

Joint Fire Science Program Reporting and Past-Due Policy

November 2025

Reporting requirements:

The following reports are required as part of receiving an award from JFSP.

Please note: There are some differences in reporting procedures based on the type of agreement you received. Please read the definitions below and if you still have questions about the type of agreement your project is funded by contact Becky Jenison at bjenison@blm.gov or Jocelyn Wright at jnwright@blm.gov.

Definition of agreements:

- **Assistance agreements** – All non-federal projects are funded via assistance agreements. This includes universities, states, non-profits, etc.
- **Inter-agency agreements** – All projects funded through a federal agency. This includes any project that has requested any federal funding from JFSP.

Annual progress/performance reports:

- Principal Investigators (PIs) must submit a progress report by **December 31st** of each year, summarizing activities for the previous fiscal year period 10/1 – 9/30.
 - Projects funded via Inter-agency agreements must submit progress reports using the ‘Progress’ tab in the JFSP database.
 - Projects funded via assistance agreements must submit their progress report in GrantSolutions. Within ‘Grant’ details, select the ‘Reports’ tab to submit the progress report.
- You are not required to submit a progress report for projects that received funding within 6 months of the progress report due date.
- If you are a PI on more than one project, a separate report is required for every project.
- **NOTE:** Fire Science Exchange Projects (FSEN) have different reporting requirements. You will be notified by the Program Office with specifics.

Financial reports:

- Annual financial reports must be submitted for all projects funded **via assistance agreements**.
- They must be submitted by your sponsored programs office using the GrantSolutions system.
- Projects funded via inter-agency agreements are not required to submit financial reports.

Final performance reports:

- All JFSP projects (including FSEN projects) are required to submit a final report (also known as final performance report).
- Final reports must be submitted within 120 days after a project’s agreement end date. Please refer to your agreement to know when this is due.
- The project end date in the JFSP database should correspond with the agreement end date. If there is a discrepancy, the official date is the one on the agreement. Please notify Becky Jenison and/or Jocelyn Wright if there is a discrepancy between these two dates. **PI’s are responsible for knowing the end date on their agreement.**
- Please submit final reports in the JFSP database on the “Final report” tab.
- JFSP will get a notification when the final report is uploaded in JFSP’s database. All final reports are reviewed by JFSP to ensure requirements have been met. Once approved, you will receive a notification from JFSP that your report has been approved and your project is considered complete.
- **IMPORTANT NOTE:** For projects funded under assistance agreements – Once notified of

project completed by JFSP, your final report must be also uploaded into the GrantSolutions system Performance Progress Reports (PPRs) as a final PPR.

- Grant Recipients with the following roles can view, edit, and submit the PPR: Grantee Authorizing Official, Principal Investigator/Program Director, and Financial Official (FO). We realize this is a duplication of effort but it is necessary for a variety of reasons.
- PI's must familiarize themselves with and follow the requirements in the final report policy and use the cover page template when completing their final performance report. There is a link to these documents on the 'Final Report' tab, in the JFSP database and on the funding tab of the JFSP website <https://www.firescience.gov>.

Past-due Policy

- JFSP projects are considered past due if they do not submit a final report within 120 days after the agreement end date.
- JFSP policy states that any Principal Investigator (PI) or Co-Principal Investigator (Co-PI) with a past-due project as of the funding opportunity closing date will be ineligible to submit new proposals under that announcement.
- Projects are considered completed once the final report has been reviewed and approved by the JFSP Program Office and other required deliverables, such as user guides when applicable, are complete. Project data should be archived per the data management plan as soon as possible, but no later than six months after project completion.

JFSP will make every effort to send quarterly courtesy notifications to PIs whose projects are either past due or within 120 days after the agreement end date. These notifications are provided as a courtesy only. PIs are solely responsible for tracking their agreement end dates and ensuring all reporting requirements are met on time.