	No disbursement of grant funds will be made until the progress report is approved. Tex. Admin. Code § 703.21(b)(3)(H)
Tranche Report	Upon completion of milestones for specific tranche	The next tranche of grant funds will not be disbursed until the tranche report is approved. Tex. Admin. Code § 703.21(b)(3)(J)(ii)
Final Progress Report	Within 90 days of the termination date of the grant contract The recipient may request that CPRIT waive the final submission of close out documents for exceptional circumstances. Tex. Admin. Code § 703.14(d)(2)	The final reimbursement of grant expenditures will not be disbursed until the progress report and other close out documents are approved. Failure to submit the progress report within 180 days of the termination date will cause the recipient to be ineligible to receive new grant awards until all information has been submitted or a waiver of final submission is approved by CPRIT. Tex. Admin. Code § 703.14(d)(2)
Matching Funds Certification/ Verification Form	At the time of contract execution (certification), 30 days following the due date of the FSR reflecting expenses incurred during the last quarter of the grantee's project year	The grant contract will not be executed until the initial certification is submitted by the recipient. Grant funds for the next project year (or tranche, if applicable) will not be disbursed until the matching funds verification for the previous year and certification for the upcoming year has been approved. Tex. Admin. Code § 703.11(f) , Tex. Admin. Code § 703.21(b)(3)(B)(x)
Inventory Report	60 days after the anniversary of the grant contract effective date; within 90 days of grant contract termination date (final report)	Grant funds for the next project year will not be disbursed until the other annual financial reports, including the inventory report, have been submitted and approved.. Tex. Admin. Code § 703.21(b)(3)(H)
Revenue Sharing Form	60 days after the anniversary of the grant contract effective date (annual); within 90 days of grant contract termination date (final report)	Grant funds for the next project year will not be disbursed until the other annual financial reports, including the revenue sharing form, have been submitted and approved. Tex. Admin. Code § 703.21(b)(3)(H)
HUB/Texas Suppliers form	60 days after the anniversary of the grant contract effective date (annual); within 90 days of grant contract termination date (final report)	Grant funds for the next project year will not be disbursed until the other annual financial reports, including the HUB Report/Texas Suppliers form, have been submitted and approved. Tex. Admin. Code § 703.21(b)(3)(H)
Single Audit Determination Form	60 days after the anniversary of the grant contract effective date (annual); within 90 days of grant contract termination date (final report)	Grant funds for the next project year will not be disbursed until the other annual financial reports, including the single audit determination form, have been submitted and approved. Tex. Admin. Code § 703.21(b)(3)(H)

Consequences for Failing to File Required Reports in a Timely Manner

(Note – in addition to the consequences stated below, the failure to timely file required reports may also serve as grounds for contract termination)

Report	Due Date	Consequence
Audit	<p>Within 30 days of receipt, but no more than 270 days after the recipient's fiscal year end</p> <p>The recipient may request additional time to file the audit and corrective action plan. The request must be submitted on or before the audit due date.</p>	<p>Grant funds will not be disbursed until the delinquent audit and corrective action plan, if any, have been approved. The recipient is ineligible to receive a grant award during the time that the audit and corrective action plan is delinquent.</p> <p>Tex. Admin. Code § 703.13(c) and (d)</p>
Close Out Documents	<p>within 90 days of the contract termination date</p>	<p>The final reimbursement of grant expenditures will not be disbursed until the progress report and other close out documents are approved. Failure to submit the progress report and other close out documents within 180 days of the termination date will cause the recipient to be ineligible to receive new grant awards until all information has been submitted or a waiver of final submission is approved by CPRIT.</p> <p>Tex. Admin. Code § 703.14(d)(2)</p>